

## CHAPTER I

### The Faculty

#### Article I. Composition of the Faculty

##### Section 1. The Faculty

The Faculty shall consist of the President of the College and the members of the instructional staff who hold the title of Dean, Professor, Associate Professor, Assistant Professor, Professor, or Non-tenured Senior Lecturer and Senior Adjunct Assistant Professor.

- A. Any administrative officers shall also be deemed members of the Faculty.
- B. Professorial rank as used hereafter is to mean the rank of Assistant Professor, Associate Professor, and Professor.
- C. The instructional staff includes all individuals having classroom teaching responsibilities.
- D. Visiting Professors, Lecturers, and other members of the instructional staff, with the exception of assistants, and non-teaching Whitman staff members invited by the president to attend specific Faculty meetings, shall have the privilege of sitting with the Faculty, but shall be entitled to vote only in special cases as noted in Ch. I, Art. I., Sec. II (Charter, Sec. 4, and Const., Art. V, Sec. 1 and 2). (11-30-2011)
- E. The term "teaching member of the Faculty" used in matters such as the election and appointment to Faculty positions, is defined to include all full and part-time members of the Faculty eligible for tenure, (see Ch. I, Art. III, Sec. 3).
- F. Part-time faculty members who are full-time employees of the College will be considered "teaching members of the Faculty" upon individual decision by the President at the time of initial appointment or reappointment if they meet the provisions of the following guidelines:
  1. At least 50 percent of the appointee's time is devoted to teaching.
  2. The individual is professionally prepared for a full-time teaching assignment on the Whitman College faculty.
  3. The individual is granted regular faculty status with the rank of Professor, Associate Professor, Assistant Professor, or Instructor.
  4. The teaching portion of the employment obligation is considered a permanent one.
- G. Excluded from the provisions of Ch. I, Art., I., Sec. 1E and the guidelines pertaining thereto are those members of the college staff whose appointment or

contract assigns them primarily to administrative positions (for example, the President, the Deans, the Registrar, etc.) whether or not they teach one or more courses.

- H. Members of the instructional staff who have taught GENS 145/146/245 at least 6 of the past 10 semesters (inclusive of the current academic year) may vote with the Faculty on Encounters theme changes. (11-30-2011)

## Article II. Search Procedures

Specific guidelines for conducting tenure-track searches can be found on the Provost/[DOF CLEo site](#).

### Section 1. Screening of Applicants

- A. Members of the Committee of Division Chairs may not chair a search committee unless no other tenure-track member of the hiring department is available to serve in that role. (5/21/04).
- B. Every search shall include substantial participation from students. The search committee shall determine, early in its proceedings, the particulars of how students will be involved in the process. At a minimum, three students shall be involved. They should, again at a minimum, attend the public presentations and see the candidate's c.v. and cover letter. (11/20/02).

### Section 2. Campus Interviews (11/20/02)

- A. Candidates spend at least a full day on campus during which they:
  - 1. meet every member of the department and search committee.
  - 2. are interviewed by the Provost and Dean of the Faculty and the President.
  - 3. (The chair of the search committee should make clear to candidates in advance the nature of the presentation(s) they are expected to give.)

### Section 3. Selection and Notification (11/20/02)

- A. After interviews on campus have been completed, the search committee consults with faculty and students who observed the candidates and, with careful consideration of the input from students involved in the search process, makes a decision on which candidate to recommend to the Provost and Dean of the Faculty for appointment. The student input gathered from the search process shall be forwarded to the Provost and Dean of the Faculty with the folders and preference list. This student input will take either the form of a single statement from a student committee or memos from individual students.
- B. In unusual circumstances, a hire for a second tenure-track position in a department may be made during the same academic year from a pool for a single tenure-track position. The extension of an offer to a candidate for the second position will only be permitted after securing the unanimous consent of all members of:
  - 1. the search committee for the original position, excluding the person to be replaced,
  - 2. the Committee of Division Chairs,
  - 3. the Provost and Dean of the Faculty, and

4. the President.

The student input for a second position will take one of the forms valid for the first position.

C. Under no circumstances shall a second tenure-track hire be made in subsequent years without a new national search. (5/12/04)

### Article III. Appointment and Removal of Faculty Members

#### Section 1. Initial Appointments

- A. The Board of Trustees shall have the power to appoint and remove the President of the College, the Professors, Tutors, Teachers, and any other necessary Agents and Officers, and may fix the compensation of each. (Charter, Sec. 4.)
- B. All appointments to the teaching faculty of Whitman College shall be made by the Board of Trustees on recommendation of the President of the College. (Const., By-Laws, Art. V, Sec. 1.)
- C. The Trustees, Overseers, Faculty, and Officers of instruction and administration shall sign the Roll of Official Records of Trustees, Overseers, Faculty, and Officers of Instruction and Administration, and shall subscribe to the following declaration:

*In signing this Roll, I accept the position written in against my name, to which I have been elected by the constituted authorities of Whitman College. I hereby declare my intention of fulfilling the duties thereof, and of supporting faithfully the Constitution, By-Laws, and regulations of Whitman College. (Const., Art. XI.)*

#### Section 2. The Length of Appointments

- A. The initial appointment of a person as a member of the Faculty at the non-professorial ranks shall be for a term of one academic year. (Const., By-Laws, Art. V, Sec. 3).
- B. Initial appointments at the rank of Assistant Professor, Associate Professor, or Professor shall always be for a term of three academic years, as provided in the Constitution (By Laws, Art. V, Sec. 2). Upon expiration of the initial three-year term, appointments at these professorial ranks are renewable, subject to the tenure decision in the case of Professor, and to the provisions of the Constitution (By-Laws, Art. V, Sec. 2) for all three ranks.
- C. Temporary appointments to the Faculty that result from a regular search process cannot be held for more than five years.

#### Section 3. Tenure

- A. Except in the case of initial appointment to the Faculty, all appointments at the rank of Professor shall be for indefinite tenure. Indefinite tenure means that the appointment shall not run for a fixed term or period and shall be terminable only as hereinafter provided. (Const., By-Laws, Art. V, Sec. 5.)
- B. Persons holding the rank of Associate Professor, Assistant Professor, and Instructor may be given indefinite tenure by special vote of the Board of Trustees at any time but, any such who have not been given indefinite tenure at the beginning of their 7th year of service, shall at that time be notified in writing whether they will be given indefinite tenure at the beginning of their seventh year of service.

In the event that indefinite tenure be not given, such persons shall be entitled to a 7th year of service but shall not be continued in the service of the College beyond the end of their 7th year. (Const., By-Laws, Art. V, Sec. 6.)

C. No tenure regulations shall apply to part-time members of the instructional staff regardless of title, unless the following guidelines pertain:

1. At least 50 percent of the appointment is devoted to teaching.
2. The individual is professionally prepared for a full-time teaching assignment on the Faculty.
3. The individual holds regular faculty rank of Professor, Associate Professor, Assistant Professor, or Instructor.
4. The teaching portion of the position is considered a permanent one.
5. Tenure for such part-time member of the instructional staff shall be half-time tenure.

D. Nor shall tenure regulations apply to any person not holding the title of Professor, Associate Professor, Assistant Professor, or Instructor. (Const., By-Laws, Art. V, Sec. 9.)

#### Section 4. Causes for Dismissal (05/08/2013)

Dismissal of a member of the Faculty may be effected for any of the following reasons:

A. Adequate cause. Adequate cause for dismissal will be related, directly and substantially, to the fitness of faculty members in their professional capacities. Dismissal will not be used to restrain faculty members in their exercise of academic freedom or other rights of American citizens.

Adequate cause for dismissal may be found to exist in the following categories:

1. Failure of a faculty member, after written notification by the Provost and Dean of the Faculty, to correct sustained conduct which significantly harms the ability of other faculty members, staff members or students to take full advantage of the College's educational or employment opportunities, or impedes that person's ability to study, learn or work.
2. Severe violation of the code of conduct as expressed in the Whitman College Grievance Policy.
3. Failure to perform teaching responsibilities expected of all Whitman faculty members.

4. Failure to adhere to professional ethics expected of all members of the faculty, as outlined in the American Association of University Professors Statement on Professional Ethics, discipline specific scholarly and ethical standards, or Whitman College's Statement on Academic Dishonesty and Plagiarism.
- B. Discontinuance of a department or program. Departments and programs shall be discontinued by the Faculty, on recommendation of the Curriculum Committee (Chapter 1, Article VIII, Sec. 9.A), and such discontinuance may be grounds for dismissal.
- C. Financial exigency. As used herein, a financial exigency is a severe financial crisis that threatens the academic mission of the institution as a whole. Dismissal of a faculty member may occur for a demonstrably bona fide financial exigency that cannot be alleviated by less drastic means.

#### Section 5. Procedures for Dismissal (05/08/2013)

- A. In cases of suspected conduct or actions as described in Secs. 4.A.1 or 4.A.2, the procedure described in the Whitman College Grievance Policy will be followed. If the Grievance Panel for Faculty upholds the recommended finding that the policy has been violated using a preponderance of evidence standard, and the potential sanctions include dismissal for adequate cause, dismissal proceedings will be conducted as described in Sec. 5.B, below. While potential dismissal proceedings are underway, the faculty member may be suspended.
- B. In every case of potential dismissal, as defined in Sec. 4 above, the procedure as described in the most recent American Association of University Professors Recommended Institutional Regulations on Academic Freedom and Tenure in Sections 4-7 (or if renumbered, the Sections concerning Dismissal Procedures) shall be followed.
  1. In cases of adequate cause, the informal inquiry will be conducted by a gender-balanced committee of four members, whose makeup will consist of the three Division Chairs plus a fourth member. The fourth member will be the Division Chair of the appropriate gender whose term has most recently expired. If necessary, in order to account for possible recusal due to an appearance of impropriety, and to ensure gender balance, the informal inquiry committee will be modified by either removing the appropriate least-senior member of the committee, and/or adding previous Division Chairs of the appropriate gender whose terms have most recently expired.

The hearing will be conducted by a gender-balanced committee of six members, whose makeup will consist of the Faculty Personnel Committee. If necessary, in order to account for possible recusal due to an appearance of

impropriety, and to ensure gender balance, the hearing committee will be modified by either removing the appropriate least-senior members of the committee, and/or adding previous members of the Faculty Personnel Committee of the appropriate gender whose terms have most recently expired.

The hearing committee must be clearly convinced by the evidence in order to find that there is adequate cause for dismissal.

2. In cases of discontinuance of a department or program, every effort will be made to place the faculty member concerned in another suitable position. A faculty member may appeal a proposed relocation or termination resulting from a discontinuance, and has a right to a full hearing before the Faculty Personnel Committee.
  3. In cases of financial exigency, a committee consisting of the Chair of the Faculty and the Division Chairs will participate in the decision that a condition of financial exigency exists or is imminent, and will ensure that all feasible alternatives to termination of appointments have been pursued. If needed, this committee will then identify individuals whose appointments are to be terminated. The Faculty Personnel Committee will serve as a hearing committee, if a hearing is requested.
- C. The dismissal of a tenured faculty member requires final approval by the Board of Trustees.
- D. If it is determined that dismissal for adequate cause, as defined in Sec. 4.A, is not warranted, other sanctions may be imposed. These sanctions may include: oral or written reprimand, transfer to a different area or other work restrictions, counseling, required training, probation, suspension, demotion, reduction in pay, or restitution.
- E. The appeal process for cases of dismissal are described in the American Association of University Professors Recommended Institutional Regulations on Academic Freedom and Tenure.

#### Section 6. Procedures for Evaluation

- A. The President and the Provost and Dean of the Faculty, in consultation with the Faculty, shall disseminate a statement of faculty evaluation policy and procedure in the Faculty Handbook.
- B. In the course of making decisions concerning advancement in rank, contract renewal, and tenure appointments, the President shall consult with the Provost and Dean of the Faculty and the Faculty Personnel Committee (described in Ch. I, Art. IV, Sec 1).



- C. A Faculty member who has been the subject of such evaluation proceedings may request, within two weeks after he or she is notified in writing of the results, that the Provost and Dean of the Faculty appoint a review committee to determine whether the decision was the result of adequate consideration in terms of the relevant standards of Whitman College as expressed in the current procedures and criteria for evaluation.

The current statement of faculty evaluation policy and procedures shall provide for the selection of the review committee. If the review committee finds that reconsideration would be appropriate, the case shall be returned to the original evaluation committee for reconsideration.

#### Section 7. Retirement

The Board of Trustees shall have authority to terminate by retirement the appointment of any Faculty member who by reason of mental or physical disability has become unable to perform the duties for which he or she was appointed. (Const., By-Laws, Art. V, Sec.7.)

Early and phased retirement are available as options as approved by the Board of Trustees.

Upon retirement, all faculty in good standing will be given Emeritus status following the recommendation of the Division Chairs Committee and President and upon approval by the Board of Trustees.

#### Section 8. Leaves of Absence for Non-Tenured Faculty

A member of the Faculty who does not have tenure and who requests a leave of absence may be granted a leave of absence subject to the condition that he or she is under no obligation to return to the College and that the College is under no obligation to hold the position open for him or her but that by mutual agreement he or she may return.

### **Article IV. Personnel Guidelines**

#### Section 1. Membership of Personnel Committee

- A. Any serving member of the Committee who wishes to apply for promotion during his or her term of service on the Committee will be replaced for the academic year in which his or her case was being considered. (3/05/08)

#### Section 2. Guidelines for Times in Rank (4/20/05)

- A. The following periods of time in rank constitute a norm for consideration of promotion rather than a fixed period of time.
1. From assistant professor to associate professor: at time of tenure decision.
  2. From associate professor to professor: eight years.

3. From a previous negative decision to promote: two years **strongly recommended**.

A recommendation for promotions will be based upon positive accomplishments, not merely upon time served and an absence of serious deficiencies. Account may be taken of time in rank at another institution, but not necessarily on a year-for-year basis.

Any tenure-track member of the faculty, regardless of length of time in rank, may request of the Provost and Dean of Faculty that he or she may be evaluated for promotion to the next rank. He or she may also be nominated for such consideration by his or her department chair, division chair, the Provost and Dean of the Faculty, or the President.

### Section 3. Informal Review of Untenured Tenure-Track Faculty (04/20/2011) (First informal reviews during the 2011-2012 academic year)

- A. An informal review of untenured tenure-track faculty during each of their initial three-year contracts.

Like the present Personnel Committee review conducted during the first semester of the third year of an initial three-year contract, this review will involve a conscientious assessment of the candidate's teaching, scholarship, and service. Unlike the review conducted by the Personnel Committee, however, this review will be purely advisory and diagnostic in nature.

Early in the first semester of the second year of an initial three-year contract, the Associate Dean for Faculty Development (ADFD) will provide an explanation of the process and purpose of this informal review to the candidate. In consultation with the candidate, the ADFD will identify at least two tenured faculty members, at least one of whom is a member of the candidate's department, who will each visit a minimum of two class sessions taught by the faculty member under review. In addition, the ADFD and the faculty member under review will discuss and come to agreement about what other materials will best serve the purposes of this review. Although none of the following is required, possible materials might include a current curriculum vitae, course syllabi and/or other appropriate pedagogical materials, student evaluations, annual activity reports, evidence of professional activity, and assessments submitted by members outside the candidate's department. These materials will also be reviewed by the tenured faculty members participating in this process.

Toward the conclusion of the fall semester of the second year of an initial three-year contract, after consulting with the faculty members who participated in the review, the ADFD will convene a meeting with the candidate in order to communicate the substance of the completed review to the candidate. At the discretion of the candidate, an appropriate third-party observer of the candidate's choosing (e.g., mentor, departmental colleague, or division chair) may attend this meeting as well. Following that meeting, the ADFD will compose a summary of the review in the form of a confidential letter sent to the candidate, including specific recommendations for improved performance in light of the

formal criteria of evaluation outlined in the *Faculty Handbook*, as well as any response the candidate may voice to these recommendations. The ADFD will retain a copy of this letter in confidence for reference during the second informal review. The candidate may choose to address specific aspects of this letter in preparing third-year contract renewal materials for the Personnel Committee, but is neither expected nor required to do so.

- B. To institute an additional informal review in the second semester of the fourth year of employment in order to provide timely feedback in anticipation of the tenure review, which is typically conducted in the first semester of the sixth year of employment.
  - 1. The second informal review will follow the same procedures as the first informal review. In preparing the second informal review letter, the Associate Dean for Faculty Development will consult the candidate's prior informal review letter.

### Section 3. Criteria for Evaluation (4/13/09)

- A. The following are the specific criteria the Personnel Committee will use in the evaluation process. More generally, the Committee will also try to assess the overall value of the candidate's contributions to Whitman's mission as an undergraduate, residential, liberal arts college.

#### 1. Excellence in Teaching

Excellence in teaching is the most important criterion for faculty excellence, necessary but not in itself sufficient for retention and advancement. Whitman faculty members must continually strive for excellence in teaching. Excellence in teaching should be consistently apparent with successive appointments and be clearly evident at such key points as the granting of tenure and promotion to the rank of professor. The Personnel Committee will be guided by high standards of evaluation in this category, while simultaneously recognizing that diverse pedagogical approaches can result in excellent teaching.

All of the following items are essential to meet the criterion:

- a. Scholarly competence and familiarity with current developments in one's field;
- b. Thorough course planning and preparation for individual classroom, laboratory, and/or studio sessions;
- c. Effective pedagogical techniques, which may include lecture presentations, discussion leadership, laboratory instruction and tutorial guidance;
- d. Thorough, fair and timely review and evaluation of student work;

- e. Availability to and effective guidance of students, particularly to those assigned as advisees, enrolled in one's classes, and/or with whom the candidate collaborates on research activities.

In evaluating the candidate's achievements with respect to these items, the Personnel Committee will consider the candidate's written statement, peer and student evaluations, and the quality of course materials. Contributions to General Studies 145/146/245, along with course development and interdisciplinary teaching are valued and meritorious aspects of teaching. In reviewing student evaluations of teaching, the committee pays particular attention to patterns in student responses. Pre-major and major academic advising will be expected to reflect excellence, as will other non-classroom work related to student learning, such as supervision of independent studies, senior thesis work, and independent research with students.

## 2. Excellence in Professional Activity

The COACHE Committee recommends that academic departments be required and interdisciplinary programs be invited, to develop and submit to the Committee of Division Chairs scholarship guidelines that are appropriate to specific areas of academic inquiry. (5/5/2010; amended 2/26/2014)

It is our belief that such guidelines may be useful for several audiences and for several purposes:

- a. They may be of assistance to candidates for contract renewal, tenure, and promotion by helping them appreciate what is involved in fulfilling the criteria in the Faculty Handbook under the heading of "Excellence in Professional Activity" (see below).
- b. They may be of assistance to those writing letters on behalf of candidates, especially with respect to assessments of professional activity.
- c. They may offer guidance to the Personnel Committee as it reviews materials submitted by candidates for contract renewal, tenure, and promotion.

### Preparation and Submission of Guidelines

- a. Statements of discipline-specific scholarship guidelines are to be understood as resources for the audiences indicated above. As such, they are neither to replace nor to modify in any way the criteria of evaluation indicated in the Faculty Handbook.
- b. Statements should be no longer than three single-space pages
- c. Statements should be prepared by department chairs in consultation with all tenure-track and tenured members of any given department.
- d. To the extent appropriate, statements should address each of the forms of professional activity listed in the Faculty Handbook, and, where possible,

indicate what types of accomplishment are generally considered appropriate at the time of review for tenure and promotion to the rank of professor.

- e. Statements should seek to clarify questions whose answers might not otherwise be evident to persons outside a given discipline (e.g., how the order in which the names of authors appear in a publication is to be understood; what qualifies as peer-reviewed publication or noteworthy exhibition in different areas; what conferences involve competitive bids to participate; the status of grants; etc.)
- f. Departments and interdisciplinary programs are welcome to revise their guidelines and submit a modified version for review at any time. They are advised to review their guidelines whenever one or more new tenure-track members join a department or interdisciplinary program. Finally, discipline-specific guidelines must be reviewed and, if appropriate, updated by departments and interdisciplinary programs every five years. These required reviews will occur on a staggered schedule so that, in every five year cycle, the departments and programs in one division will be reviewed in the first year; those in another division in the third year; and those in the remaining division in the fifth year.
- g. Each set of guidelines will be reviewed by the Faculty Personnel Committee and, if appropriate, returned with a request for clarification or reformulation.

Professional activity and growth ranks second to excellence in teaching in the evaluation of faculty. Progress in professional activity should be consistently apparent with successive appointments. Research and writing that appears in peer-reviewed publications, noteworthy performances or exhibitions, or other appropriate peer-reviewed professional activities in the candidate's field(s) of study are necessary at such key points as the granting of tenure and promotion to the rank of professor. The Personnel Committee will evaluate scholarly or creative work deemed to be professionally appropriate to each candidate's field, recognizing the variety of possible forms. (10/07/09)

Several modes of professional activity are considered in the evaluation of professional activity, but the most important mode is evidence of the candidate's engagement in the intellectual life of his/her field of study beyond the boundaries of the campus community.

While all items on the list below are valuable, the first is necessary:

- a. Research and writing that appear in peer-reviewed publications, noteworthy performances or exhibitions, or other appropriate peer-reviewed professional activities in the candidate's field(s) of study. External reviews by recognized experts in the candidate's discipline of productions or exhibits occurring at Whitman shall qualify as peer-reviewed measures of professional activity;
- b. Peer-reviewed publication in related areas, including but not limited to, matters of pedagogy and curricular design;

- c. Non-peer reviewed publications and professional activity as defined in (a) and (b) above;
- d. Active involvement in professional organizations;
- e. Participation in professional meetings and conferences, including presentations made with student co-authors;
- f. The writing and submission of proposals for external grants.

The Personnel Committee will also consider activities, such as the development of new areas of expertise in the discipline, that may not bring the candidate into the larger intellectual dialogue of his or her field, as well as interdisciplinary professional activities. The judgment of the Committee will not be based solely on the quantity of the candidate's professional activity, but also will consider its quality, breadth, and contributions to the candidate's teaching and the mission of the College. The Personnel Committee will consider the candidate's written statement, letters from the candidate's peers both within and without the College, and direct examples of the candidate's professional activity.

### 3. Service to the College

Service to the College outside of classroom-related activities and professional activity is essential in a small liberal arts college if programs of the College are to develop, and the College is to be well governed. While evidence of service to the college is expected of all candidates applying for tenure and promotion, non-tenured members of the faculty should concentrate on developing their records as teacher/scholars.

Evidence of conscientious college service should be clearly apparent at such key points as the granting of tenure and promotion. Significant contributions to college service, as defined below, are expected for promotion to the rank of professor.

The Personnel Committee will consider the quality and quantity of the candidate's college service, including

- a. Service on college committees and in faculty governance;
- b. Contributions to departmental, interdisciplinary and/or divisional activities;
- c. Initiation of programs that strengthen the capacity of the College to fulfill its mission;
- d. Assistance in other important collegiate activities, such as student recruiting and alumni affairs;
- e. Contributions to student life;
- f. Efforts to enhance the diversity, broadly defined, of the College.

- g. Participation as a mentor in the college faculty mentoring program and/or other mentoring activities. (05/05/10)

Community service, while not a substitute for college service, will also be considered if deemed appropriate by the Committee.

#### Section 4. Collection of Information

The primary responsibility for the collection of information lies with the candidate. Specific requirements for the preparation of these materials are available on the Provost and Dean of Faculty web site at: <http://www.whitman.edu/offices-and-services/provost/guidelines-and-procedures>.

- A. In addition to those letters requested by the candidate, the Provost and Dean of the Faculty will invite all tenure-track departmental colleagues (other than those who are retired or are participating in the Salary Continuation Plan) to send letters to the Personnel Committee regarding the candidate's performance. (1/24/07)
- B. The candidate will present to the Provost and Dean of the Faculty: (3/12/03)
  - 1. An up-dated vita.
  - 2. A statement concerning the candidate's teaching and contributions to major and non-major advising. The teaching statement allows the candidate to describe his or her activities that demonstrate excellence in teaching. In the statement the candidate should provide his or her definition of excellent teaching. Based on this definition, the candidate is responsible for describing how he or she has worked to achieve excellence as a teacher. Excellence can take many forms including, but not limited to, the trials of new pedagogical techniques, the creation of supplementary teaching materials, the design of courses, or the integration of scholarship with teaching. In addition, the candidate should assess his or her instructional activities. Possible means of assessment include student feedback. Finally, this statement should contain the candidate's response to student course evaluations or prior personnel committee evaluations.
  - 3. A completed and signed Release of Information Form, supplied by the Office of the Provost and Dean of the Faculty, releasing student evaluations from at least 2/3 of all classes taught at Whitman in the preceding two years, in the case of contract renewal, or since the last review, in the case of a tenure decision. Upon receipt of this form, the Office of the Provost and Dean of the Faculty will obtain web-based and hard copy evaluations noted on the form from the Registrar's Office. Evaluations from a variety of courses representing the range of the candidate's teaching activities will be expected. The standard form provided by the College will be used; however, the candidate may append his or her own questions (quantitative or written) to the form if appropriate to a particular course. To facilitate the collection of such information, the Provost and Dean of the Faculty should

remind those faculty members due for evaluation to begin gathering the necessary course evaluations.

4. Class materials (e.g., syllabi, reading lists, examinations).
5. The names of at least three colleagues from within the college community from whom the candidate has requested letters. These letters should focus on aspects of teaching that will not be addressed by student evaluations or letters written by off-campus experts. Faculty can provide uniquely valuable information on such matters as the candidate's mastery of the field, whether the candidate's organization of the course is appropriate to the subject matter, and whether the information is provided at a level appropriate for the students of the course. Faculty comments on the candidate's class materials, including syllabi, assignments, and textbooks, as well as the pedagogical techniques implicit in the assignment and structure of the course, can be extremely useful to the evaluation process. In many cases, faculty can make insightful comments on the value of presentations, performances, and activities outside the classroom as well.

For the letter writer to be familiar with the teaching philosophy and objectives of the candidate under review, he or she might meet in advance with the candidate to discuss these matters. The candidate might also provide the letter writer with background about the courses to be evaluated, including earlier versions of the syllabus, if it has been taught more than once and if it has changed significantly. Guidelines for letter writers can be found on the Web site of the Provost and Dean of the Faculty at: <http://www.whitman.edu/offices-and-services/provost/guidelines-and-procedures>.

Visits to the classroom are an indispensable part of the review process. Letter writers should try to make at least two observations of the candidate's teaching, whether in a classroom or non-classroom setting. Letter writers might also write about team-teaching experiences and observations made during guest visits to classes. In the visit, faculty will want to determine whether the candidate's teaching philosophy and the objectives implicit in the syllabus are upheld in the actual teaching situation.

- C. A candidate for tenure or promotion to professor will provide a list of the names of a minimum of eight and maximum of ten established scholars, artists or performers in the candidate's field. The list will be constructed by the candidate in consultation with the candidate's department chair and the Associate Dean for Faculty Development. From this list, the Provost and Dean of the Faculty will request four letters of evaluation for the candidate. (Faculty Code, Chapter 1, Article IV, Section 4, C). (03/30/11)

For all names submitted, the candidate will provide a justification for each reviewer on the list. The candidate should disclose the nature of the relationship he/she has with the potential external reviewer. Generally, the external letter writer should have no close personal or professional



relationship to the candidate; however, should this be necessary, the candidate will need to present a particularly strong argument for their inclusion. The candidate may also identify up to four of the potential external reviewers in their list of eight to ten as preferred reviewers, from which at least three of the final letters will be solicited.

The Provost and Dean of the Faculty will review the final list of external reviewers and in consultation with the Associate Dean for Faculty Development will identify four reviewers. These four reviewers will include at least three reviewers from the candidate's preferred list, if preferences are provided, and will seek to balance reviewers from the various fields in which the candidate works. The Provost and Dean of the Faculty will return to the original list should additional reviewers need to be identified. In the event that all reviewers from the original list are exhausted, the Provost and Dean of the Faculty will ask the candidate to identify additional reviewers, again in consultation with the department chair and the Associate Dean for Faculty Development.

The Provost and Dean of the Faculty will provide those reviewers agreeing to submit a letter of evaluation with information regarding their role in the review process and will request that reviewers submit their current C.V. along with an assessment of the candidate's professional activity. (Faculty Code Chapter 1, Article IV, Section 4,C.) The Office of the Provost and Dean of the Faculty will make available to reviewers the materials submitted by the candidate and will serve as liaison between the candidate and the reviewer for any additional materials requested by the reviewers. The Provost and Dean of the Faculty will determine the compensation to be offered to outside reviewers.

It will be the responsibility of the Office of the Provost and Dean of the Faculty to ensure that letters of evaluation from outside reviewers are received in a timely manner. The Personnel Committee will not be made aware of which letters were specifically requested by the candidate and which were selected by the Provost and Dean of the Faculty. All letters from external reviewers will be considered equally by the Personnel Committee.

- D. With the exception of letters by external reviewers solicited as part of a candidate's initial file, the Provost and Dean of the Faculty shall notify the candidate of the source of any letter in his or her file before that letter is considered by the Personnel Committee. (04/17/13)

#### Section 5. Periodic Review of Tenured Faculty

- A. Each tenured faculty member shall be evaluated in every fifth year following tenure. The evaluation shall be conducted by the Provost and Dean of the Faculty in consultation with the faculty member's Division Chair. (05/08/02).
- B. In the event that the faculty member and the Provost and Dean of the Faculty disagree on the outcome of the review, the faculty member may petition the

Committee of Division Chairs, absent the Provost and Dean of the Faculty and the Associate Dean of the Faculty, and when the faculty member under review is a Division Chair or Chair of the Faculty, absent that person as well, who will conduct an independent evaluation. Any review by the Committee of Division Chairs will result in a written report that will be sent to the President of the College, the Provost and Dean of the Faculty and the faculty member, and will be added to the faculty member's file. (05/08/02)

**Article V. Teaching Loads and Advising****Section 1. Teaching and Loads**

- A. The standard teaching load in most academic departments is five courses per year. Laboratory courses in the sciences count as one-half of a course. Other exceptions may occur (e.g., in departments that offer large numbers of activity courses or 1-2 credit courses or seminars). Faculty members in departments requiring senior theses / integrative essays / research projects for their majors may count this participation toward their course load; normally this participation will not count as more than the equivalent of one course per year. Unless on sabbatical leave or leave of absence, faculty members are normally expected to teach in each semester of an academic year. Faculty on sabbatical leave or leave of absence during one semester of an academic year will be expected to teach not fewer than 2.5 courses during the other semester.

The faculty members of each department are expected to come to agreement on what constitutes their five-course responsibility consistent with fairness in the distribution of workloads, enhancement of the department's course of studies and continued excellence in the instruction of students. (11/04/09)

- B. Students will be allowed to teach certain activity classes in the SSRA Department (e.g., Rock Climbing and Kayaking) if they receive the training appropriate to the activity as determined by the Provost and Dean of the Faculty. Faculty approval is necessary before students teach a class not previously taught by students." (10/10/01)

**Article VI. Opportunities for Professional Development****Section 1. Sabbatical Leave (5/13/09)**

- A. All faculty who are tenure-track are eligible to apply for one of the following:
1. A one-semester sabbatical at 100% of salary following four years of full-time teaching; or
  2. A one-year sabbatical after four years of full-time teaching at 82% of salary; or
  3. A one-semester sabbatical after four semesters of full-time teaching at 82% salary.
- B. Non-tenured, tenure-track faculty will be eligible to take their second semester sabbatical during the fifth year of full-time teaching at 82% of salary.
- C. Evaluation

Proposals will be evaluated by the Committee of Division Chairs. Sabbatical leaves are granted for projects of such a nature and magnitude that their completion is impossible while the faculty member is engaged in regular teaching obligations. Most proposals should be no longer than three pages, be comprehensible to educated individuals outside of the discipline, and begin with a summary or abstract. Though most satisfactory proposals will be scholarly in nature, curricular proposals are also acceptable. Proposals that are scholarly in nature should result in publication or equivalent presentation. All proposals should have clearly defined objectives by which their success or lack of success can be judged.

In evaluating sabbatical proposals the Committee of Division Chairs will consider several questions. Is the proposal clearly written with specific objectives? Will the project enhance the candidate's teaching and scholarship? Of what value is the project to the individual's department, the College, and its students? What evidence is there of the likely success of the project? The most compelling evidence is the success or failure of previous sabbatical projects.

**Article VII. Powers of the Faculty**

- A. The Faculty shall have power to arrange the courses of study, and to take proper measures for the government and discipline of the students, and to suspend and expel offenders as may be deemed necessary. The foregoing authority may be delegated to a properly constituted committee, the Faculty reserving the right of review. (Const., Art. V, Sec. 2.)
- B. All members of the faculty, whether on appointment with continuous tenure or not, are expected to adhere to the standards expressed in the [2009 Statement on Professional Ethics](#), as adopted by the American Association of University Professors. Moreover, all members of the faculty, whether on appointment with continuous tenure or not, are entitled to academic freedom as set forth in the [1940 Statement of Principles on Academic Freedom and Tenure](#) and additions and amendments thereto formulated by the American Association of University Professors.
- C. The Faculty shall make such rules for its own organization and government as it shall deem proper, except as elsewhere provided. (Const., Art. V, Sec. 3.)
- D. These rules may be amended at any regular meeting of the Faculty. Every amendment shall specify the Chapter, Article, Section, and Paragraph of this Codification which is to be amended.
- E. Only those Faculty members who are eligible to vote (see Article I, Composition of the Faculty) may serve on committees that are elected by the Faculty.
- F. Any Faculty member may invite to the campus any speaker. The appearance of any invited speaker does not imply any endorsement, either implicit or explicit, of his or her own views by the Institution, its Faculty, its Administration, or its Governing Boards.

**Article VIII. The Organization of the Faculty****Section 1. Officers of the Faculty**

The officers of the Faculty shall be a President, to be known as President of the College, the Provost, the Deans, a Chair, and a Secretary, of whom the President and Deans shall be chosen by the Board of Trustees. (Const., Art. V, Sec. 5a.)

**Section 2. The President**

- A. The President of the College shall be the executive head and shall have charge of all the internal administration of the College.
- B. He or she shall have general responsibility for the welfare and advancement of the institution and of all its relations to the public, and for the care of the buildings, grounds, and equipment of the College.
- C. He or she shall make recommendations from time to time to the Board of Trustees and the Board of Overseers, and shall appoint all new members of the Faculty, the educational staff, and the administrative staff, except as otherwise provided in the Constitution and By-Laws. Such appointments of the President shall be subject to confirmation by the Board of Trustees.
- D. On the nomination of the President, the Board of Trustees may appoint a Vice-President to perform such duties as the President, the Board of Trustees, or both may require. (Const., Art. v, Sec. 5b.)

**Section 3. The Deans**

The duties of the Deans of the College shall be determined by the President. (Const., Art. V, Sec. 5c.)

**Section 4. The Chair of the Faculty****Section 5. The Chair of the Faculty**

- A. The Chair of the Faculty shall be elected by the Faculty for a 3-year term and shall not be elected for a second consecutive term. The Chair of the Faculty will forego applying for a sabbatical leave for the duration of their term. He or she shall, at the time of election, be a full-time teaching member of the Faculty. He or she may not simultaneously serve as Division Chair or be a member of the Board of Review. He or she shall maintain his or her office in one of the locations normally assigned to teaching members of the Faculty, and not in a facility devoted primarily to members of the administrative staff. He or she presides at all regular faculty meetings and at meetings of the Curriculum Committee, and is a member of the Committee of Division Chairs. Governance of Baker Center is the responsibility of the Chair of the Faculty. He or she attends meetings of the Board of Trustees, the Executive Committee of the Board of Overseers, and the Alumni Board, and also sits with the Budget Officers of the College in the President's Council.

- Nominations of persons to run for the office of chair of the faculty shall be submitted to the chair of the Nominating Committee. The chair of the Nominating Committee will determine whether persons nominated are willing to stand for election, and will communicate to the faculty the names of such persons at least 72 hours prior to the faculty meeting at which the election for faculty chair is to be conducted. No nominations will be accepted from the floor of the faculty. (11-10-2010)
- B. The Chair shall chair those portions of the faculty meeting to which he or she brings his or her agenda as well as meetings of the Faculty held as a Committee of the Whole. He or she shall retain membership privileges in those meetings. In the absence of the Chair of the Faculty, the previous Chair of the Faculty shall preside, and if the previous Chair is not available then the Chair of the Board of Review shall preside.
  - C. He or she shall chair meetings of the Curriculum Committee, voting only in case of a tie. (11-10-2010)
  - D. He or she shall have membership on the President's Council. He or she shall meet regularly with the Committee of Division Chairs. He or she shall assist in the orientation of new members of the Faculty.
  - E. The Chair will review and sign the Faculty and Curriculum Committee, minutes. (11-10-2010)
  - F. The Chair shall have responsibility for the governance of Baker Center. The Chair may consult with the Provost and Dean of the Faculty and the Treasurer of the College.

#### Section 6. The Secretary of the Faculty

The Secretary of the Faculty shall be elected by the Faculty for a 2-year term.

- A. The Secretary shall be a full-time teaching member of the Faculty.
- B. He or she may not simultaneously serve as Chair of the Faculty, Divisional Chair, member of the Board of Review, or Secretary of the Curriculum Committee. (11-10-2010)
- C. The duties of the Secretary shall be:
  - 1. To be familiar with the parliamentary rules governing faculty meetings and be available for consultation when the need arises.
  - 2. To act as keeper of the Faculty Code, assuring that legislation is written in Code language and preparing and distributing yearly revisions, if necessary, of the Codification of Faculty Legislation.
    - a. Revisions should be made in consultation with the Registrar.
    - b. To become official, they must be approved in final form by the Faculty as a whole. (11-10-2010)

### Section 7. Faculty Meetings (11-10-2010)

- A. Regular faculty meetings shall be scheduled throughout the academic year by the Chair of the Faculty.
1. The Faculty will receive written notice of these scheduled meetings at the start of the academic year.
  2. The agenda for each Faculty meeting, with appropriate supporting materials, will be sent to the Faculty by 12 noon on the Friday preceding the meeting.
    - a. Topics for the agenda (including motions requiring action and requests for time for discussion and consultation) may be brought to the Faculty by any individual member of the Faculty or any elected or appointed Faculty Committee.
      - 1) Any proposal that a committee or individual intends to bring to the floor of the Faculty should be posted for Faculty review far enough in advance to provide sufficient time for discussion.
      - 2) Items to be brought to the floor of the Faculty must be received by the Chair of the Faculty no later than noon on the Wednesday preceding the meeting.
    - b. A report shall be made to the Faculty as a whole from any elected or appointed Faculty committee from which the Faculty as a whole has not received action items over the course of the year.
  3. A quorum at Faculty meetings shall be determined by the Chair of the Faculty.
- B. Special meetings of the Faculty may be held at any time in Walla Walla, Washington, on the call of the Chair, the President, or upon the written request of any five members of the faculty. A quorum at such special meetings shall be 50% of the faculty.
- C. All members of the Faculty privileged to vote in faculty meetings shall attend its sessions. (Ch I, Art., I, above.)

### Section 8. The Committee of the Whole

At the termination of regular business meetings or at other times on the call of the President or on written request of five members of the faculty, the faculty may meet as the Committee of the Whole. No formal business may be conducted during such meetings, but, after informal discussion, the Committee of the Whole may report proposals for action to the regular faculty in formal session.

### Section 9. Divisions, Departments, and Interdisciplinary Programs



- A. The teaching faculty shall be organized by Divisions, Departments, and Programs. Departments and Programs shall be established and discontinued by the Faculty on recommendation of the Curriculum Committee. (11-10-2010)
- B. The Divisions, Departments, and Programs are:
1. Division I, Social Sciences: Departments of Anthropology, Economics, History, Politics, Psychology, Sociology and Sports Studies, Recreation and Athletics as well as courses in Library.
  2. Division II, Humanities and Arts: Departments of Art, Classics, English, Foreign Languages and Literatures, Music, Philosophy, Religion, Rhetoric Studies (01/25/12), Spanish, and Theatre, as well as courses in Dance, Linguistics, and Studies in World Literatures.
  3. Division III, Science and Mathematics: Departments of Astronomy, Biology, Chemistry, Geology, Mathematics, and Physics as well as courses in Biochemistry and Molecular Biology, and Science.
  4. General Studies
  5. Interdisciplinary Programs: Race and Ethnic Studies, Asian Studies, Environmental Studies, Gender Studies, German Studies, and Interdisciplinary Studies, Film and Media Studies (01/25/12).
- C. The function of the division faculties shall be the consideration of division problems and policies, and the administration of the division curricula.
1. No action of a division faculty to introduce new courses, make an essential change in existing courses, alter the academic rules or requirements of the College, or depart from established educational policies shall be effective without ratification by the Faculty as a whole.
  2. Eligibility for voting at division meetings shall be the same as for faculty meetings.
  3. The Chair of the Division shall be the executive officer of the Division.  
  
He or she shall call regular meetings of the division members to consider division problems and policies and such other matters as deemed advisable.
- D. The Chairs of the several Departments within a Division shall constitute a committee which shall act as a pre-considering body for the full division, and shall be at the disposal of the Division Chair for such advice and counsel as he or she may find useful in the efficient pursuit of his or her duties and responsibilities as enumerated above.
1. The Chairs of the several Departments shall be designated by the Provost and Provost and Dean of the Faculty.
  2. The Provost and Dean of the Faculty shall designate a Chair from among the tenured members of the Department except in unusual cases.

## Section 10. The Division Chairs (02/20/14)

The Faculty of each Division shall elect one of its members to the office of Chair of the Division.

- A. The Division Chair must be a tenured member of the teaching faculty.
- B. The term of office for the Chair of the Division shall be three years with terms staggered among the Divisions. A Division Chair shall not be eligible for reappointment for more than one additional 3-year term after which he or she shall not be eligible until a period of one year shall have elapsed. Division Chairs will forego applying for a sabbatical leave for the duration of their term.
- C. Each Division Chair shall serve as executive officer for his or her Division and shall be a member of the Committee of Division Chairs. As such, certain responsibilities of Division Chairs are exercised in consultation with other members of the Committee of Division Chairs while other responsibilities are exercised individually.
- D. In addition to the Chair of the Faculty, the Division Chairs shall serve as the faculty's representatives on the Budget Advisory Committee and on the Academic Affairs Committee of the Board of Trustees.
- E. In consultation with the other members of the Committee of Division Chairs, the Division Chairs shall participate in generating recommendations to the President regarding the allocation, re-definition, and/or re-allocation of tenure-track positions to departments and interdisciplinary programs.
- F. In consultation with the other members of the Committee of Division Chairs, the Division Chairs will advance recommendations regarding all sabbatical leave applications to the Provost and Dean of the Faculty.
- G. In consultation with the other members of the Committee of Division Chairs, the Division Chairs will annually review requests for and advance recommendations regarding non-tenure track faculty appointments to the Provost and Dean of the Faculty.
- H. In consultation with the other members of the Committee of Division Chairs, the Division Chairs shall review tenure-track candidates who have been recommended for on-campus interviews as well as the recommendations of search committees regarding candidates to whom offers may be made. In addition, each Division Chair shall serve as a voting member of every tenure-track search committee in her or his division.
- I. In consultation with the other members of the Committee of Division Chairs, when appropriate, the Division Chairs will consult with the Office of Development and College Relations regarding grant proposals for individual faculty members as well as the College as a whole.
- J. The Committee of Division Chairs shall select annual faculty award recipients and recommend appointments to endowed professorships and chairs.

- K. Each Division Chair shall be expected to confer with the Provost and Dean of the Faculty and/or the President from time to time in order to assist them in the evaluation of faculty personnel in his or her Division.
- L. Each Division Chair shall be the chief budget officer of his or her Division, responsible for submitting the annual requests for budget allocations for all members of his or her Division to the Provost and Dean of the Faculty.
- M. Each Division Chair shall serve as the supervisor of designated staff in his or her division and is responsible for submitting annual performance reviews for those staff members.
- N. Each Division Chair is responsible for the allocation of space, including offices, within the buildings pertinent to the operation of his or her Division. In addition, problems pertaining to the physical equipment, buildings, classrooms, etc., shall be called to the attention of the Division Chair for consideration unless responsibility has been delegated by the College to some other person.
- O. Each Division Chair shall submit to the Provost and Dean of the Faculty annually a report of the activities of his or her Division.

#### Section 11. The Board of Review (11-10-2010)

- A. The Board of Review shall act as an administrative agency for the Faculty in the enforcement and revision of its legislation and procedures.
  - 1. The Board of Review may make proposals for revisions in regulations for new policies to the Faculty and shall report regularly to the faculty as a whole.
  - 2. It shall take action on student or faculty requests for modification and release from the college academic regulations and upon other matters referred to it by the President, Provost and Dean of the Faculty, Registrar, or as recommended by its own members. Minutes shall include a report of all matters acted upon by the Board of Review and such portions that are not confidential shall be distributed to the Faculty as a whole.
  - 3. The Board of Review shall, after consultation with the College Athletic Committee, approve in advance the schedules of the intercollegiate athletic events. (See Ch. V, Art. XI.)
- B. Membership on the Board of Review shall consist of three teaching members of the Faculty elected by the Faculty as a whole for 3-year, staggered terms.
  - 1. Each Division will be represented by one member of the Board of Review.
  - 2. A member shall not be eligible for re-election until a period of one year has elapsed.
  - 3. The Registrar shall act as an *ex officio*, non-voting member of the Board.

4. The member of the Board holding the senior position as defined by the current term of service on the Committee will act as Chair. If no member of the committee is most senior, the chair shall be elected by and from the members.

#### Section 12. The Committee of Division Chairs

A. The Committee of Division Chairs shall be responsible for:

1. advising the President and the Provost and Dean of the Faculty on matters affecting administrative policy of an academic nature;
2. matters of budget affecting the work of the three divisions;
3. matters of staffing within the divisions;
4. long-range planning related to academic aspects of the College;
5. other matters referred to it by the President or the Provost and Dean of the Faculty.

B. The Committee of Division Chairs shall seek to integrate policies, procedures, and administrative practices developed within individual Departments and Divisions, to provide a college-wide perspective for the work of those departments and divisions.

C. The members of the Committee shall be the Chairs of each Division, the Chair of the Faculty, and the Provost and Dean of the Faculty, the latter acting as chair for its meetings.

The Associate Deans of the Faculty shall act as *ex officio*, non-voting members of the Committee.

#### Section 13. Term of Office

The term of office for all newly-elected members of faculty committees shall begin on July 1.

**Article IX. Standing and Ad-hoc Committees of the Faculty****Section 1. Student Life Committee**

- A. The Student Life Committee may review and recommend policies on any matter, which is not of a curricular or disciplinary nature, relating to student life at Whitman College.
1. The Committee has policy-making authority in those areas of student life where authority is not specifically delegated to another committee, person, or department by the Faculty Code or the President.
  2. If, in reviewing a matter brought before it, the Committee determines that proper jurisdiction is elsewhere, the Committee will refer the matter there.
  3. Any recommendation or policy matter brought to a vote must pass by a majority of each of the three represented constituent groups present at the time. Any policy decision made by the committee will be passed on to the appropriate department or organization for implementation.
- B. The Student Life Committee shall be composed of six students, three faculty members, the Dean of Students and/or designee, and the Provost and Dean of the Faculty or the Associate Dean for Academic Affairs. The President of the College and the President of the Associated Students of Whitman College are *ex officio*, non-voting members.
1. The Executive Council of the Associated Students of Whitman College shall appoint three students each year for 2-year terms. No more than 1/3 of the students shall be representative of one social or living group, no more than 2/3 shall be of the same sex, and both Greeks and independents shall have at least 1/3 of the membership.
  2. One faculty member is elected each year by the Faculty to a 3-year term. The senior position as defined by length of service on the committee shall act as chair. If no member is most senior, the chair shall be elected by and from the members.

**Section 2. Council on Student Affairs**

- A. The Council on Student Affairs shall meet in order to hear and act upon any case, involving alleged infractions of college regulations, referred to it by duly designated college groups or individuals. The Council may also establish and revise student discipline procedures and act on other matters referred to it. (See Ch. VI, Art. I, Sec. 4 and Ch. VI, Art. 3.)
- B. The Council on Student Affairs shall be composed of four members of the faculty, five members of the student body, and the Dean of Students as Chair.
1. The faculty and student membership must have 2-2 and 3-2 gender balance, respectively.
  2. All members shall be voting members.

3. Faculty members of the Council on Student Affairs shall be elected to 3-year staggered terms. Each year the Faculty shall elect from its body enough members to maintain Council membership of four faculty members and gender balance.
4. Three of the student members also serve 3-year staggered terms, each 3-year term beginning in the sophomore year of the new member.
  - a. The Executive Council of the Associated Students of Whitman College shall appoint one sophomore member of ASWC to serve a 3-year term and shall appoint two members to serve 1-year terms during their senior year.
  - b. 3-2 gender balance must be maintained in the student appointments.

#### Section 3. Ad-hoc Committee on Membership in Fraternities and Sororities

- A. The Chair of the Faculty shall convene an ad hoc Committee on Membership Selection in Fraternities and Sororities to investigate alleged violations of the provisions set forth in Ch. V, Art. IV, Sec. 1E and F. At the conclusion of its investigation, the Committee shall report to the faculty.
- B. The Committee shall consist of the four elected faculty members and the three most senior student members of the Council on Student Affairs, and two Associate Dean of Students as designated by the Dean of Students. The Chair shall be the elected faculty member of the Council on Student Affairs holding the senior position as defined by the termination date of his/her position.

#### Section 4. Grievance Committee

- A. Upon request of an individual faculty member the Chair of the Faculty may appoint an Ad Hoc Grievance Committee to consider charges that institutional, administrative, or faculty policy has been violated. The Ad Hoc Grievance Committee will report to the faculty member requesting the action, to the Division Chairs, and to the President. (11-10-2010)
- B. The Ad Hoc Grievance Committee shall be composed of the members of the Board of Review, and the Division Chairs Committee who are serving the second year of the 3-year term.

#### Section 5. Board of Academic Advisors

The Board of Academic Advisors shall consist of all faculty and staff members engaged in pre-major and major advising with the Provost and Dean of the Faculty acting as Chair.

#### Section 6. Nominating Committee

- A. The nomination of members of the faculty to positions elected by it shall be initiated by the Nominating Committee although nominations may also be made from the floor at the time of the election.

- B. The Nominating Committee shall consist of the Chair of the Faculty, the retiring member of the Committee of Division Chairs, and the retiring member of the Board of Review.

The Chair of the Faculty shall act as Chair, voting only in case of a tie.

- C. The Nominating Committee shall, in fulfilling its functions, and barring exceptional circumstances, attempt to nominate at least two candidates for all committee vacancies.

#### Section 7. Institutional Review Board

The Provost and Dean of the Faculty shall appoint an Institutional Review Board to scrutinize all studies and research conducted in connection with courses of study or otherwise which use human subjects, in order to protect the rights of those persons made the subject of such studies.

#### Section 8. College Athletic Committee

- A. The purpose of the College Athletic Committee is to offer advice and make recommendations to the Director of Athletics, to the administration, and to the faculty on matters relating to the conduct and character of the College's program in intercollegiate athletics. (See Ch. V, Art. XI.)
- B. The membership of the Committee shall consist of three faculty members appointed for 3-year terms by the President of the College; four *ex officio* members, namely, the Director of Athletics, the Chair of the Department of Sports Studies, Recreation and Athletics, Faculty Athletic Representative, Associate Dean for Academic Affairs; and three student members selected for 3-year terms by the Student Congress.

#### Section 9. Committee on Admission and Financial Aid

- A. The Committee on Admission and Financial Aid shall establish the procedures of admission and shall recommend policy on admission and financial aid.
- B. The Committee shall consist of the following voting members:
  - 1. Three full-time teaching members of the Faculty. One faculty member from each of the three Divisions, elected by the Faculty as a whole to serve in staggered 3-year terms.
  - 2. Two students recommended by the Dean of Admission and Financial Aid.
  - 3. The Dean of Admission and Financial Aid, and the Provost and Dean of the Faculty and/or Associate Dean of the Faculty will serve as *ex officio* Members.

#### Section 10. General Studies Committee

- A. The General Studies Committee shall supervise and administer the General Studies Program.

1. The General Studies Committee shall function as a Division for the purposes of the introduction of new courses, substantive changes in existing courses, and the alteration of rules and requirements for the General Studies Program.
  2. The General Studies Committee shall advise the Curriculum Committee on these matters and shall also advise the Board of Review on waivers of General Studies requirements in the cases of continuing or transfer students. (11-10-2010)
- B. The General Studies Committee shall consist of a representative from each of the three Divisions, a representative from each General Studies course offered, two non-voting students, and the Provost and Dean of the Faculty or designate, *ex officio*.
1. The three divisional representatives shall be elected by the Faculty as a whole, and may or may not be instructors in a General Studies course. The divisional representatives shall serve 3-year terms.
  2. A tenured or tenure-track faculty representative from each offered course shall be elected by the instructors in that course. A course representative shall serve a 1-year term.
  3. The student members shall be appointed annually by the Provost and Dean of the Faculty from nominations by ASWC.
  4. The Committee Chair shall be selected annually by the Committee members.

#### Section 11. The Off-Campus Studies Committee

- A. The Off-Campus Studies Committee shall be responsible for the supervision of the foreign study programs of the College including the development of criteria for acceptable programs, the maintenance of a list of approved programs, and the promulgation of guidelines for the review and approval of student proposals for participation in foreign study.
1. The criteria, list of approved programs, and guidelines statement are subject to the approval of the Curriculum Committee. (11-10-2010)
  2. The committee shall review and act on all proposals for participation by students, and where necessary, evaluate work completed and recommend credit for acceptance.
- B. The Off-Campus Studies Committee shall be composed of three members of the Faculty appointed yearly by the Provost and Dean of the Faculty who shall also appoint the Chair of the Committee. The Provost and Dean of the Faculty or Associate Dean for Academic Affairs, the Registrar, and the Study Abroad Advisor are *ex officio* members of the Committee.

#### Section 12. Faculty Committee on Compensation



- A. The Committee will examine faculty salaries, benefits, other faculty support and general financial planning, and long-range priorities relevant to these issues. The Committee may coordinate its meetings and actions with representatives from other campus constituencies. It will request meetings with the president, the provost/DOF, trustees and others as it sees fit for discussion and to provide advice and guidance related to these issues.

The committee will issue reports to the Faculty.

- B. Six faculty members shall be elected for staggered 3-year terms.
1. There shall be two members from each of the ranks of Assistant Professor, Associate Professor, and Professor, but during their terms members will not be removed from the Committee because of promotion in rank.

### Section 13. Faculty Personnel Committee

- A. The Faculty Personnel Committee shall be responsible for the evaluation of each candidate for tenure, promotion, contract renewal, and periodic review.
- B. The Committee shall consist of six tenured faculty members, two from each Division, who will serve staggered 3-year terms. Members of the Personnel Committee will forego applying for a sabbatical leave for the duration of their term.
1. Since the terms are staggered, each year the faculty as a whole will elect two members from different Divisions.
    - a. Each appropriate Division will submit two nominees from its membership.
    - b. No nominations will be accepted from the floor of the faculty.
    - c. A faculty member will not be eligible for re-election to the Committee until one year has elapsed except for those who serve 1-year terms.
    - d. A member of the Faculty Personnel Committee may not serve simultaneously as a member of the Curriculum Committee. (11-10-2010)
  2. Any serving member of the Committee who wishes to apply for promotion during his or her term of service on the Committee would be replaced for the academic year in which her or his case was being considered.
  3. The President and the Provost and Dean of the Faculty will sit as ex officio, non-voting members.
  4. The Chair of the Committee will be elected annually by and from its voting members.

### Section 14. Baker Center Governing Board

- A. Governance of Baker Center is the responsibility of the Chair of the Faculty. The Chair may consult with the Provost and Dean of the Faculty and the Treasurer of the College.

Section 15. Committee on Aid to Scholarship and Instructional Development (ASID)

- A. The Committee on Aid to Scholarship and Instructional Development shall administer the budget for assistance to faculty scholarship and instructional development. It shall also set criteria, receive applications, and allocate Whitman sponsored student/faculty research awards.
- B. The Committee on Aid to Scholarship and Instructional Development shall be composed of the Provost and Dean of the Faculty (or his/her designate), and six faculty members, two from each division, elected by the faculty as a whole, for staggered three-year terms. (11-10-2010, 1-26-2011)
- C. The Chair of the Committee shall be the Provost and Dean of the Faculty (or his or her designate).

Section 16. Council on Academic Standards (11-10-2010)

- A. The Council on Academic Standards considers cases of suspension or dismissal of students for academic cause.
- B. The Council on Academic Standards shall consist of the faculty (voting) and staff (ex-officio) members of the Board of Review and of the Council on Student Affairs; the Chair of the Faculty shall serve as the Chair of the Council on Academic Standards, the Chair voting only in case of a tie.

Section 17. Academic Information Technology Advisory Group (AITAG) (11-10-2010)

- A. The Academic Information Technology Advisory Group recommends policies and priorities for campus information technology with particular emphasis on services to faculty and students.
- B. The Committee will consist of one elected representative from each division for staggered three-year (04/11/12) terms to ensure continuity across years; two students appointed for one-year terms on the recommendation of ASWC; the Chief Information Officer (or his or her designee) ex-officio, the Librarian (or his or her designee) ex-officio, and the Provost and Dean of the Faculty (or designee) ex-officio. The committee chair will be the most senior member of the faculty members serving on the committee.

Section 18. Library Advisory Committee (11-10-2010)

- A. Library Advisory Committee advises the Director of the Library on policy.
- B. The Committee will consist of three elected faculty, one from each division, for staggered three-year terms to ensure continuity across years; two students appointed for one-year terms on the recommendation of ASWC; the Chief Information Officer (or his or her designee), ex-officio, and the Library Director,

ex-officio. The chair is elected from among the faculty members by the membership.

Section 19. Assessment Committee (created spring 2010)

- A. The Assessment Committee will administer, oversee, and coordinate the institutional assessment and accreditation efforts of the College.
- B. The Committee will consist of the Associate Dean for Academic Affairs (Chair), Director of Institutional Research (permanent member), Student Services Representative (permanent member), Division I Representative (appointed by the Provost and Dean of the Faculty), Division II Representative (appointed by the Provost and Dean of the Faculty), Division III Representative (appointed by the Provost and Dean of the Faculty).

Section 20. Curriculum Committee (11-10-2010)

- A. The Curriculum Committee shall be a reviewing and consultive body for the Faculty as a whole in matters pertaining to the curriculum, both at the level of individual course and major proposals and at the level of considering the ways in which the various elements of the academic program fit together into the overall curriculum of the College.
  1. The Curriculum Committee shall review all proposals from departments or programs for changes in the curriculum, including adoption, deletion, and substantive alteration of courses (including “special topics” courses), major programs, and minor programs. In assessing proposals the Curriculum Committee will consider:
    - a. whether proposals are consistent with the mission of the College;
    - b. whether proposals maintain the integrity and ensure adequate contributions to general education courses;
    - c. whether departments and programs are maintaining the integrity of their major programs;
    - d. whether departments and programs bringing proposals have taken care to coordinate with other departments and interdisciplinary programs and post-graduate advising rubrics that might be affected;
    - e. resource implications;
    - f. enrollment pressures.
  2. Prior to spring pre-registration, the Curriculum Committee will review proposed schedules for the following two academic years in light of the overall needs of the academic program, and, in particular, enrollment needs, by examining:
    - a. whether the proposed schedules distribute courses and available numbers of seats across semesters;

- b. whether the proposed schedules distribute courses and available numbers of seats across upper- and lower-division offerings while maintaining the integrity of their major programs;
    - c. whether the proposed schedules distribute courses across the available time slots.
  3. The Curriculum Committee will consult liaisons within the Library, WCTS, the Office of Off-Campus Studies, relevant interdisciplinary programs and others, as needed, for additional information. The Curriculum Committee will also consult with the Divisions, as appropriate (e.g., regarding the creation or deletion of major programs).
  4. The Curriculum Committee will return proposals to the sponsoring department or program for revision if those proposals are deemed to fall short in the categories listed in points 1 and 2 above. Inclusion in the College Catalog of proposed changes to the curriculum, and listing for pre-registration of proposed schedules, shall be contingent upon approval by the Curriculum Committee. However, should a proposal be rejected by the Curriculum Committee, a faculty member may bring their proposal to the faculty for a vote.
  5. Divisions may make proposals to the Curriculum Committee but need not conduct a review of proposals from departments or programs prior to those proposals being submitted to the Curriculum Committee.
- B. The Curriculum Committee shall hold meetings on curricular matters at least once a month and shall hold additional meetings on curricular matters as required.
  1. Any member of the faculty may, upon request, attend a meeting of the Curriculum Committee.
  2. The Minutes of the Curriculum Committee shall be made available to the Faculty as a whole prior to the next faculty meeting and shall be acted upon by the Faculty in a timely manner. Curricular matters, which shall be subject to ratification by the Faculty as a whole, may come to the Faculty to be considered as a single motion, except that any faculty member may ask for a specific curricular item to be considered separately.
- C. The voting membership of the Curriculum Committee shall consist of :
  1. Six elected members of the Faculty, two from each Division, who shall serve three-year terms staggered such that two Faculty members from the same Division shall not be elected in the same year, and who shall not serve on the Curriculum Committee and the Personnel Committee at the same time;
  2. The Chair of the General Studies committee.

3. The Chair of the Faculty shall serve as the Chair of the Curriculum Committee and shall vote only in the case of a tie.
4. The Provost and Dean of the Faculty or his or her designee, the Registrar, and the Associate Dean for Academic Affairs shall be *ex officio*, non-voting members. The ASWC President and ASWC Vice President shall be *ex-officio* non-voting members, who will temporarily remove themselves from discussions at the discretion of the Chair.”