

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, or Non-tenured Senior Lecturer and Senior Adjunct Assistant Professor, and Senior Adjunct Instructor. *(11/14/2018)*

- A. Professorial rank as used hereafter is to mean the rank of Assistant Professor, Associate Professor, and Professor.
- B. The instructional staff includes all individuals having classroom teaching responsibilities.
- C. Visiting Professors, Lecturers, and other members of the instructional staff, except 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, (Charter, Section 4, and Constitution, Article V, Sections 1 and 2). *(11/30/2011)*
- D. 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 Chapter I, Article III, Section 3).
- E. 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.
- F. Excluded from the provisions of Chapter I, Article I., Section 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.
- G. Members of the Faculty as defined in Chapter I, Article 1, Section 1 have the right to vote in Faculty meetings. *(11/18/2018)*

H. Members of the instructional staff currently teaching GENS 175 or GENS 176, those who have taught one of the courses within the previous year, and those who are scheduled to teach one of the courses in the upcoming academic year, may vote on curricular proposals to change either course, even if they do not otherwise have the right to vote in Faculty meetings. (01/26/2022)

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. *(05/21/2004)*
- 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, decides 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. *(05/12/2004)*

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, Section 4.)
- B. All appointments to the teaching faculty of Whitman College shall be made by the Board of Trustees on the recommendation of the President of the College. (By-Laws, Article V, Section 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. (Constitution, Article 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. (By-Laws, Article V, Section 4).
- 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 By-Laws, Article V, Section 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 the provisions of the By-Laws, Article V, Section 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. (By-Laws, Article V, Section 4.)
- 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.

If indefinite tenure is 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. (By-Laws, Article V, Section 6.)

- C. No tenure regulations shall apply to part-time members of the instructional staff regardless of title unless the following guidelines pertain (By-Laws, Article V, Section 9):
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 the 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 a 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. (By-Laws, Article V, Section 9.)

Section 4. Causes for Dismissal *(05/08/2013) (Approved by the Board of Trustees 5/2017)*

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

- A. Adequate cause. Adequate cause for a dismissal will be related, directly and substantially, to the fitness of faculty members in their professional capacities. Dismissal will not be used to restrain any member of the instructional staff in their exercise of academic freedom or 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 for educational reasons. *(05/03/2017)*
Departments and programs shall be discontinued by the Faculty, on the

recommendation of the Curriculum Committee (Chapter I, Article VIII, Section 8A and 13) (05/03/2017), 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 in Cases of Adequate Cause and Financial Exigency (04/19/2017) (Approved by the Board of Trustees 5/2017)

Termination of an appointment with continuous tenure, or of a non-tenured appointment before the end of the specified term, may be effected by the College upon due notice but only for adequate cause as defined in Section 4A above. All cases of potential dismissal or separation from the college for cause shall be resolved according to the policy set forth herein, which incorporates the principles of 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). All other cases of potential dismissal will follow the AAUP Dismissal Procedures.

If the administration believes that the conduct of a faculty member, although not constituting adequate cause for dismissal, is sufficiently grave to justify imposition of a severe sanction, such as suspension from service for a stated period, the administration may institute a proceeding to impose such a severe sanction. The procedures outlined below will govern such a proceeding. If the administration believes that the conduct of a faculty member justifies imposition of a minor sanction, such as a reprimand, it will notify the faculty member of the basis of the proposed sanction and provide the faculty member with an opportunity to persuade the administration that the proposed sanction should not be imposed. A faculty member who believes that a major sanction has been incorrectly imposed under this paragraph, or that a minor sanction has been unjustly imposed, may petition the Faculty Chair for such action as may be appropriate.

A. Dismissal Procedures for Adequate Cause

Every case of potential dismissal for adequate cause as described in Section 4A1 and Section 4A2 will be preceded by the procedures outlined in the College Grievance Policy, Section 4.1-4.8. All cases of potential dismissal for adequate cause will be preceded by a statement of specific charges, and dismissal proceedings will be conducted as described in Section 5B, below. While potential dismissal proceedings are underway, the faculty member may be suspended or assigned to other duties instead of suspension, only if immediate harm to the faculty member or others is threatened by continuance. Before suspending a faculty member, pending an ultimate determination of the faculty member's status through the institution's hearing procedures, the administration will consult with the Division Chairs concerning the propriety, the length, and the other conditions of the suspension. A suspension that is intended to be final is a dismissal and will be treated as such. Salary will continue during the period of the suspension.

B. Hearing on Adequate Cause for Dismissal

All dismissal hearings will be conducted by the Personnel Hearing Committee, which refers to a gender-balanced committee of four members, whose makeup will consist of the four longest-serving present members of the Faculty Personnel Committee. Any members of the Personnel Committee who during their current term may potentially sit on a review of the faculty respondent for contract renewal, tenure or promotion, will recuse themselves from the Personnel Hearing Committee. If necessary, to account for possible recusal due to bias or interest, and to ensure diverse gender representation, the Personnel 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 Personnel Hearing Committee will select a chair from among its members and the chair, in consultation with the Provost and Dean of the Faculty will ensure that proper procedures are followed.

1. Hearing Procedure

All violations (whether they involve risk or threat of harm to protected classes or any other complaint) shall be resolved according to the policy set forth below which incorporates the principles of the Recommended Institutional Regulations on Academic Freedom and Tenure as published by the American Association of University Professors (AAUP). For all matters, the Personnel Hearing Committee will review the investigative report and recommendations, and the findings of the Investigative Review Committee and will recommend sanctions under the following process:

- a. The Committee will review all investigatory records and evidence and will have the option to interview investigators (and the Title IX administrator where applicable) to determine that the process has been fair, effective, and expeditious and may, but need not, hold additional meetings with the parties or provide for the exchange of additional documentation as might be necessary.
- b. Unless the responding party waives a hearing, the Committee will hold a hearing to determine whether the adequate cause for dismissal exists. Service of notice of hearing with specific charges in writing will be made as expeditiously as possible. The respondent may waive a hearing or may respond to the charges in writing at any time before the hearing. If the responding party waives the hearing but denies the charges or asserts that the charges do not support a finding of adequate cause, the Committee will evaluate all available evidence and rest its recommendation on the evidence in the record. Any hearing shall be private.
- c. During any dismissal proceedings, the faculty respondent will be permitted to have an academic adviser or counsel of the faculty member's choice. Any claimants will also be permitted to have an academic adviser or counsel of their choice. Advisers will be bound by confidentiality and should not disclose any information about the case or proceedings to anyone who was not involved in the case. Advisers may address concerns about procedural violations to their elected faculty leaders or the President. At the request of either party, a representative of a responsible educational association will be permitted to attend the proceedings as an observer.

- d. The responding party shall have access to the investigative report and the right to confront all evidence and cross-examine all witnesses, with the following exceptions. For cases dealing with the risk of threat or harm to a person in a protected class, only in the most extraordinary circumstances will the responding party have the right to confront and cross-examine a claimant, at the discretion of the Personnel Hearing Committee, and only if the Committee employs methods and processes so that the claimant is protected. If the Committee determines that the interests of justice require the protection of any witness or claimant, the Committee will identify witnesses, disclose the nature of their statements to all parties and provide for interrogatory questions and responses. The responding party will be allowed to obtain necessary witnesses and documentary or other evidence. The Personnel Hearing Committee will determine whether requests for additional evidence or witnesses are reasonable. If the Committee determines that additional evidence or witnesses are appropriate, then the Committee will identify witnesses and provide interrogatory questions and responses. The administration will cooperate with the hearing committee in securing witnesses and in making available documentary and other evidence. In cases where there are legal orders of protection in place, those orders will be followed. In the hearing of charges of failure to perform teaching responsibilities or adhere to professional ethics (Section 4.A.4 above), the testimony will include that of qualified faculty members from this or other institutions of higher education.
- e. The Committee will not be bound by strict rules of legal evidence and may admit any evidence which is of probative value in determining the issues. Every possible effort will be made to obtain the most reliable evidence available. The Committee will grant adjournments to enable either party to investigate evidence if the Committee deems a party's claim of surprise is valid and that the evidence is relevant.
- f. A verbatim record of the hearing or hearings (but not the deliberations) will be taken, and a copy will be made available within 7 days to the faculty member, and any claimant, without cost, at their request. This hearing record will be considered privileged information, and should not be shared with anyone not involved in the case. The findings and the decision will be based solely on the hearing record, which shall include all investigative records, any written statements submitted from the claimant and faculty respondent, and any additional evidence collected by the Personnel Hearing Committee.
- g. Except for such simple announcements as may be required, covering the time of the hearing and similar matters, public statements and publicity about the case by the responding faculty member, claimants, advisers or administrative officers will be avoided so far as possible until the proceedings have been completed, including consideration by the Executive Committee of the Board of Trustees.
- h. The President, any claimant, and the faculty respondent will be notified of the decision in writing and will be given a copy of the record of the hearing.

- i. The burden of proof that adequate cause for dismissal exists rests with the institution. The Personnel Hearing Committee will conclude whether or not adequate cause for dismissal, based on clear and convincing evidence in the record considered as a whole, has been established. If the Personnel Hearing Committee concludes that adequate cause for dismissal has been established, the Committee shall forward its recommendation of dismissal to the President. If the hearing committee concludes that adequate cause for dismissal has been established but that an academic penalty less than dismissal would be more appropriate, it will so recommend, with supporting reasons. If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, it will so report to the President. If the President rejects the report, the President will state the reasons for doing so, in writing, to the Hearing Committee, and the responding faculty member and provide an opportunity for response before transmitting the recommendation to the Board of Trustees. A response under this provision shall be provided within five (5) days. If the Committee concludes that adequate cause for dismissal has not been established by the evidence in the record, and the President agrees, then the President will recommend sanctions to assure that the behaviors stop, that the sanctions prevent their recurrence, and that the claimant may freely participate and enjoy the benefits of all educational programs and activities.
 - j. The appeals process in cases where dismissal is recommended is described in Section 5B2 (below). Any other appeal process, for example, as described in the Whitman College Grievance Policy, is not applicable.
2. Appeals Process

In cases of possible termination or suspension of a faculty appointment, the Executive Committee of the Board of Trustees will be available for ultimate review. The responding party or claimant must request, within seven days of receipt of the final written decision, that the President transmit the faculty member's appeal to the Executive Committee of the Board of Trustees. The appeal must be based on the following, and only the following, criteria: (i) New evidence that may substantially alter the outcome, (ii) substantial procedural errors, and (iii) the sanction is substantially disproportionate to the findings. The Executive Committee of the Board of Trustees' review will be based on the record of the committee hearing, and it will provide an opportunity for argument by the principals at the hearing or by their representatives. (This argument may be oral or written or both, at the discretion of the Executive Committee of the Board of Trustees.) The decision will either be sustained or the proceedings returned to the Hearing Committee and the President with specific objections. The Hearing Committee and the President will then reconsider, taking into account the stated objections and receiving new evidence, if necessary. In these cases, the Executive Committee of the Board of Trustees will make a decision only after the study of the Hearing Committee's and the President's reconsideration, and this decision will be final.

For all sanctions less than termination or suspension of a faculty member, the appeals process shall be that specified in the College Grievance Policy.

- C. 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.

Section 6. Procedures for Dismissal in Cases of Discontinuance of a Department or Program for Educational Reasons (04/19/2017)

- A. The decision to discontinue formally a program or department of instruction will be based primarily upon educational considerations, as affirmed by a vote of the faculty as a whole (Chapter I, Article VIII, Section 9A). (Procedures for discontinuing a program or department for reasons of financial exigency is discussed in Section 5C.)
 - 1. "Educational considerations" do not include cyclical or temporary variations in enrollment. They must reflect long-range judgments that the educational mission of the institution as a whole will be enhanced by the discontinuance.
 - 2. Academic programs cannot be defined ad hoc, at any size; programs must be recognized academic units that existed prior to the decision to discontinue them. The term "academic program" is defined as a Department or an Interdisciplinary Program that does not reside entirely with a single Department (Chapter I, Article VIII, Section 8B).
- B. Instructional staff in a program being considered for discontinuance for educational considerations will promptly be informed of this possibility in writing and provided at least thirty days during the academic year in which to respond to it. Tenured, tenure-track, and all contingent faculty members will be invited to participate in these deliberations.
- C. Before the Provost issues notice to a Faculty member (as defined in Chapter I, Article I, Section 1) of their intention to terminate an appointment because of formal discontinuance of a program or department of instruction, the institution will make every effort to place the Faculty member concerned in another suitable position at Whitman College. If placement in another position would be facilitated by a reasonable period of training (e.g., as might be accomplished during a sabbatical), financial and other support for such training will be negotiated between the Faculty member and the Provost. If no position is available within the institution, with or without retraining, the Faculty member's appointment then may be terminated, but only with provision for notice or severance salary with benefits, which may well exceed but not be less than:
 - 1. The amount of time remaining on the Faculty member's contract, if the Faculty member is not a member of the tenured or tenure track faculty and that contract is for less than one year.
 - 2. One year for tenured or tenure track members of the Faculty, or other members of the Faculty who have contracts of longer than one year.

- D. Members of the instructional staff that are not considered members of the Faculty shall be compensated for the remainder of their contract, but will not receive any further compensation.
- E. A Faculty member who contests a proposed relocation or termination resulting from a discontinuance has a right to a full hearing before the Personnel Hearing Committee. This is a gender-balanced committee of four members having at least one member from each academic division, whose makeup will consist of the four longest serving present members of the Faculty Personnel Committee. If necessary, in order to account for possible recusal due to bias or interest, and to ensure diverse gender representation, the Personnel 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 Personnel Hearing Committee will select a chair from among its members and the chair, in consultation with the Provost and Dean of the Faculty, will ensure that proper procedures are followed.

The hearing need not conform in all respects with a proceeding conducted pursuant to Section 5, but the essentials of an on-the-record adjudicative hearing will be observed. The issues in such a hearing may include the institution's failure to satisfy any of the conditions specified in Sections 6B and 6C above. In the hearing, a faculty determination that a program or department is to be discontinued will be considered presumptively valid, but the burden of proof on other issues will rest on the administration.

The Personnel Hearing Committee will make a recommendation to the President, who will then make a decision.

- F. In cases of possible termination of a Faculty appointment, the Executive Committee of the Board of Trustees will be available for ultimate review. The Faculty member whose position is to be terminated may request, within seven days of receipt of the decision, that the President the faculty member's appeal to the Executive Committee of the Board of Trustees. The appeal must be based on the following, and only the following, criteria: (i) New evidence that may substantially alter the outcome, (ii) substantial procedural errors. The Executive Committee of the Board of Trustees' review will be based on the record of the committee hearing, and it will provide opportunity for argument by the principals at the hearing or by their representatives. (This argument may be oral or written or both, at the discretion of the Executive Committee of the Board of Trustees.) The decision will either be sustained or the proceedings returned to the Hearing Committee and the President with specific objections. The Hearing Committee and the President will then reconsider, taking into account the stated objections and receiving new evidence, if necessary. In these cases, the Executive Committee of the Board of Trustees will make a decision only after study of the Hearing Committee's and the President's reconsideration and this decision will be final.

Section 7. 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 Chapter I, Article IV, Section 1).
- C. A Faculty member who has been the subject of such evaluation proceedings may request, within two weeks after the faculty member 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 8. 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 the faculty member was appointed. (Constitution, By-Laws, Article V, Section 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 9. 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 the faculty member is under no obligation to return to the College and that the College is under no obligation to hold the position open for the faculty member but that by mutual agreement the faculty member may return.

Article IV. Personnel GuidelinesSection 1. Guidelines for Times in Rank *(04/20/2005)*

- 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 the faculty member may be evaluated for promotion to the next rank. The faculty member may also be nominated for such consideration by the appropriate department chair, division chair, the Provost and Dean of the Faculty, or the President.

Section 2. Formative Review of Pre-Tenure Tenure-Track Faculty *(11/04/2015)*

- A. A formative review of pre-tenure tenure-track faculty during their initial three-year appointment.

The formative review is designed to provide faculty members with conscientious, timely feedback on their teaching, scholarship, and service. This feedback can be used to confirm the success of current practices, identify areas and strategies for improvement, and provide guidance in the preparation of the dossier for contract renewal and tenure applications. The formative review is intended for individual use; it is distinct from Personnel Committee reviews of contract renewal and tenure applications and plays no direct role in these more formal evaluations.

At the end of the first year of an initial three-year appointment, the Associate Dean for Faculty Development (ADFD) will provide information to the faculty member regarding the purpose of the formative review and the process to be followed. In consultation with the ADFD, the pre-tenure faculty member will identify at least two tenured faculty members (at least one of whom is a member of the candidate's department) who will visit a minimum of two class sessions of the pre-tenure colleague. In addition, the ADFD and the pre-tenure faculty member will discuss and come to agreement about what other sources of information will offer the opportunity for meaningful feedback in the three areas. None of the following is required, but possible materials might include a current curriculum vitae, course syllabi and/or other relevant pedagogical materials, student evaluations, annual activity reports, or evidence of professional activity. The faculty member should select those materials that, in combination, the faculty member believes will allow colleagues to provide sufficiently informed feedback.

Toward the end of the fall semester of the second year of an initial three-year appointment, after reviewing feedback from the tenured faculty members who participated in the review, the ADFD will hold a meeting with the pre-tenure colleague in order to synthesize and discuss the feedback. This meeting is also an opportunity for the pre-tenure colleague to ask questions about the criteria that guide Personnel decisions or to seek guidance on the preparation of materials for the contract renewal review. The pre-tenure colleague may invite any other party to this conversation if the pre-tenure colleague chooses. Following that meeting, the ADFD will send a letter to the candidate and the two faculty reviewers informing them that the process has been completed.

After the third year of employment, the ADFD will contact the pre-tenure colleague to see what questions or concerns, if any, the faculty member might have in anticipation of the tenure review. This may be an opportunity for the pre-tenure colleague to ask, for example, about the process for developing the list of external reviewers who comment on professional activity for the purposes of the Personnel Committee tenure review. The ADFD will also assist the faculty member in arranging class visits and consultations if the faculty member wishes to receive additional formative feedback at this stage.

For faculty members with either an accelerated or delayed tenure clock, the Provost will include the formative review in discussions with the pre-tenure colleague about the timeline toward tenure and will notify the ADFD of the pre-tenure colleague's schedule or any revisions to that schedule.

Section 3. Criteria for Evaluation (04/13/2009)

- 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. In cases where the Faculty Code and Discipline Specific Guidelines and/or other documents are perceived to be in conflict, the language of Code shall be used to make a final determination. (12/07/2016)

If there have been changes to the evaluation criteria in the Faculty Code since a candidate for tenure and promotion was hired, pre-tenure faculty can elect to be evaluated by the criteria in effect at time of hire or by the new evaluation criteria. If there have been changes to the evaluation criteria between the time of tenure and promotion to Associate Professor and the time of candidacy for Professor, the candidate can choose to be evaluated by the current evaluation criteria or by the evaluation criteria at the time of the last review. The candidate needs to inform the Provost at the time of submitting their file which criteria they have selected. (12/07/2016)

Certain teaching, research, or service activities may not clearly fit into the categories listed, such as invisible and/or typically unrecognized service. In these cases, the candidate is invited to make a case for the Faculty Personnel Committee explaining where it would best fit. The Faculty Personnel Committee will consider the candidate's argument alongside those of internal and external reviewers, where appropriate. (12/07/2016)

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 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. Teaching that contributes to inclusion, equity, or access; examples might include:
 - Curricular Diversity: Curriculum that prepares students to critically interrogate and engage with a global, multicultural and rapidly changing world as scholars and citizens;
 - Access and Success: Pedagogy that aims to promote equitable access to resources and opportunities that provide conditions for success in the classroom and other learning environments;
 - Inclusive Climate: Pedagogy that fosters learning environments in which students who are members of underrepresented populations are socially and culturally included. (12/07/2016)
- d. Effective pedagogical techniques, which may include lecture presentations, discussion leadership, laboratory instruction and tutorial guidance;
- e. Thorough, fair and timely review and evaluation of student work;
- f. 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 175/176/245, 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.

Because faculty are hired for nine months of teaching responsibilities, no faculty member will be penalized for not taking on formal teaching or advising duties during the three-month period following the deadline for final submission of Spring semester grades (in May). (04/19/2022)

2. Excellence in Professional Activity

Professional activity and growth rank 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 recognizes the value of extraordinary service, especially in the realm of faculty governance, and understands that it can disrupt a faculty member's research productivity. (12/07/2016) 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. (10/07/2009)

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 their field of study beyond the boundaries of the campus community.

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 their field, as well as interdisciplinary professional activities. (12/07/2016)

The Committee affirms the value of interdisciplinary professional activities. The Committee recognizes the significance of the scholarship of engagement and digital scholarship and invites the candidate to provide information to help the Committee assess which category best fits these forms of scholarship. 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 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. (12/07/2016)

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

- a. Research and writing that appear in or are accepted as completed manuscripts to peer-reviewed publications. A peer-reviewed book or other peer-reviewed publications, (02/24/2020) 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. Where scholarship is in a discipline in which pedagogy is a primary area of research,

published, peer- reviewed pedagogical research fits in this category.
(12/07/2016)

- b. Peer-reviewed publication in related areas, including but not limited to, matters of pedagogy and curricular design.
- c. Successful proposals for external grants that have gone through a peer-review process. (12/07/2016)
- d. Grant and fellowship applications that have been favorably peer-reviewed, though not ultimately funded, are meritorious. The committee recognizes the significant amount of work that goes into submitting grant and fellowship proposals, particularly highly competitive national awards. (12/07/2016)
- e. Non-peer reviewed publications and professional activity as defined in (a) and (b) above;
- f. Active involvement in professional organizations; (12/07/2016)
- g. Participation in professional meetings and conferences, including presentations made with student co-authors;
- h. Other evidence of ongoing professional activity. (12/07/2016)

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 their field, as well as interdisciplinary professional activities. The Committee affirms the value of interdisciplinary professional activities. The Committee recognizes the significance of the scholarship of engagement and digital scholarship and invites the candidate to provide information to help the Committee assess which category best fits these forms of scholarship. 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 (12/07/2016)

Participating in governance/stewardship, mentoring, and other service work is a highly valuable activity involving thoughtful engagement with many aspects of the campus. The Committee affirms such work is vital and necessary to the effective functioning of the college as a whole. Faculty who conscientiously perform this important work should be commended. The Committee will look for evidence of such college service at 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. Pre-tenure faculty should primarily focus on

developing their records as scholars and teachers, although their participation in service work is necessary.

Faculty will not be denied contract renewal, tenure, or promotion for not performing service during the summer. (04/19/2022)

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. Service that contributes to inclusion, equity, or access; examples might include (12/07/2016):
 - Curricular Diversity: Service that works to ensure a curriculum that prepares students to critically interrogate and engage with a global, multicultural and rapidly changing world as scholars and citizens;
 - Access and Success: Service that aims to promote equitable access to resources and opportunities that provide conditions for success for students, faculty and staff.
 - Inclusive Climate: Service that fosters environments in which students, faculty and staff who are members of underrepresented populations are socially and culturally included. (12/07/2016)
- c. Contributions to departmental, interdisciplinary and/or divisional activities;
- d. Initiating, chairing, or directing departments or programs; (12/07/2016)
- e. Assistance in other important collegiate activities, such as student recruiting and alumni affairs;
- f. Contributions to student life. This might include such activities as working with student clubs and organizations and could also include student mentoring. Mentoring students, as distinct from advising or counseling them, may involve such activities as guiding underrepresented students and helping such students adapt to college. (12/07/2016)
- g. Participation as a mentor in the college faculty mentoring program and/or other mentoring activities. (05/05/2010)
- h. Community service does not replace service to the college but it may supplement it and is recognized as meritorious. (12/07/2016)

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. (11/24/2007)

- B. The candidate will present to the Provost and Dean of the Faculty: (03/12/2003)
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 activities that demonstrate excellence in teaching. In the statement the candidate should provide a definition of excellent teaching. Based on this definition, the candidate is responsible for describing how the candidate 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 their 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 to the Faculty Personnel Committee as part of their review. In the case of contract renewal, evaluations are required from at least 2/3 of all classes satisfying the faculty member's normal teaching load at Whitman in the preceding two years, with the exception of reviews taking place during the 2020-2021 academic year. In this case, the faculty approved a one-time exception whereby evaluations from at least one-half of all classes will be accepted (04/01/2020).

For decisions on the granting of tenure or promotion to Professor, evaluations are required from at least eight of the twelve most recently taught courses satisfying the faculty member's normal teaching load at Whitman, with the exception of reviews taking place during the 2020-2021 academic year. In this case, the faculty approved a one-time exception whereby evaluations are required from at least eight of the fifteen (04/01/2020). Upon receipt of this form, the Office of the Provost and Dean of 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 additional 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, the letter writer 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 I, Article IV, Section 4C).
(03/30/2011)

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 the letter writer 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 I, Article IV, Section 4C.) 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 the candidates file before that letter is considered by the Personnel Committee. (04/17/2013) The content of letters from internal and external reviewers are kept confidential by the Faculty Personnel Committee. (04/19/2017)

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. (05/08/2002)
- B. Within three weeks of the meeting, the faculty member will receive a written letter from the Provost and Dean of the Faculty summarizing their conversation. The faculty member may respond in written form. The Provost and Dean of the Faculty's letter and any written response from the faculty member will be added to the faculty member's file for consultation in subsequent reviews. (12/07/2016)
- C. 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. (05/08/2002)

Article V. Teaching Loads and Advising

Section 1. Teaching and Loads

- A. Salaries for academic personnel are based on nine months of teaching but are paid in equal installments over a twelve-month period, beginning with the September payroll. *(04/19/2022)*
- B. 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 an 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. *(11/04/2009)*

- C. 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.” *(10/10/2001)*

Article VI. Opportunities for Professional DevelopmentSection 1. Sabbatical Leave *(5/13/2009)*

- 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; or
 4. Non-tenured, tenure-track faculty will be eligible to apply for a one-year sabbatical after their first three years of full-time teaching at 90% salary. (Faculty members who opt for the one-year sabbatical after their first three years will next be eligible for a one-semester sabbatical at the beginning of their eighth year, the same as if they had taken the two one-semester sabbatical options.)
 5. 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.
- B. 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. (Constitution, Article V, Section 2.) The faculty of Whitman College is committed to the principles of shared governance expressed in the Statement on Government of Colleges and Universities as well as additions and amendments thereto formulated by the American Association of University Professors. (11/16/2016)
- 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. (Constitution, Article V, Section 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 the speaker's 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. (Constitution, Article V, Section 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. The President 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. The President 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. (Constitution, Article V, Section 5B.)

Section 3. The Deans

The duties of the Deans of the College shall be determined by the President. (Constitution, Article V, Section 5C.)

Section 4. 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. The Chair shall, at the time of election, be a full-time teaching member of the Faculty. The Chair may not simultaneously serve as Division Chair or be a member of the Board of Review. The Chair shall maintain an 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. The Chair presides at all regular faculty meetings and is a member of the Committee of Division Chairs. Governance of Baker Center is the responsibility of the Chair of the Faculty. The Chair is a nonvoting member of the Board of Trustees and sits with the Budget Officers of the College in the President's Cabinet.

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 for which the Chair has set the agenda as well as meetings of the Faculty held as a Committee of the Whole. The Chair 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. The Chair shall have membership on the President's Council, shall meet regularly with the Committee of Division Chairs and shall assist in the orientation of new members of the Faculty.
- D. The Chair will review and sign the Faculty minutes. *(11/10/2010)*
- E. 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 5. 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. The Secretary 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 6. 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.

- i) 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.
 - ii) 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. (Chapter I, Article I, above.)

Section 7. 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 8. 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) The procedure for discontinuance of a Department or Program is described in Section 13. (05/03/2017)
- 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 Fine Arts (05/03/2017): Departments of Art, Art History and Visual Culture Studies (AHVCS), Classics, English, French and Francophone Studies, German Studies (02/26/2020), Hispanic Studies, Music, Philosophy, Religion, Rhetoric, Writing and Public Discourse (RWPD), and Theater and Dance, as well as courses in Composition, Linguistics, and World Literatures.

3. Division III, Science and Mathematics and Statistics: Departments of Astronomy, Biology, Chemistry, Computer Science, Geology, Mathematics and Statistics, and Physics as well as courses in Science. *(05/03/2017)*
 4. General Studies
 5. Interdisciplinary Programs: Asian and Middle Eastern Studies *(05/03/2017)*, Biochemistry, Biophysics and Molecular Biology (BBMB), Environmental Studies, Film and Media Studies, Gender Studies and Race and Ethnic Studies as well as courses in Interdisciplinary Studies and International Studies. *(01/25/2012)*
- 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 within division meetings (e.g., at division, department, and program meetings) shall be the same as for faculty meetings. *(11/14/2018)*
 3. The Chair of the Division shall be the executive officer of the Division.

The Chair 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 the Division Chair may find useful in the efficient pursuit of the Division Chair's duties and responsibilities as enumerated above.
1. The Chairs of the several Departments shall be designated by the 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 9. The Division Chairs *(02/20/2014)*

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 the Division Chair 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 their 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 their 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 their Division.
- L. Each Division Chair shall be the chief budget officer of their Division, responsible for submitting the annual requests for budget allocations for all members of their Division to the Provost and Dean of the Faculty.
- M. Each Division Chair shall serve as the supervisor of designated staff in their 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 their 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 their Division.
- P. The Division Chairs and the Faculty Chair will convene regularly (at least monthly during the academic year) in meetings that are distinct from the CDC to discuss issues relating to faculty. (05/05/2021)

Section 10. 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 Chapter V, Article 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 11. Non-Tenure-Track Representative (09/16/2020)

- A. The Non-Tenure-Track Faculty shall elect one of its members to the office of Non-Tenure-Track Representative. For the purposes of this vote, the Non-Tenure-Track Faculty is defined as any instructional staff (as defined by Chapter I, Article I, Section 1b) who are not tenured or tenure track, including Lecturers, Adjuncts, Library Instructors, Studio Music Instructors, members of SSRA, and Visiting Faculty.
 - 1. The Non-Tenure-Track Representative must be a member of the Non-Tenure-Track faculty as defined above and have taught at Whitman College for at least eight semesters. The term of office will be three years. This position will not continue after the three-year period ending on June 30, 2023 without a vote of the faculty.

2. The Non-Tenure-Track Representative will serve as a representative of the Non-Tenure-Track Faculty to the Faculty as a whole and to the administration.
3. The Non-Tenure-Track Representative will organize and facilitate Non-Tenure-Track Faculty meetings in order to share and gather information. They can hold votes on putting forward proposals from the Non-Tenure-Track Faculty, and, if such votes pass, could put those proposals forward on behalf of the Non-Tenure-Track Faculty.
4. The Non-Tenure-Track Representative would be responsible for speaking for the Non-Tenure-Track Faculty as a whole in faculty meetings. This does not limit the ability of individual members of the Non-Tenure-Track Faculty to speak for themselves.
5. The Non-Tenure-Track Representative will have formal meetings with the Division Chairs and Faculty Chair at least once per semester.
6. The Non-Tenure-Track Representative will invite the Provost and Dean of the Faculty and Associate Dean for Faculty Development to discuss issues relevant to the Non-Tenure-Track Faculty with them at least once per semester.
7. The Non-Tenure-Track Representative will provide advice in the selection of the Non-Tenure-Track Mentoring Program Director as requested by the Provost and Dean of the Faculty.”

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.

Section 14. Process for the Discontinuance of a Department or Interdisciplinary Program for Educational Reasons (05/03/2017).

A. Introduction

Just as decisions to establish, support, and develop Departments and Programs at the College are fully explored and carefully made, decisions to abolish Departments and Programs must be carefully made because they also affect the considerable investments of the faculty and students and the educational mission and curriculum of the College. The following policy, principles, guiding questions, and procedures are to provide a rational system for reviewing programs for possible deficiencies and potential corrective action. For the purposes of this policy an “academic program” is defined as a Department, or an Interdisciplinary Program that does not reside entirely within a single Department (see Chapter I, Article VIII, Section 8B). The dissolution of an academic program may be either “voluntary,” in which an academic program decides to dissolve itself, or “involuntary,” in which the process is initiated outside of the academic program. Decisions involving the review for possible discontinuance of academic programs shall incorporate the following principles, guiding questions and procedures:

B. Principles

1. The discontinuance of academic programs shall reflect long-range judgments about the educational mission and curriculum of the College and its academic Divisions.
2. The decision to discontinue a Department or Interdisciplinary Program is the responsibility of the faculty. While much of the implementation of this policy will be undertaken by the Curriculum Committee, the ultimate decision-making body is the faculty as a whole. In the case of an involuntary dissolution, a Program Review Committee, created by the Curriculum Committee, shall be tasked with the evaluation of the program in question.
3. The identification of a program as a candidate for involuntary dissolution can lead to alternative courses of action besides discontinuance: either a recommendation for the addition of new resources as a basis for program improvement, or a recommendation that the program be strengthened by reorganization and/or significant curricular changes, and subsequently be re-reviewed.
4. The faculty, staff, and students of a program considered under review for discontinuance shall be kept fully informed about that action, policies, procedures, and rights of those involved. Early and meaningful consultation with affected faculty, staff and students shall take place as part of the procedures for possible program discontinuance.
5. The procedure for discontinuing academic programs shall include adequate safeguards for faculty, staff and students, to include, but not be limited to, adequate notice, protection of tenure, due process, right to a hearing and appeal, relocation within the College (see Chapter I, Article III, Section 6).

6. Consideration for discontinuance should be conducted in as timely a fashion as possible, consistent with the consultative process outlined below. Normally these procedures should be completed within one academic year.
7. Except in extraordinary circumstances, no equivalent program may be established at the College for a period of five (5) years, and, following that period, tenured faculty displaced from the discontinued program must be provided first opportunity for returning to a new equivalent program.

C. Guiding Questions

Judgments about the discontinuance of academic programs shall be made according to the following guiding questions and illustrative referents:

1. **Quality of Program.** Is the program of a quality and scope appropriate to Whitman? Does the program adhere to the standards of the discipline? If not, is the explanation for this acceptable? Does it compare favorably with similar programs at liberal arts colleges? How does the program describe student learning outcomes, and how are those being assessed? From evidence available through external peer review, and student and alumni evaluation, are teaching, advising, and curricular opportunities at acceptable College standards? From examination of student records and alumni feedback, is the program supporting postgraduate student success in terms appropriate for the liberal arts? Has the program been adequately resourced, with respect to staffing and funding, to allow it to achieve its goals? Note that a new program may not have established a record of success, and that this should not be held against it.
2. **Contributions of Program.** How does the program fit into the overall curriculum of the College? Does the program provide significant service to other Departments or Interdisciplinary Programs at the College? Does the program provide important opportunities for undergraduate research and advancement? To what extent does the program contribute to the diversity of the College, or broaden access and inclusion of traditionally underrepresented groups?
3. **Need for the Program.** Is the program, regardless of costs or enrollments, central to a well-rounded liberal arts and sciences education? Would the absence of the program negatively affect the reputation of the College? Does the program make important contributions to scholarship in the field? Is the program justified in terms of faculty scholarly interests? What has been, is, and is projected to be the student demand for the program?

D. Procedures

Within the policy and principles governing the discontinuance of academic programs, and utilizing the criteria identified under this policy, the following procedures are to be used in reviewing a program for possible discontinuance:

1. **Voluntary dissolution.** The motion to dissolve must be supported by all faculty in the Department or Interdisciplinary Program. The process is implemented by a letter of endorsement, including a plan for implementation, from the relevant Department Chair or Program Director. Subsequent approval is required from the Curriculum Committee and the Faculty.

2. Involuntary dissolution. Review of a program for possible involuntary dissolution must be initiated by the Provost. The responsibility for organizing and carrying out the policy and procedures for the review rests with the Curriculum Committee.
 - a. The Provost forwards the recommendation to the Curriculum Committee; the Chair of the Curriculum Committee immediately informs the Chair or Director in writing about the review. Written notice providing reasons for the review shall be given to faculty members of the program at the time a review is initiated. The Chair of the Curriculum Committee requests the Chair or Director to provide a written response to the proposal in a timely fashion, and after consultation with the faculty and students in the program. If there is currently no Chair or Director, the Provost, in consultation with the Chair of the Faculty and the Division Chairs, will appoint an appropriate faculty member to serve in that capacity for the review process (an "Interim Chair").
 - b. If there is a consensus for dissolution among the faculty of the academic program in question (including the Interim Chair, if one is appointed), then documentation of this mutual agreement for discontinuance and the plan for implementation may be submitted to the Curriculum Committee, at which point the dissolution is considered "voluntary" as described above.
 - c. If a review is to be conducted, an independent peer assessment of the quality, contribution, and need for the program will be undertaken by a Program Review Committee appointed by the Chair of the Curriculum Committee in consultation with the Chair of the Faculty, the Provost, and the faculty of the program under review. The Program Review Committee shall consist of four (4) voting members of the Faculty, three whose knowledge and fields of study are appropriate for assessment of the program, and one from a significantly distant field of study. The committee will also include one faculty from outside the college, in the field of the program under review. One student shall be appointed to the Committee. The Program Review Committee shall not include members from the program under review.
 - d. Program faculty members shall have full access to all documents related to the review, with the exception of personal, confidential letters relating to individual faculty members. Upon request of program faculty, and if feasible, personal, confidential letters shall be subject to review by the Personnel Committee, which shall summarize the substance of letters, protecting the confidentiality of the author(s) and the identified faculty member.
 - e. A charge to the Program Review Committee shall be prepared by the Curriculum Committee. The charge shall establish requirements for early and meaningful consultation with faculty, staff and students in the program. It shall identify deadlines that assure thoughtful proceedings and account for required action in relation to admissions, appointments and budget cycles.
 - f. The Committee shall be provided with full information on the program, including reports of other internal or external reviews, faculty reviews (including external peer review), enrollments, student evaluations, alumni feedback, institutional resources provided, as well as all material submitted

by the Chair or Director, faculty and students in the program, and other related information.

- g. The Committee shall use the guiding questions established herein, provide adequate opportunity for evidence and viewpoints to be presented, extensively consult the affected program faculty and students, and prepare a written report and recommendation, which shall be forwarded to the Curriculum Committee and the program under review. The report shall identify any important strengths or deficiencies found in the program. The affected program faculty and the appropriate Division faculty shall have an opportunity to respond to the final report before action by the Curriculum Committee.
- h. After receiving the Program Review Committee report and the response from the program under review, the Curriculum Committee has the right to examine or request any pertinent materials. The Curriculum Committee can also interview members of the program under review, members of the Review Committee, or Officers of the Faculty. Based on all of this information, the Curriculum Committee will vote on one of three courses of action: (i) terminate the review with no further action; (ii) forward a recommendation for discontinuance of the Department or Program to the Faculty as a whole; or (iii) recommend that the Department or Program undergo restructuring and/or significant curricular changes, possibly with the addition of resources, and be re-reviewed after a period of three years.
- i. In the case of a motion from the Curriculum Committee for discontinuance of a Department or Program, the Faculty as a whole shall be given access to the Program Review Committee report, the response from the program under review, and any additional information gathered by the Curriculum Committee. If the Faculty approves the motion for discontinuance of the Department or Program, the Provost shall work closely with members of the academic program so that the discontinuance can be accomplished effectively with the least disruption to faculty and students, and so that the existing program resources can be equitably reallocated. Under the College's Teachout Plan, "students who have already declared majors in the affected discipline(s) will be allowed to finish their degrees." The process to be followed for relocating or dismissing affected faculty is found in Article III Section 6 of the Faculty Code.
- j. If the Curriculum Committee recommends the restructuring of a Department or Program, then the Provost will work closely with the Department or Program to devise a plan by which the program may be strengthened. At the end of a period of three years, the Department or Program will present to the Curriculum Committee a report responding to how it has addressed concerns raised in the original program review. At that point, the Curriculum Committee could vote to accept the restructuring, or forward a motion for Department or Program discontinuance to the faculty as a whole; alternatively, the Curriculum Committee could call for further investigation.

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, and three staff members: The Dean of Students or designee; the Provost and Dean of the Faculty or the Associate Dean for Academic Affairs; and the Fraternity and Sorority Adviser. The President of the College and the President of the Associated Students of Whitman College are ex officio, non-voting members.
(05/05/2021)
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 Chapter VI, Article I, Section 4 and Chapter VI, Article III.)
- 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. the committee will strive for gender diversity; 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 Chapter V, Article IV, Section 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 their 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 Chapter V, Article 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. The two student representatives to the Enrollment Committee, as appointed by ASWC, shall sit as full members on the Committee on Admissions and Financial Aid. (09/07/2016)
 - 3. The Directors of Admissions and Financial Aid. (09/07/2016)
 - 4. 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, First Year Seminars Director and Writing Coordinator (04/22/2020), 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 representative from each offered course shall be elected by the instructors in that course. A course representative shall serve a 1-year term. (04/22/2020)
 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. Eight faculty members shall be elected for staggered 3-year terms. *(09/16/2020)*
 - 1. There shall be two members from each of the ranks of Assistant Professor, Associate Professor, and Professor, as well as two non-tenure track faculty representatives from the ranks of Senior Lecturer (including Senior Lecturer of SSRA), Senior Adjunct Assistant Professor, or Senior Adjunct Instructor. 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, and contract renewal.
- 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 are not eligible for sabbatical leave or promotion to Professor for the duration of their term. *(05/04/2016)*

Should it be necessary for a current member of the Faculty Personnel Committee to recuse themselves in any given case, the Chair of the Faculty will select a recent former member of the Committee to participate in the deliberations regarding the candidate in question. In doing so, the Chair will ensure that each of the College's formal academic divisions is appropriately represented. *(09/22/2021)*

In cases other than recusal where elected members of the Faculty Personnel Committee cannot participate in deliberations during a given semester (due, for instance, to departure from the College or medical leave), there will be a special election for a replacement. The Division of the member to be replaced will submit two nominees for the replacement position, and no nominations will be accepted from the floor of the faculty. The newly elected replacement member will serve out the rest of the vacated member's term. *(09/22/2021)*

- 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. The President and the Provost and Dean of the Faculty will sit as ex officio, non-voting members.

3. 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 a designate), and six faculty members, two from each division, elected by the faculty as a whole, for staggered three-year terms. *(11/10/2010, 01/26/2011)*
- C. The Chair of the Committee shall be the Provost and Dean of the Faculty (or a 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 *(04/11/2012)* terms to ensure continuity across years; two students appointed for one-year terms on the recommendation of ASWC; the Chief Information Officer (or a designee) ex-officio, the Librarian (or a 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 *(01/10/2010)*

- A. Library Advisory Committee advises the Director of the Library on policy.
- B. The Committee will consist of three elected faculty members, 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 a 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.
(11/16/2016).
 2. The Chair of the General Studies committee.
 3. The Provost and Dean of the Faculty a designee, the Registrar, and the Associate Dean for Academic Affairs, the Curriculum and Registration Analyst in the Registrar's Office, and the Library's Head of Collection Management shall be *ex officio*, non-voting members. Two students shall be *ex-officio* non-voting

members, who will temporarily remove themselves from discussions at the discretion of the Chair *(11/16/2016)*.

Section 21. Committee on Academic Freedom and Due Process *(04/20/2016)*

- A. The Committee of Academic Freedom and Due Process shall consist of three faculty members, with divisional representation and staggered three-year terms. The charge to the committee shall be:
1. Evaluating the Grievance and Dismissal Policies annually for their adherence to changes in the law and to AAUP principles, and assessing how well they function on the Whitman campus;
 2. Monitoring issues regarding academic freedom and due process at Whitman College;
 3. Recommending changes to policies regarding academic freedom and due process at Whitman College;
 4. Reporting to the faculty, at a minimum, once very year.