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## Chapter II – Positions and Initial Appointments

### A. Tenure-Track Positions

#### 1. Determination of Vacancy

The allocation of existing tenure-track positions is at the discretion of the President, in consultation with the Provost and Dean of the Faculty and the Committee of Division Chairs. When an existing tenure-track position is vacated for any reason, barring unusual circumstances, by November of the year preceding the academic year in which a search is anticipated, the chair of the affected department should submit to the Provost and Dean of the Faculty in electronic form a proposal justifying retention of that position.

Following consultation with the Committee of Division Chairs, the Provost and Dean of the Faculty will make a recommendation to the President as to the appropriate response. Possible responses include acceptance; modification; rejection; postponement; in the case of an existing tenure-track line, reallocation to another department or teaching area; or elimination of the position in question. The Board of Trustees is notified of these recommendations at its February meeting and final approval happens in May.

#### 2. Position Description and Advertisement

Specific guidelines for conducting tenure-track searches can be found on the PROVOST-DOF CLEo site in the “[Searches](#)” folder.

Tenure-track positions are filled by means of national search. The advertisement will be posted by the Office of the Provost and Dean of the Faculty to *HigherEdJobs.com*, *The Chronicle of Higher Education*, appropriate professional journals, and other venues (all ads are on-line). Typically, ads will be posted no sooner than 60 days before the deadline for submission of applications and no later than 40 days.

#### 3. Search Committee / Vetting Applications

When the position is advertised, the Provost and Dean of the Faculty appoints a search committee. The committee shall consist of all tenure-track faculty and Senior Lecturers (if applicable) in the department (with the exception of the member being replaced) as well as the appropriate division chair. After consultation with the department chair, the Provost and Dean of the Faculty will appoint additional members including, but not necessarily limited to, one faculty member from outside the relevant division. Like the

division chair, this faculty member is a full participant in all stages of the search and has equal voice in all deliberations.

The Department Chair, or a designate, serves as chair of the search committee and convening necessary meetings. 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. (Faculty Code, CH I, Art II Sec 1.A)

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 curriculum vitae and cover letter. (Faculty Code, CH I, Art II Sec 1.B)

In reviewing the dossiers of applicants, the search committee should make every effort to identify qualified candidates from traditionally underrepresented groups. After reviewing all applications, search committees are required to engage in a careful and complete preliminary interview with each candidate it anticipates recommending for an on-campus interview, whether that takes shape as an interview at a professional conference, a Zoom conversation, a conference call, or some other means. At least two members of a search committee must participate in this interview.

Finally, once preliminary interviews are completed, the search committee should recommend to the Provost and Dean of the Faculty in writing five or six finalists for on-campus interviews. The top three candidates should be unranked and the remaining candidates (4-6) should be ranked.

After review, the Provost and Dean of the Faculty authorizes the chair of the search committee to arrange on-campus interviews in consultation with the Provost's office. The Provost and Dean of the Faculty's office will assist in arranging accommodations and travel.

#### 4. On-Campus Interviews

The number of candidates invited for a campus visit ranges from two to four. Candidates will spend at least two full days on campus during which they:

- meet every member of the department and search committee. (Faculty Code, CH I, Art II Sec 2.)

- are interviewed by the Provost and Dean of the Faculty and possibly the President. (Faculty Code, CH. I, Art II Sec 2.)
- make two presentations, one that is aimed at indicating the candidate's pedagogical abilities (which may but need not take the form of teaching a section of an ongoing course) as well as a second session aimed at indicating the candidate's scholarly abilities, at an hour which permits as many interested faculty and students as possible to attend. (The chair of the search committee should make clear to candidates in advance the nature of the presentation they are expected to give. (Faculty Code, CH I, Art II Sec 2))
- have an opportunity to meet with students.

The College provides funds for transportation, accommodation, and meals for the candidate during the campus visit.

## 5. Selection and Notification

After interviews on campus have been completed, the search committee consults with faculty and students who observed the candidates and, with careful consideration of the input from students involved in the search process, makes a decision on which candidate to recommend to the Provost and Dean of the Faculty for appointment. The student input gathered from the search process shall be forwarded to the Provost and Dean of the Faculty with the preference list. This student input will take either the form of a single statement from a student committee or statements from individual students. (Faculty Code, CH I, Art II Sec 3.A.)

The Provost and Dean of the Faculty then consults with the Committee of Division Chairs. Should the Provost and Dean of the Faculty or the Committee of Division Chairs have reservations about the appointment, they will consult with the chair of the search committee, or the entire search committee. If a recommendation cannot be agreed upon, the search will be a failed search. If there is a favorable recommendation that is approved by the President, then the offer is extended to the candidate (or to the job-sharing candidates) by the Provost and Dean of the Faculty.

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. (Faculty Code, CH I, Art II Sec 3.B.)

Under no circumstances shall a second tenure-track hire be made in subsequent years without a new national search. (Faculty Code, CH 1, Art II Sec 3.C.)

## **B. Job-Sharing Appointments**

Any full-time tenure-track position may be divided into two separate and independent, but equal, positions. Recognizing that job-sharing appointments may produce greater benefits to the College than traditional appointments, the College may elect to compensate job-sharing faculty at a rate above that paid for normal tenure-track positions. Office space, administrative support, eligibility for research grants, access to campus computing resources, and access to departmental resources will be allocated as though each faculty member were full-time.

1. Methods of initiating a request to share a tenure-track position:
  - a. Two individuals may jointly apply for one tenure-track position; or
  - b. Any faculty member holding a tenure-track position, whether that person be tenured or non-tenured, may request that the position be divided into two separate and independent but equal positions.
2. In all cases above (1.a & 1.b) both candidates must satisfy the job description. In the event of 1.a, both candidates must undergo the search and interview process, and both must receive the support of the search committee.
3. In the event of 1.b above, the current holder of the tenure-track position will submit a written request to the Provost and Dean of the Faculty indicating a desire to share one position.
  - a. The faculty member will provide the Provost and Dean of the Faculty with a vita of the potential job-sharing individual.
  - b. The faculty member will provide the Provost and Dean of the Faculty with a rationale for the request, indicating the potential nature of the division of duties, responsibilities, and approaches to compensation.
  - c. A majority of the members of the faculty in the department concerned must submit written support for the request.

- d. The request must be approved by the Committee of Division Chairs, the Provost and Dean of the Faculty, and the President.
  - e. A review committee appointed by the Provost and Dean of the Faculty according to the description of search committees found in [CH 2, A-3](#) of the Faculty Handbook will interview the candidate for the job-sharing position.
  - f. If the candidate is successful, the President or the Provost and Dean of the Faculty submits a request to the Board of Trustees that the position be shared.
4. Teaching duties may be divided in any manner agreeable to the Provost and Dean of the Faculty and the department. The two faculty members are expected to notify the chair of their department of the exact nature of the job division by January 15th of the preceding academic year to facilitate planning and accurate catalog copy.
  5. Both job-sharing professors are expected to satisfy all non-teaching duties such as student advising, directing research or senior examinations / projects, and administrative or committee work that would be expected of any individual faculty member to the extent that their combined efforts normally constitute a full-time load.
  6. Tenure consideration for both job-sharing professors will be conducted according to the usual "time in rank" standard currently applied to all other regular faculty members.
    - a. In the event that one member of the job-sharing team has more years in rank or has been given more credit for prior teaching, that individual would usually be considered for contract renewal, tenure, or promotion before the other member of the job-sharing team.
    - b. In the event that both job-sharing professors have equal time in rank, both would be considered for contract renewal, tenure, or promotion at the same time.
    - c. For the purposes of the Faculty Personnel Committee's deliberations, each professor is to be considered individually, without regard for the other professor's teaching, professional activity, or service to the community.
  7. In the event that one job-sharing professor successfully receives contract renewal or tenure while the other is unsuccessful; or if one job-sharing

professor can no longer perform their duties as a faculty member; or if one job-sharing professor freely resigns from the faculty; the other will:

- a. Assume the teaching and non-teaching duties up to the equivalent of one full-time position until the end of the academic year, and
  - b. Be offered the full-time tenure-track position at their present rank.
8. Each job-sharing professor will have a full vote in all academic deliberations. Persons sharing jobs may not submit written evaluations of each other to the Faculty Personnel Committee at the time of contract renewal or tenure, and may not vote on personnel matters that would affect the other individual.
  9. Each job-sharing professor will be eligible for the same level of aid to faculty scholarship as any other full-time member of the faculty. This includes the opportunity to apply for sabbatical leaves on the same schedule as any full-time member of the faculty.
  10. Additional teaching beyond the half-time assignment cannot be required of faculty members sharing a position, nor is it guaranteed. Any additional teaching will be handled on a year-to-year basis and will not serve as a permanent substitute for replacing a tenured member of the faculty. At the request of a job-sharing faculty member or the department, and at the Provost and Dean of Faculty's discretion, up to five classes or sections of classes may be added to the normal load of five courses in a shared position. Of these, a maximum of two of these classes will be compensated at a percentage of normal salary rate; pay for additional courses beyond these two will be negotiated between the faculty members and the Provost and Dean of the Faculty.
  11. If a full-time, tenure-track position should open for which either or both job-sharing partners are qualified, either or both professors may apply for the position. The normal national search standards will be employed and neither job-sharing individual should expect or receive preferential treatment.

### **C. Non-Tenure-Track Teaching Appointments**

*(Faculty concurrence 03/05/2008)*

Specific guidelines for conducting searches for a visiting position can be found in the "Searches" folder, on the PROVOST-DOF [CLEo site](#).

The College employs faculty in several types of non-tenure-track teaching appointments: Lecturers and Senior Lecturers; Visiting Instructors and Visiting Assistant Professors; Adjunct Instructors and Senior Adjunct Instructors,

Adjunct Assistant Professors and Senior Adjunct Assistant Professors; and Studio Music Instructors. The titles reflect distinctions among ongoing vs. temporary appointments, full- vs. part-time appointments, attainment of terminal degree, and promotion status. These appointments may be used for replacing sabbaticals, for responding to enrollment pressures, for replacing departmental courses due to participation in the General Studies curriculum, or for other College programs and obligations. Lecturer and adjunct appointments should generally be reserved for extraordinary cases where a tenure track hire would not be appropriate.

All of the policies governing these appointments are subject to review and revision by the College at any time. Exceptions to these policies are only permitted with the approval of the Provost and Dean of the Faculty

Individuals employed in these types of appointments will have access to campus facilities, such as the library and fitness center, and will be provided with office space and computer support deemed appropriate to meet their teaching obligations. They are not eligible for sabbatical leaves, nor are they permitted to participate in the Salary Continuation Plan (SCP). They will not accumulate sick leave and they will not be eligible for vacation benefits.

### 1. Lecturers

Lecturer positions are long-term, full-time positions that resulted from ongoing curricular needs. Lecturers are not eligible for tenure and are employed on yearly renewable appointments. Lecturers are usually not required to have the terminal degree in their fields, although an appropriate Master's Degree will usually be required. Lecturer appointments are made by the Provost and Dean of the Faculty upon recommendation of the department in consultation with the Division Chair. A national search is not required for such appointments. Lecturers may, but are not required, to do service over and above that specified at point of hire. However, if a Lecturer intends to seek eventual promotion to the rank of Senior Lecturer, a modest demonstration of extra service to the College is expected (e.g., departmental service or student advising or participation in a college-wide working group). Professional scholarship is not a requirement for continuation of the appointment or for promotion.

The College is under no obligation to renew the appointment of an individual in a Lecturer position. If the department would like to rehire an individual for an additional year, the Chair of the Department, in consultation with the Chair of the Division, will make a recommendation to the Provost and Dean of the Faculty. The Provost and Dean of the Faculty will have the final authority to extend the appointment for an additional year. If a tenure-track

search is opened, an individual in a lecturer appointment may choose to be a candidate for the position, but the College is under no obligation to interview or appoint that individual to the position.

Lecturers:

- a. are eligible to serve as academic advisers.
- b. will have access to a Professional Development Allowance (PDA) to support professional development activities.
- c. are eligible to participate in Convocation and Commencement exercises.
- d. may attend department, division and faculty meetings but are not eligible to vote therein.
- e. will typically not serve on appointed committees and may not serve on elected faculty committees nor in elective faculty offices.
- f. may have appointments that extend beyond the fifth year of service to the College.
- g. typically perform modest departmental service as specified at point of hire (e.g. participation in activities for students, such as journal clubs, seminars, etc.)

## 2. Senior Lecturers

Senior Lecturers are members of the full-time continuing faculty who have been promoted from Lecturer. They have proven themselves to be dedicated, excellent teachers over the course of at least four years of full-time teaching (see [CH IV-G.1.b](#)). They are not eligible for tenure and are usually appointed to five-year terms. They are usually not required to have the terminal degree in their fields, although an appropriate Master's Degree will usually be required.

The College is under no obligation to renew the appointment of an individual in a Senior Lecturer position. If the department would like to rehire an individual in a Senior Lecturer appointment for an additional term, the Chair of the Department, in consultation with the Chair of the Division, will make a recommendation to the Provost and Dean of the Faculty. The Provost and Dean of the Faculty will have the final authority to extend the appointment. Subsequent appointments, typically five years, may be offered by agreement among the Provost and Dean of the Faculty, the Division Chair, the

department, and the Senior Lecturer. In addition to teaching courses within their host department, Senior Lecturers are expected to engage with the broader academic program of the College. Some examples of broader engagement include pre-major advising; service on appointed committees; contributions to departmental or college-wide activities; and/or effective guidance of students outside the classroom. Professional scholarship is not a requirement for continuation of the appointment.

If a tenure-track search is opened, an individual in a Senior Lecturer teaching appointment may choose to be a candidate for the position, but the College is under no obligation to interview or appoint that individual to the position.

Senior Lecturers:

- a. are eligible to serve as academic advisers.
- b. will have access to a Professional Development Allowance (PDA) to support professional development activities.
- c. are eligible to participate in Convocation and Commencement exercises.
- d. are considered members of the full-time continuing faculty and may attend meetings of the department, division, and faculty and vote therein.
- e. are eligible to serve on appointed committees and on elected committees and in elected offices.
- f. may have appointments that extend beyond the fifth year of service to the College.

### 3. Visiting Assistant Professors and Visiting Instructors

Visiting positions are usually full-time, one-year positions that are designed to fill temporary vacancies in the curriculum due to factors such as tenure-track faculty sabbatical leaves, vacancies of tenure-track positions prior to the conduct of a search for a long-term replacement, course reductions or leaves of absence, or unusual enrollment pressures.

Departments and programs, based on anticipated needs for the following year, apply for visiting positions annually and submit requests every fall, in late October. Visiting positions are usually filled through a national search, although there may be a time-sensitive case where someone locally or regionally might have the qualifications and expertise; in this case the

position would not be advertised, but there will typically be a formal interview with the hiring department.

Visiting faculty are required to have the terminal degree in their field by December of the academic year their teaching appointment begins, and they are usually expected to be willing to take on independent study students and participate in senior capstone experiences as part of their duties. They normally do not participate in campus-wide service. Visitors may choose to continue their scholarly work while at Whitman, but there is no requirement for them to do so. In the most typical scenario, a visitor will teach full-time and hold the terminal degree in a particular field, in which case they would be a Visiting Assistant Professor. There have (rarely) been Visiting Instructors (who teach full-time but do not hold the terminal degree).

In accordance with standards set by the AAUP, visiting positions have a term limit of five years. In the event that a continuing need for staffing is identified, the department or program can request the creation of a tenure-track position or a Lecturer position.

An initial visiting appointment is usually the result of a national search, in which the department and the Division Chair serve as the search committee. The department interviews candidates one at a time. If the first candidate is acceptable, there is no need to bring in other candidates. Visiting teaching appointments are made by the Provost and Dean of the Faculty, or their designee, upon recommendation of the department in consultation with the Division Chair. The recommendation to appoint does not require the approval of the Committee of Division Chairs.

The College is under no obligation to renew the appointment of an individual in a visiting position. If the department would like to rehire an individual for an additional year, the Chair of the Department will make a recommendation to the Provost and Dean of the Faculty, or their designee, in the annual request for non-tenure-track positions. The Provost and Dean of the Faculty will have the final authority to extend the appointment for an additional year. If a tenure-track search is opened, an individual in a visiting teaching appointment may choose to be a candidate for the position, but the College is under no obligation to interview or appoint that individual to the position.

Visiting Assistant Professors and Visiting Instructors:

- a. may have specific fund allocations to support teaching and research activities (contract travel).
- b. do not normally serve as academic advisers.

- c. are eligible to participate in Convocation and Commencement exercises.
- d. may attend department, division, and faculty meetings but are not eligible to vote therein.
- e. may not serve on appointed or elected faculty committees nor in elective faculty offices.
- f. are not permitted to serve in a full-time visiting teaching appointment for more than five years.
- g. typically perform departmental service as specified at point of hire (e.g. service on senior oral exam panels, supervision of one or two independent study students, etc.)

#### 4. Adjunct Assistant Professors and Adjunct Instructors

Adjunct Instructors and Adjunct Assistant Professors are individuals whose teaching appointments for a given year are less than full-time. They are not eligible for tenure and are employed on yearly renewable appointments. Adjunct Assistant Professors have received the terminal degree in their fields, while Adjunct Instructors have not. Departments may or may not require that individuals in adjunct teaching appointments have the terminal degree in the field, although an appropriate Master's Degree will usually be required. Adjunct faculty may, but are not required, to do service. However, if an adjunct faculty member intends to seek eventual promotion to the rank of Senior Adjunct Assistant Professor or Senior Adjunct Instructor, a modest demonstration of service to the College over and above course instruction is expected (e.g., departmental service or student advising or participation in a college-wide working group). There is no expectation of scholarly activity in order to retain an adjunct position or to be promoted. There is no expectation of taking on independent study projects with students, nor of taking part in senior assessments in the major. Adjunct teaching appointments are made by the Provost and Dean of the Faculty upon recommendation of the Chair of the Department. A national search is not required for such appointments.

The College is under no obligation to renew the appointment of an individual in an Adjunct Instructor or Adjunct Assistant Professor position. If a department would like to rehire an individual in an adjunct appointment for an additional term, the Chair of the Department, in consultation with the Chair of the Division, will make a recommendation to the Provost and Dean of the Faculty. The Provost and Dean of the Faculty will have the final authority to extend the appointment. If a tenure-track search is opened, an

individual in an adjunct teaching appointment may choose to be a candidate for the position, but the College is under no obligation to interview or appoint that individual to the position.

Adjunct Assistant Professors and Adjunct Instructors:

- a. may apply for funding to support teaching and research activities.
- b. are eligible to participate in Convocation and Commencement exercises.
- c. may, with the approval of their departments, serve as academic advisers, though it is not usually an expectation.
- d. may attend faculty, division, and department meetings but are not eligible to vote therein.
- e. will typically not serve on appointed committees and may not serve on elected faculty committees nor in elective faculty offices.
- f. may have appointments that extend beyond the fifth year of service to the College.

#### 5. Senior Adjunct Assistant Professors and Senior Adjunct Instructors

Senior Adjunct Instructors and Senior Adjunct Assistant Professors are faculty who have been promoted from Adjunct Instructor and Adjunct Assistant Professor, respectively. After promotion, they will retain their title, regardless of teaching load, for any semester that they teach at the College. Senior Adjunct faculty are not eligible for tenure and are typically employed on yearly renewable appointments. In addition to teaching courses within their host department, Senior Adjunct Instructors and Senior Adjunct Assistant Professors are expected to engage with the broader academic program of the College. Some examples of broader engagement include pre-major advising; service on appointed committees; contributions to departmental or college-wide activities; and/or effective guidance of students outside the classroom. Professional scholarship is not a requirement for continuation of the appointment.

The College is under no obligation to renew the appointment of an individual in a Senior Adjunct position. If the department would like to rehire an individual for an additional year, the Chair of the Department will make a recommendation to the Provost and Dean of the Faculty, or their designee, in the annual request for non-tenure-track positions. The Provost and Dean of the Faculty will have the final authority to extend the appointment for an

additional year. If a tenure-track search is opened, an individual in a Senior Adjunct teaching appointment may choose to be a candidate for the position, but the College is under no obligation to interview or appoint that individual to the position.

Senior Adjunct Assistant Professors and Senior Adjunct Instructors:

- a. are expected to serve as academic advisers.
- b. will have access to a Professional Development Allowance (PDA) to support professional development activities.
- c. are eligible to participate in Convocation and Commencement exercises.
- d. are considered members of the continuing faculty and may attend meetings of the department, division, and faculty and vote therein.
- e. are eligible to serve on appointed committees and on elected committees and in elected offices.
- f. may have appointments that extend beyond the fifth year of service to the College.

#### 6. Studio Music Instructors

Studio Music Instructors are individuals whose primary responsibility is teaching applied music lessons. Studio Music Instructors are paid a fixed amount for each half-hour weekly lesson from the Music Fee Courses budget. Forty half-hour lessons per week will be considered a full-time teaching load for Studio Music Instructors, who are eligible for pro-rated fringe benefits if they teach at least thirty half-hour lessons per week. Benefits for applied instructors teaching 30 or more lessons in a semester will be determined on the tenth day of classes each semester. The Chair of the Music Department is responsible for recruiting and evaluating the individuals in these appointments, which are made on a semester-by-semester basis.

Studio Music Instructors:

- a. are eligible to participate in Convocation and Commencement exercises.
- b. may have appointments that extend beyond the fifth year of service to the College.

## **D. Non-Tenure-Track Teaching Appointments in SSRA**

*(Faculty concurrence 05/13/2009)*

In addition to other non-tenure-track appointments, the College employs individuals in the Sports Studies, Recreation, and Athletics Department: Adjunct Instructors, Senior Adjunct Instructors, Instructors, Lecturers, and Senior Lecturers.

All of the policies governing these appointments are subject to review and revision by the College at any time. Exceptions to these policies are only permitted with the approval of the Provost and Dean of the Faculty.

Individuals employed in these types of appointments will have access to campus facilities, such as the library and fitness center, and will be provided with office space, equipment, and computer support deemed appropriate to meet their teaching and coaching obligations. They are not eligible for sabbatical leaves, nor are they permitted to participate in the Salary Continuation Plan (SCP).

Individuals employed in all these types of appointments are eligible for the awards given at Commencement for teaching, advising, and scholarly work.

### **1. Adjunct Instructors and Senior Adjunct Instructors in SSRA**

Adjunct Instructors and Senior Adjunct Instructors in Sports Studies, Recreation, and Athletics (SSRA) are individuals whose teaching appointments in SSRA for a given year are less than full-time (Senior Adjunct Instructors in SSRA are individuals who have been promoted from Adjunct Instructor in SSRA ([see CH IV-H.1](#))). They are not eligible for tenure and are employed on yearly renewable appointments. Adjunct Instructors and Senior Adjunct Instructors in SSRA are not required to have the terminal degree in their fields. Adjunct teaching appointments in SSRA are made by the Provost and Dean of the Faculty upon recommendation of the Director of Athletics. A national search is not required for such appointments.

The College is under no obligation to renew the appointment of an individual holding an adjunct position. If the SSRA Department would like to rehire an individual in an adjunct appointment for an additional term, the Director of Athletics will make a recommendation to the Provost and Dean of the Faculty. The Provost and Dean of the Faculty will have the final authority to extend the appointment.

Adjunct Instructors and Senior Adjunct Instructors in SSRA:

- a. may receive departmental funding to support teaching activities

- b. are not eligible to vote in faculty, division, or department meetings and may not serve on elected faculty committees nor in elective faculty offices.
- c. may have appointments that extend beyond the fifth year of service to the College.

## 2. Instructors in SSRA

Instructors in SSRA are members of the full-time instructional staff and are head coaches whose appointments resulted from national searches. Instructors are not eligible for tenure and are employed on yearly renewable appointments. Instructors are usually appointed with an appropriate Master's degree, though experience can serve in lieu of an advanced degree in exceptional cases. Instructor appointments in SSRA are made by the Provost and Dean of the Faculty upon recommendation of the Director of Athletics, in consultation with the search committee.

The College is under no obligation to renew the appointment of an individual holding an Instructor position in SSRA. If the SSRA Department would like to rehire an individual in an Instructor appointment for an additional term, the Director of Athletics will make a recommendation to the Provost and Dean of the Faculty. The Provost and Dean of the Faculty will have the final authority to extend the appointment.

Instructors will coach the varsity sport for which they are responsible and are exempt from additional course load.

Instructors in SSRA:

- a. are eligible to serve as academic advisers.
- b. will have access to a Professional Development Allowance (PDA) to support coaching and professional development activities.
- c. are eligible to participate in Convocation and Commencement exercises.
- d. are not eligible to vote in division or faculty meetings, but may vote in SSRA department meetings.
- e. may not serve on elected faculty committees nor in elective faculty offices, but may serve on appointed committees.

- f. may have appointments that extend beyond the fifth year of service to the College.

### 3. Lecturers in SSRA

Lecturers in SSRA are members of the full-time continuing instructional staff and are head coaches. Usually they have been promoted from Instructor in SSRA; in exceptional cases, an individual might be appointed directly into a Lecturer in SSRA position. They are not eligible for tenure and are employed on renewable appointments, typically for three years. Lecturers are usually appointed with an appropriate Master's degree, although in unique cases, significant experience may serve in lieu of an advanced degree. Lecturer appointments in SSRA are made by the Provost and Dean of the Faculty upon recommendation of the Director of Athletics. In the event an individual is appointed directly into a Lecturer position, the candidate will be selected from a national pool in consultation with the search committee.

The College is under no obligation to renew the appointment of an individual holding a Lecturer position in SSRA. If the SSRA Department would like to rehire an individual in a Lecturer appointment for an additional term, the Director of Athletics will make a recommendation to the Provost and Dean of the Faculty. The Provost and Dean of the Faculty will have the final authority to extend the appointment.

Lecturers in SSRA are expected to teach two course credits (typically one activity course per semester) in addition to their head coaching duties in the SSRA Department. Lecturers planning for eventual promotion to Senior Lecturer of SSRA should be cognizant of the need to gradually increase their level of participation and leadership in the areas of departmental and/or College and/or professional service and/or administration over time, and should note the requirement for an appropriate Masters' degree for the title of Senior Lecturer.

#### Lecturers in SSRA:

- a. are eligible to serve as academic advisers.
- b. will have access to a Professional Development Allowance (PDA) to support coaching and professional development activities.
- c. are eligible to participate in Convocation and Commencement exercises.
- d. are not eligible to vote in division or faculty meetings, but may vote in SSRA Department meetings.

- e. may not serve on elected faculty committees nor in elective faculty offices, but may serve on appointed committees.
- f. may have appointments that extend beyond the fifth year of service to the College.

#### 4. Senior Lecturers in SSRA

Senior Lecturers in SSRA are members of the full-time continuing instructional staff and are head coaches. Individuals holding this title have been promoted from Lecturer in SSRA. They are not eligible for tenure, and may be employed for renewable terms, typically of five years. Senior Lecturers are required to have an appropriate Master's degree in their field. Senior Lecturer appointments in SSRA are made by the Provost and Dean of the Faculty upon recommendation of the Director of Athletics.

The College is under no obligation to renew the appointment of an individual holding a Senior Lecturer position. If the department would like to rehire an individual in a Senior Lecturer position for an additional term, the Director of Athletics will make a recommendation to the Provost and Dean of the Faculty. The Provost and Dean of the Faculty will have the final authority to extend the appointment, typically for a five-year term.

Senior Lecturers in SSRA are expected to teach at least two course credits (typically one activity course per semester), as well as contribute significantly to service and/or administration within the SSRA department and/or the College and/or in professional organizations (e.g. serving on a working group, task force or other appointed committee).

Senior Lecturers in SSRA:

- a. are eligible and encouraged to serve as academic advisers.
- b. will have access to a Professional Development Allowance (PDA) to support coaching and professional development activities.
- c. are eligible to participate in Convocation and Commencement exercises.
- d. are considered members of the full-time continuing faculty and may attend meetings of the faculty and vote therein.
- e. are eligible to serve on appointed committees, as well as on elected committees and in elected offices.

- f. may have appointments that extend beyond the fifth year of service to

### **E. Visiting Endowed Professorships**

The Edward F. Arnold Professorship provides for a one-semester or one-year appointment of distinguished senior faculty in an academic discipline. The Eric and Ina Johnston Professorship provides for a one-semester or one-year appointment in the humanities and arts of less experienced teacher-scholars of demonstrated ability and great promise. The Edward F. Arnold Professorship rotates among all the academic departments; the Johnston Professorship rotates through the departments in the Division of Humanities and Arts.

The Arnold and Johnston professors are nominated by departments. The Department Chair makes a recommendation to the appropriate Division Chair who in turn presents this recommendation to the Provost and Dean of the Faculty for approval by the Committee of Division Chairs and the Board of Trustees. The Department making the recommendation will be the sponsoring department during the term of the professorship appointment.

### **F. Research Associates/Scientists and Senior Research Associates/Scientists**

The Provost and Dean of the Faculty, in consultation with the Committee of Division Chairs, may appoint Research Associates/Scientists and Senior Research Associates/Scientists.

1. The College provides Research Associates/Scientists and Senior Research Associates/Scientists with a number of benefits that help them apply for research funds and carry out their research. These benefits include affiliation with an academic department or program; facilities for professional activities; permission to involve students in research activities; and eligibility to teach in appropriate courses (with no obligation, however, by either party). Additional facilities for Research Associates/Scientists and Senior Research Associates/Scientists, such as an office, computer access, mail, photocopying, phone, etc., must be negotiated among the Provost and Dean of the Faculty, the Department Chair, and the Research Associate/Scientist or Senior Research Associate/Scientist. It is understood that Research Associates/Scientists and Senior Research Associates/Scientists will only use those resources not required by tenure-track faculty. Tenure-track faculty have priority for all college grants, matching funds, or unassigned resources.

Research Associates/Scientists may be appointed for terms of up to five years at which time they will be evaluated by the Provost and Dean of the Faculty, the Department Chair, and the Committee of Division Chairs.

2. Research Associates/Scientists with a terminal degree in their field and at least a five-year affiliation with Whitman College or an equivalent institution may request the designation of Senior Research Associate/Scientist.

Individuals requesting the designation of Senior Research Associate/Scientist must submit to the Office of the Provost and Dean of the Faculty the following materials:

- a. An updated curriculum vitae.
- b. The names of two colleagues at Whitman and one external to Whitman, from whom the individual has requested letters of reference. These letters need to address the quality of the individual's contributions to their scholarly community.
- c. A statement about scholarly and professional contributions supporting the request for a Senior Research Associate/Scientist designation.
- d. A statement about research plans for the future.

Senior Research Associates/Scientists may be appointed by the Provost and Dean of the Faculty, in conjunction with the Department Chair and the Committee of Division Chairs, for terms of up to five years. Subsequent appointments of up to five years, by agreement among the Provost and Dean of the Faculty, the Committee of Division Chairs, the Department Chair, and the Senior Research Associate/Scientist, may be offered before the termination of an active appointment as long as it does not extend a commitment beyond the appropriate five-year limit.

The Senior Research Associate/Scientist designation for any individual must be evaluated by the Provost and Dean of the Faculty and the Committee of Division Chairs at least every five years or at other times deemed appropriate by the Provost and Dean of the Faculty, in accordance with the procedure specified above.

3. All grant applications by Research Associates/Scientists or Senior Research Associates/Scientists must be approved by the Provost and Dean of the Faculty.

Research Associates/Scientists and Senior Research Associates/Scientists will receive no salary except from outside grants or from such teaching or other faculty-level activity as may be mutually agreed upon by the Provost and Dean of the Faculty and the Research Associate/Scientist or Senior Research

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Associate/Scientist, and will maintain professional activity and involve students in that activity whenever possible and appropriate. Salary levels for grant applications will be determined as the average salary of equivalent time in faculty rank if a terminal degree is held.

### **G. Emeritus Faculty**

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.

The College may provide Emeritus Faculty with a number of benefits that include continued association with the appropriate academic department or program and affiliation with the College for the purpose of seeking research funding from foundations or other grant sources. Facilities for Emeritus Faculty, such as office space, must be negotiated between the Office of the Provost and Dean of the Faculty and the Emeritus Faculty member; reasonable expenses related to postage, photocopying, phone, etc., must be negotiated between the Department Chair or Program Director and the Emeritus Faculty member. It is understood that Emeritus Faculty may only use those resources not required by department or program faculty, and that all expenses will be borne by the appropriate department or program.

### **H. Nepotism**

The College does not deny anyone the opportunity for appointment to the faculty on the basis of family relationship to a current member of the faculty. Faculty, however, will not be permitted to participate in the evaluation for appointment or advancement of a close relation.

Please consult with Human Resources for guidelines regarding staff positions.