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[ * Indicates that the section was approved by a vote of the Faculty ]

Other policies which apply to all WPI employees are available from Human Resources or are available on WPI University Policy webpages. For Human Resources policies see: http://www.wpi.edu/Admin/HR/ Other University policies are found at http://www.wpi.edu/Pubs/Policies/ Policies regarding obligations under various Federal copyright laws are found at http://www.wpi.edu/Pubs/Policies/Copyright/
PART ONE: CONSTITUTION AND BYLAWS OF THE WPI FACULTY*

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SECTION ONE - DEFINITION OF THE FACULTY
(Amended by the Faculty, May 12, 2011. Changes Approved by the Board of Trustees, May 13, 2011)

The Faculty of Worcester Polytechnic Institute consists of the President, the Provost, and those individuals holding full-time appointments with the following exact titles: Professor, Associate Professor, or Assistant Professor. The Faculty, as a collective body, governs itself under the provisions of this Constitution and under the Bylaws adopted pursuant thereto.
SECTION TWO - DUTIES, RESPONSIBILITIES, AUTHORITY, AND ACADEMIC FREEDOM OF THE FACULTY

I. General
The Faculty accepts duties and responsibilities and derives its authority in accordance with the Bylaws of WPI under the direction of the Board of Trustees. The Board of Trustees, in turn, delegates the areas of responsibility and authority to the Faculty through the President of WPI. In accordance with accepted practices at institutions of higher learning in the United States, areas of duty, responsibility, authority, and academic freedom are understood as follows.

II. Duties
The duties of the Faculty shall include, but not be limited to, the establishment of admission requirements, academic standards, curricula, courses of study, and the regulations pertaining thereto, as well as the certification of candidates for degrees and recommendation to the Board of Trustees for award of degrees.

III. Responsibilities
The Faculty has a responsibility for initiating, considering, and making recommendations on questions of educational policy and problems arising therefrom. A question is one of educational policy to the extent that it bears upon conditions facilitating instruction, study, research, publication, and other scholarly or cultural activities of faculty members and students.

IV. Authority
The Faculty, subject to approval of the Board of Trustees, defines the recognized titles of academic rank at WPI, and the criteria of eligibility thereto, and has such authority over the academic policies and programs as may be delegated to it by the President and the Board of Trustees.

V. Academic Freedom
A. Faculty Members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be in accordance with established WPI policy.

B. Faculty Members are entitled to freedom in the classroom in discussing their subjects and evaluating their students, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subjects.

C. College and university faculty members are citizens, members of learned professions, and officers of an educational institution. When they speak or
write as citizens, they should be free from institutional censorship or
discipline, but their special position in the community imposes special
obligations. As persons of learning and as educational officers, they
should remember that the public may judge their profession and institution
by their utterances. Hence, they should at all times be accurate, should
exercise appropriate restraint, should show respect for the opinions of
others, and should make every effort to indicate that they are not
institutional spokespersons.

D. During their probationary period, untenured Members of the Faculty have
the same academic freedom enjoyed by tenured faculty members.

SECTION THREE - GENERAL RULES AND PROCEDURES FOR ACADEMIC
GOVERNANCE

I. Amending the Constitution and Adopting Bylaws
An amendment to this Constitution may be proposed by any voting Member of
the Faculty by submitting the proposed amendment in writing to the Secretary of
the Faculty fourteen days prior to a regularly scheduled Faculty Meeting.
Following discussion at this Meeting, the amendment may be voted on at the next
regularly scheduled Faculty Meeting. An affirmative vote of two-thirds of those
voting is required for adoption.

An amendment will become effective upon endorsement by the Board of Trustees
by whatever procedure or agency it chooses to employ.

A Bylaw may be proposed by any voting member of the Faculty by submitting the
proposed Bylaw in writing to the Secretary of the Faculty fourteen days prior to a
regularly scheduled Faculty Meeting. The Secretary will include the proposed
Bylaw on the agenda of the meeting. Following discussion at this meeting, the
proposed Bylaw may be voted on at the next regularly scheduled Faculty
Meeting. An affirmative vote of two-thirds of those voting is required for
adoption. Bylaws may be amended, deleted, or superseded by the adoption of
subsequent Bylaws.

II. Faculty Meetings
The Faculty holds stated monthly meetings and special meetings as the occasion
may arise. Special meetings of the Faculty are called by the Secretary of the
Faculty or upon petition of ten or more members of the Faculty. Twenty-five
percent of the Faculty membership constitutes a quorum. The officers of the
Faculty are the Secretary of the Faculty and the Chair of the Committee on
Governance. The Secretary of the Faculty normally presides at Faculty Meetings;
in the Secretary’s absence, the Chair of the Committee on Governance serves in
that capacity.

The rules of order for all Faculty Meetings are Robert's Rules of Order (latest edition), except as amended by the Faculty. The agenda for each stated Faculty Meeting will include an opportunity for reports from standing committees as a regular item of business and will be distributed to the Faculty in advance of the meeting. In addition to the oral and written reports of committees to the Faculty, standing committees submit written annual reports of their academic-year activities to the Secretary of the Faculty within one week after the last day of Term D.

Participation in meetings of the Faculty is limited to Members of the Faculty, student members of Faculty committees, and members of the Administration. Attendance is open, except when the Faculty votes to go into executive session. Voting privileges are restricted to members of the Faculty and to such other members of the WPI community as may be designated by a two-thirds majority vote of the entire Faculty. The rules governing Faculty Meetings may be set aside in special circumstances by a two-thirds vote of the Faculty present at any legally constituted Faculty Meeting.

III. Committees of the Faculty
Committees of the Faculty are created by Bylaws of the Faculty and are responsible to the Faculty. Standing Committees are charged with broad issues of continuing faculty concern, and, once created, maintain their existence until expressly abolished by the Faculty. Ad hoc Committees may be created by the Faculty to serve specific purposes and to exist for a designated period of time. Upon completion of its charge or upon the termination of its specified term of existence, an ad hoc Committee is required to report to the Faculty, whereupon it ceases to exist unless its term of existence is extended for a designated time and purpose by action of the Faculty. Committees of the Faculty, whether standing or ad hoc, may consist of Members of the Faculty, Members of the Administration, and WPI students. Faculty Members of Committees are elected by the Faculty or appointed by the President or Provost or a Committee of the Faculty charged with this responsibility. In any case, the majority of Faculty Members on any Committee must be elected by the Faculty. If the membership of a Committee includes Members of the Administration, such members may be ex officio or appointed by the President or Provost, as appropriate. Student members of Faculty committees are selected annually by the students, with the students determining the procedures.

IV. Rules Governing Committees
The following rules govern the organization and operation of all standing and ad hoc Committees of the Faculty, with the exceptions noted in later sections of this document. The rules of order for all committee formation and procedures may be set aside in special circumstances by a two-thirds vote of the Faculty present at any legally constituted Faculty Meeting.
A. At their discretion, Committees may invite the participation of non-members whose interest and special knowledge may contribute to their activities.

B. Committees report regularly to the Faculty, informing, advising, or recommending actions according to their several charges.

C. Committee terms begin on July 1. Each Committee is responsible for its own organization, and annually elects a chair and a secretary from among the elected Faculty Members for the year beginning July 1. This election will normally take place before the end of Term D. Newly elected members participate in electing the new officers. Outgoing members do not participate in electing the new officers. Committee chairs may succeed themselves except where expressly forbidden in the Bylaws.

D. Committees are responsible for their own agendas, except that they will be responsive to such duties as may be delegated to them by the Faculty or requested by Members of the Administration.

E. A Faculty Member may be elected to no more than two standing Committees concurrently. Elected and appointed members of standing Committees cannot succeed themselves unless they have served no more than one year on the Committee. (Service on ad hoc or administrative committees is not included in this restriction.)

F. The Secretary of the Faculty and Faculty Committees should receive sufficient administrative and clerical support to permit them to carry out their functions in a satisfactory manner.

G. The introduction of new WPI policy or changes in existing policy which are the concern of the Faculty are studied by appropriate Committees for the formulation of recommendations for Faculty consideration and action.

H. Items deserving of Faculty consideration may be brought to the attention of any Committee by any member of the WPI community.

I. In those areas where the role of the Faculty is dominant, the Faculty by majority vote may recommend action to administrative officials. Such recommendations may include the solicitation of action by the President or the Board of Trustees.

J. In those areas where the role of the Faculty is advisory, the appropriate Committee may consult with and advise the appropriate members of the WPI community on matters related to the Committee's charge without prior notification to the Faculty. The Committee will, however, keep the
Faculty advised of the general nature of such communications.

K. *Ex officio*, appointed, and student members have voting privileges on all Faculty Committees, although they do not serve as committee chairs.

L. Committee members are expected to vote on committee business in accordance with their concepts of the best interests of WPI.
BYLAW ONE: MEMBERSHIP, DUTIES, AND RESPONSIBILITIES OF STANDING COMMITTEES OF THE FACULTY

WPI Faculty Members who accept election or appointment to a committee are expected and obligated to participate in the work of that committee. It is the responsibility of each committee chair to give advance notice of committee meetings and to attempt to resolve scheduling conflicts. It is the responsibility of each committee secretary to note attendance in preparing the minutes of a committee meeting and to forward them to the office of the Faculty Governance Coordinator on a regular basis. If a problem arises, the Committee on Governance will consult with the committee chair on how the matter will be resolved within the committee.

The standing Committees of the Faculty are the following listed committees. The President and the Provost are invited to attend and participate in all meetings of standing and ad hoc Committees, excluding deliberations of the Committee on Tenure and Academic Freedom, Joint Tenure Committee, and Committee on Appointments and Promotions, or the Faculty Review Committee on specific individuals regarding tenure, promotion, or matters of academic freedom prior to a Committee recommendation. They will receive published minutes of all committee meetings.

I. The Committee on Governance (COG) consists of five elected Faculty Members, one Member of the Faculty appointed by the President, and, ex officio, the Provost and the Secretary of the Faculty. Vacancies that occur during the academic year are filled for the unexpired term by special election from a ballot of candidates nominated at a Faculty Meeting. A Member may not be elected Committee chair in successive years.

The election of COG members is conducted by the Secretary of the Faculty. Membership on this Committee is limited to no more than two elected Faculty Members from any one academic discipline. The election procedure is as follows. The Secretary prepares a nominating ballot listing eligible Faculty Members by discipline and distributes it to all Members of the Faculty, with instructions to select up to five names from the list. The ten Faculty Members receiving the largest number of nominations, who are also eligible and willing to serve, are then placed on an electing ballot which will contain no more than two names from any one academic discipline. This ballot is distributed with voting instructions to all Members of the Faculty.

COG is responsible for offering nominations and for conducting the election of the Secretary of the Faculty (when that office is vacant) and of Faculty Members to standing and ad hoc Committees, except for the election of its own membership and that of the Committee on Tenure and Academic Freedom. Starting in early spring, COG will provide a ballot for the vacancies on each of the other standing Committees, after ascertaining the willingness of each nominee to serve. The ballot will also include names of those nominated by petition signed by five
Faculty Members. Ballots will be distributed to each Member of the Faculty and returned to the Committee. The election procedure should normally be completed by the end of Term C. This Committee has the jurisdiction to fill vacancies which may occur during the year in committees which come under its electoral jurisdiction. Such appointments will be only until the next annual election.

COG also receives from members of the WPI community requests for consideration of matters which do not appear to lie within the jurisdiction of existing Faculty Governance and the responsibilities of the Student Government, the Campus Judicial System, or the Administration. The Committee acts by attempting to resolve the issues itself, by referral to an appropriate person or group, or by creation of an ad hoc Committee.

COG is also responsible for the formulation of recommendations to the Faculty on changes and additions to the Faculty Rules and Bylaws, and the Faculty Committee structure, as well as for the resolution of questions of jurisdiction of the Faculty Committees relative to each other. The Chair of COG serves as one of the Faculty representatives to the Board of Trustees.

II. The Committee on Academic Policy (CAP) consists of six elected Faculty Members, two undergraduate students, and a representative of the Provost’s Office.

CAP is responsible for making policy recommendations regarding the direction and goals of undergraduate education at WPI. To do this, the Committee reviews the admission and financial aid policies, reviews the degree requirements, and judges the quality of the academic program as related to WPI goals.

III. The Committee on Academic Operations (CAO) consists of six elected Faculty Members, two undergraduate students, a representative of the Provost’s Office, and, ex officio, the Registrar.

CAO is responsible for monitoring procedures for administering existing undergraduate academic, admission, and financial aid policies. Recommendations in regard to courses, projects, and programs are made to the Faculty by this Committee. Petitions for exceptions to the established academic rules are received and acted upon. The Committee brings to the Faculty for action the names of students approved as eligible for baccalaureate degrees.

IV. The Committee on Graduate Studies and Research (CGSR) consists of six elected Faculty Members, one graduate student, a representative of the Provost’s Office, and, ex officio, the Director of Continuing Education.

CGSR is concerned with all post-baccalaureate programs of the College, and
reviews and recommends changes in WPI policies on goals, student recruitment, admissions, academic standards, teaching and research assistantships, scholarships, and fellowships. It also makes recommendations to the Faculty and Administration on new graduate programs and changes in programs and courses. The Committee acts on admission of graduate students to degree candidacy, dismissal for failure to meet academic standards, and student petitions on academic matters. It brings to the Faculty for action the names of students who it has determined are eligible for post-baccalaureate degrees. The Committee reviews and recommends changes in policy on the funding, promotion, and conduct of research at WPI.

V. The Committee on Tenure and Academic Freedom (CTAF) is in charge of the process by which tenure recommendations are reached for each probationary Member of the tenure-track Faculty. In the case of Associate Professors and Professors, the recommendation is for or against tenure. In the case of Assistant Professors who have also been nominated for promotion to the rank of Associate Professor, the recommendation is for or against tenure with promotion. Joint Tenure Committees, comprised of CTAF members and Department Tenure Committees as specified below, recommend to the Administration which members of the Faculty should be granted tenure or tenure with promotion, as appropriate, according to the policy and procedures on the granting of tenure and promotion. CTAF is also concerned with questions relating to academic freedom.

CTAF consists of six Faculty Members having tenure. Department Heads, the Provost, and Deans are not eligible for membership on this Committee, and there will not be more than one Member from any one Department. The term of office for this Committee is four years. No member may serve successive terms.

Nominations and elections for CTAF are conducted by the Secretary of the Faculty. Membership on this Committee is limited to no more than one elected Faculty Member from any one academic discipline. The election procedure is as follows. The Secretary prepares a nominating ballot listing eligible Faculty Members by discipline and distributes it to all Members of the Faculty, with instructions to nominate up to one person from each discipline. The member of each academic discipline who receives the largest number of nominations and is willing to serve if elected is then placed on an electing ballot to be distributed with voting instructions to all Members of the Faculty. In the normal pattern, the number to be elected will be alternately two and one in successive years. Vacancies to unexpired terms will be filled by the same nominating and election procedure as for full terms.

For the purpose of considering each tenure case, a Joint Tenure Committee is formed, consisting of five members from CTAF and the three-member Department Tenure Committee. If the candidate and one of the CTAF members are from the same department, then that CTAF member is recused from the Joint Tenure Committee automatically. The Joint Committee shall also consider
whether any of its members should be recused due to direct conflict of interest. In the event of no departmental overlap or conflict of interest, the selection of the five CTAF members to sit on the Joint Tenure Committee will be governed by CTAF procedures developed to lead to an overall pattern of recusals distributed over the CTAF membership so as to ensure appropriate participation for each CTAF member. If recusal of two CTAF members is necessary, the most recent qualified past chair of CTAF will serve for that particular case. The Joint Tenure Committee is chaired by the senior elected member of the five CTAF participants. Normally, each Department Tenure Committee consists of two elected department members with tenure plus the Department Head; in the cases of interdepartmental or interdisciplinary candidates the structure of the Department Tenure Committee shall be modified as explained in Appendix A, Section B2. In the event that recusal of one of the Department Tenure Committee members is necessary due to conflict of interest, the most recent qualified past Department Tenure Committee member will serve on the Joint Tenure Committee for that particular case.

CTAF is also charged with the responsibility of reviewing problems involving the academic freedom of both tenured and non-tenured faculty, whether part-time or full-time. At the start of a particular case, CTAF shall consider whether any of its members should be recused due to direct conflict of interest. If a Committee member is recused, the review will proceed with the remaining members. In the event that CTAF is unsuccessful in the resolution of such problems, the subsequent procedures as well as the procedures to be followed in the granting of tenure will be those in the report of the Ad Hoc Committee on Tenure approved by the Trustees in June, 1968, and procedural amendments proposed in the Tenure Committee Report, 1968-69, and approved by the Faculty on March 17, 1969. (These reports are appended to this document as Appendix A.)

VI. The Committee on Appointments and Promotions (COAP) consists of six elected Faculty Members holding the rank of Professor, with no more than one representative from any one academic department or program.

COAP is concerned with criteria for academic appointments and promotions. It advises the Provost on individual appointments above the rank of Assistant Professor, on academic promotions from Assistant to Associate Professor that occur prior to the scheduled tenure review year, and on academic promotions from Associate Professor to Professor, after consultation with the appropriate Department Heads and others concerned. It makes recommendations to the Provost regarding recipients of sabbatical leaves. It makes recommendations to the Faculty for changes in recognized titles of academic rank and criteria of eligibility thereto. The Committee represents the Faculty to the President and Provost in consultation on appointment and performance evaluation of academic administrative officers.

VII. The Committee on Advising and Student Life (CASL) consists of six elected
Faculty Members, two undergraduate students, one graduate student, a representative of the Provost’s Office, and, *ex officio*, the Director of Academic Advising, and the Dean of Student Life.

CASL is responsible for the continuing development of the student advisory and counseling programs. It reviews the effectiveness of the programs, evaluates current practices in the areas of student environment, residential advising systems, and extracurricular activities as they affect the academic performance of the student body, and recommends changes as appropriate.

VIII. The Committee on Administrative and Financial Policy (FAP) consists of three elected Faculty Members and, *ex officio*, the President, or a representative designated by the President, and the Chief Financial Officer or person serving in that capacity.

FAP informs the Faculty on administrative and financial policies affecting the Faculty and the academic affairs of WPI. It ascertains the interests and views of the Faculty concerning such policies, and represents these interests and views to the Administration.

IX. The Faculty Review Committee (FRC) consists of five tenured Faculty members, three elected by the Faculty and two appointed by the President. This Committee has the power to review and to require reconsideration of:
   A.) The Provost’s actions on non-renewal of probationary, tenure-track appointments,
   B.) The Provost’s negative decisions on tenure, and
   C.) The Joint Tenure Committee’s negative recommendations on tenure,
where the action, decision, or recommendation is alleged by an aggrieved faculty member to result
   A.) from a violation of academic freedom,
   B.) from improper procedure, or
   C.) from discrimination on any of the grounds listed in the section “faculty grievances,” found in Appendix B.

The Faculty Review Committee also participates in the grade appeal process by forming *ad hoc* committees to review grade appeals which are presided over by the Chair of the FRC.

(Amended by the Faculty, March 25, 2010)
The FRC consists of five tenured Faculty members. Those with administrative appointments of 50 percent time or more and members of CTAF are ineligible.

(Amended by the Faculty, March 25, 2010)
Each year, the Faculty elects one member to a three-year term and one alternate to a two-year term, following the procedures prescribed in the WPI Faculty
Constitution and Bylaws for the election of members to Standing Committees. The term of office of members of the FRC begins on July 1 and ends on June 30. Following the annual Faculty elections, two members and one alternate member of the FRC shall be appointed by the President. Any eligible Faculty member may be appointed for up to three consecutive terms. There shall be no more than two persons from any one Department in the aggregate group of eight elected and appointed members and alternates. A vacancy in the membership of the FRC caused by resignation, or by loss of qualifications for membership, or otherwise, shall be filled for the remainder of the unexpired term by that person receiving the next highest number of votes in the most recent election, if the person leaving the Committee was an elected member, or by appointment by the President if the person was an appointed member.

When a matter regarding a Faculty grievance comes before the FRC, Committee members who have had a significant prior involvement with the matter in question, or who have a personal relationship with any of the parties directly involved in the matter, shall recuse themselves from participating in the proceedings regarding it. The members of the Committee may direct a member to recuse himself or herself on such grounds. The grievant or other parties in the action, such as the Provost or the chair of CTAF, may request that one or more members of the FRC recuse themselves on such grounds. Committee vacancies for the matter at hand caused by such recusals shall be filled by alternate members: elected for elected, appointed for appointed.

When any matters regarding Faculty grievances are pending before the FRC at the time when the term of office of its members would expire, the Committee shall continue as then constituted for the sole purpose of disposing of such pending matters in its jurisdiction, notwithstanding the creation of a new FRC in the regular manner at the same time.

The exercise of the functions of the FRC requires the presence and participation of all five members of the Committee as constituted for a particular case.

The exercise of the functions of the FRC, as well as its internal organization and procedure (including, if appropriate, the selection of a Committee Chair and the appointment of subcommittees) shall be governed, insofar as the matter is not prescribed by this policy or by the Faculty Constitution and Bylaws, by rules adopted by the Faculty Review Committee itself.

X. The Undergraduate Outcomes Assessment Committee (UOAC) consists of the following members: four Faculty Members elected for staggered, three year terms, a member appointed annually by the Committee on Academic Policy (CAP) from among its elected Faculty Members, one undergraduate student appointed by the Student Government Association, a representative of the Provost’s Office, and ex-officio, the Director of the Center for Educational Development, Technology, and Assessment. One of the four elected Faculty.
Members shall be elected from the Faculty at-large. The other three shall be elected by the entire Faculty but shall be chosen from among the following departmental groupings: One chosen from the Engineering programs; one chosen from the Natural Sciences, Math or Computer Science; and one chosen from Management, Social Science and Policy Studies, or Humanities and Arts.

The UOAC shall function as a permanent subcommittee of CAP. It shall report to CAP and forward recommendations for Faculty action to CAP for its consideration and possible recommendation to the Faculty.

The UOAC is responsible for:
   a.) proposing policy with regard to WPI’s undergraduate learning outcomes;
   b.) identifying and facilitating procedures for assessing those outcomes;
   c.) coordinating outcomes assessment activities on campus;
   d.) communicating assessment results; and
   e.) formulating academic policy recommendations based on its assessment activities.

The Committee is not responsible for the assessment of departmental majors or programs, but for the identification and assessment of learning outcomes that arise from the undergraduate curriculum broadly defined, including assessment of the first year program.

**BYLAW TWO: APPOINTMENT OF REPRESENTATIVES OF THE PROVOST'S OFFICE TO SERVE ON THE FIVE STANDING COMMITTEES: CAP, CAO, CASL, CGSR, AND UOAC.**

On an annual basis, the Provost will appoint, with COG review and concurrence on a case-by-case basis, an appropriate member of Academic Administration to serve as the representative of the Provost’s Office on CAP, on CAO, on CASL, on CGSR, and on UOAC. Each appointment will be consistent with the allocation of responsibilities within the Provost's Office at the time; there is no limit to the number of re-appointments that one representative may receive to a given committee.
BYLAW THREE: ELECTION OF COMMITTEES OF THE FACULTY

The term of office for all committee positions, except as otherwise indicated, is three years, with individual members' terms staggered to provide for continuity. Terms will begin on July 1.

Faculty members of committees will be elected as at-large members.

Academic disciplines are those offering courses for which academic credit is given.

The Instant Run-Off Voting method, as described in Appendix C, will be used in the conduct of all elections to Standing Committees of the Faculty.

BYLAW FOUR: UNEXPIRED TERMS -- APPOINTMENT AND ELECTION OF REPLACEMENTS

If a faculty member on a standing or Ad hoc Committee will be absent from the campus for more than ten weeks (exclusive of the summer period), a replacement will be appointed to serve until succeeded by a member elected to fill the remainder of the unexpired term. Faculty Members who anticipate being absent from WPI for more than ten weeks should notify the Committee on Governance at the earliest opportunity.

BYLAW FIVE: SECRETARY OF THE FACULTY

(Amended by the Faculty March 22, 2012)

The Secretary of the Faculty is the senior elected member of the Faculty who. He or she, working with the Faculty Governance Coordinator, maintains the office that:

1.) Prepares and distributes the schedule of Faculty Meetings for the academic year;

2.) Prepares the agenda for each Faculty Meeting;

3.) Notifies the Faculty of Faculty Meeting times and locations;

4.) Assembles and distributes supporting documentation for the Faculty Meeting agenda for the purpose of promoting informed discussion of the issues to be voted upon;

5.) Publishes and distributes minutes of the Faculty Meetings;

6.) Prepares Annual Reports showing membership of Faculty Committees, including terms of office and Committee Officers;
7.) Conducts the annual election of the Committee on Governance and the Committee on Tenure and Academic Freedom;

8.) Ascertains that a permanent record of Faculty Meeting minutes and pertinent addenda is maintained for the archives of Worcester Polytechnic Institute and performs other such duties as may be directed by the Faculty;

9.) Informs appropriate individuals and groups of Faculty decisions;

10.) Monitors progress of the implementation of Faculty decisions; and

11.) Solicits periodic reports from administrative officers for Faculty committees.

The Secretary of the Faculty is elected for a term of three years, and may not serve successive terms. The Secretary coordinates Faculty Committee activities, is an *ex officio* member of the Committee on Governance, and may attend all Faculty Committee meetings, excluding CTAF, Joint Tenure Committee, and COAP deliberations on specific individuals. The Secretary of the Faculty is invited to attend meetings of the five "open" Board committees as an observer, but not as a voting member of any committee of the Board unless also appointed as one of the two faculty committee members. In addition, the Secretary of the Faculty will be seated with the members of the Board at meetings of the Corporation and may participate fully in discussions and deliberations, with the exception of not having a formal vote. (Amended by the Faculty, March 22, 2012)

The election of the Secretary of the Faculty, when held, will precede all other committee elections. The Committee on Governance will conduct the election by preparing and distributing to all Members of the Faculty a list of eligible candidates with instruction to nominate up to five from the list. The Committee on Governance will then tabulate the returns and prepare an electing ballot listing the names of at least two of the candidates who received the largest number of nominations and are willing to accept the office. This ballot will be distributed with voting instructions to all members of the Faculty. The same procedure will be used for an unexpired term vacancy.

**BYLAW SIX: MEMBERSHIP OF FACULTY ON COMMITTEES OF THE WPI BOARD OF TRUSTEES AND FACULTY PARTICIPATION AT BOARD OF TRUSTEES’ MEETINGS**

(Approved by the Faculty March 22, 2012)

In order to strengthen shared governance and foster good communication among the WPI Faculty, administration, and Board of Trustees, the Trustees will appoint two tenured or tenure-track members of the Faculty to each of five Board committees: Academic Planning, Student Affairs, Budget and Finance, Facilities and Campus Infrastructure, and Marketing. The Board of Trustees’ Committee on Nominations and Governance will make the appointments from slates of nominees prepared by the Faculty Committee on
Governance (COG). COG will prepare slates containing at least two names for each open position. In preparing the slates, COG will give preference to members of the Faculty with prior or current experience serving on Faculty Governance Committees.

Terms of service for faculty members of Board committees will be for three years, except that to ensure staggered terms, replacement appointments for unexpired terms, would be for fewer than three years. No member of the Faculty shall serve on more than one Board committee concurrently, but those completing a term on one Board committee can be considered for future service on another. Faculty members of Board committees will have voting privileges, and are considered full, participating members of the committee, not simply observers. It is expected that members of the Faculty serving on Board committees will report regularly to, and seek input from, the corresponding Faculty Governance Committees, including the COG.

Faculty members wishing to be considered for service on a Board committee should submit a brief statement of interest to COG, giving basic information about their appointment at WPI, relevant experience, and reasons for interest in serving on a Board committee.

The Secretary of the Faculty will be seated with the members of the Board at meetings of the Corporation and may participate fully in discussions and deliberations, with the exception of not having a formal vote, as this is a responsibility unique to Trustees and cannot be delegated. In addition, the Secretary of the Faculty is invited to attend meetings of the five "open" Board committees as an observer, but not as a voting member of any committee unless also appointed as one of the two faculty committee members.

**BYLAW SEVEN: STANDING AND SPECIAL RULES OF ORDER**

These special rules governing the conduct of Faculty Meetings have been adopted by the Faculty on the dates indicated; they may be suspended (for the duration of the meeting) by 2/3 vote of those present.

**I. Standing Rule One**

The time at which any regularly scheduled Faculty Meeting shall adjourn is 85 minutes after its scheduled starting time. (Approved by the Faculty January 25, 2001)

**II. Special Rule of Order One**

A. Motions that change either the WPI undergraduate or graduate degree requirements must be distributed to the Faculty in final form a minimum of 14 days prior to their introduction for discussion at a Faculty Meeting.
B. Motions that represent major changes in academic policy or academic operations that are, or are intended to be, published in the current version of the Undergraduate Catalog, Graduate Catalog, or Faculty Handbook must be distributed to the Faculty in final form a minimum of 14 days prior to their introduction for discussion at a Faculty Meeting. In cases of dispute on whether an item represents a major change, the Secretary of the Faculty will decide.

C. All motions presented by the Standing Committees of the Faculty must appear in final form in the notice of the meeting distributed by the Secretary of the Faculty. Motions specifically exempted from this requirement are approval of degree candidates and the waiving of degree requirements for individual students. (Adopted March 6, 1984.)

III. Special Rule of Order Two*
(Approved by the Faculty, October 7, 2010)

A. At each Faculty meeting, a consent agenda will be presented for consideration by voting members in attendance and for their approval by general consent. The consent agenda will consist of the minutes of the previous meeting and any other items that the Secretary of the Faculty, in consultation with the appropriate Committee Chairs, believes will generate no substantive discussion at the Faculty meeting. The items identified for inclusion on the consent agenda will be designated in the materials that are distributed one week before each faculty meeting.

B. At each Faculty meeting, the consent agenda will be presented for approval before any other business is transacted. When it is presented, the Presiding Officer will ask if any faculty member wants to extract an item from the consent agenda. Any faculty member who is present can extract an item by simply requesting to do so. The request will not need a second and no vote will be required to grant it. Any faculty member who intends to ask that an item be extracted from the consent agenda should make every attempt to inform the Secretary of the Faculty as far in advance as possible, although such advance notice is not strictly required. The extracted items will be placed on the regular agenda under the proper categories (normally the appropriate Committee Reports) for bringing such items to the Faculty. The items that remain on the consent agenda will then be put to a vote by general consent.

C. Items that require two-week’s notice will not be included on the consent agenda. These are motions that change campus-wide degree requirements or represent major changes in academic policy or academic operations that will be published in the undergraduate catalog, the graduate catalog, or the
Faculty handbook. To preserve the tradition of formally voting to approve the graduation lists, these lists will also not be placed on the consent agenda.
APPENDIX A: REPORT OF THE AD HOC TENURE COMMITTEE

(with subsequent amendments)

Adopted by the Board of Trustees, June, 1968.
Amended by the Faculty, April 11, 1991.
Approved by the Board of Trustees, May 17, 1991.
Amended by the Faculty, January 25, 2001.
Amended by the Faculty, April 12, 2001.
Changes approved by the Board of Trustees, May 18, 2001
Amended by the Faculty, April 14, 2011
Changes Approved by the Board of Trustees, May 13, 2011
Amended by the Faculty, May 12, 2011
Changes Approved by the Board of Trustees, May 13, 2011

A. GENERAL PROCEDURAL MATTERS
(Amended by the Faculty, April 14, 2011)

1. Applicability
(Amended by the Faculty, May 12, 2011)

The term "Faculty" as used in this tenure statement shall be interpreted to mean those individuals holding full-time appointments with the following exact titles: Professors, Associate Professors, and Assistant Professors. All full-time Faculty appointments at the rank of Professor, Associate Professor, or Assistant Professor shall be either (a) probationary with respect to tenure, or (b) with tenure.

The precise terms and conditions of every appointment to the Faculty, including the year of the scheduled tenure review for each probationary appointment, must be stated in writing and be in the possession of both WPI and the Faculty Member before the appointment is consummated.

2. Limitations on time in service for probationary appointments
The maximum duration of a probationary appointment is determined by the time accumulated on the tenure clock, summarized as follows. A tenure-track Faculty Member’s tenure clock begins running on the July 1 closest to the starting date of the initial appointment, and normally runs continuously from its starting moment, except as noted in the section of the Faculty Handbook entitled “Academic Freedom and Tenure” under conditions for stopping the tenure clock. The tenure-track Faculty Member’s tenure review must be conducted no later than during the sixth year on the tenure clock, and under no circumstances may a probationary appointment be continued after the seventh year on the tenure clock.

Probationary appointments may be for one year or for other stated periods, subject to renewal, and may include credit for previous full-time service with rank of Assistant Professor or higher at other academic institutions. All Faculty Members
with probationary appointments are required to serve a minimum period of two years on the tenure clock at WPI prior to tenure review.

3. **Notice and policy for dismissal and resignation**
   a. Written notice that a probationary appointment is not to be renewed must be given to the Faculty Member in advance of the expiration of the appointment, according to the following minimum periods of notice:

   i) no later than four months before the expiration of the first year of service;
   ii) no later than six months before the expiration of the second year of service;
   iii) at least twelve months before the expiration of an appointment after two or more years of service. WPI will make every effort to notify Faculty Members of the terms and conditions of their renewals by March 15.

   b. Until retirement of the Faculty Member with tenure, such an appointment is terminable by WPI only for an adequate cause or on account of extraordinary financial emergencies after not less than twelve months' notice to the Faculty Member and subject to the procedures outlined below.

   c. If a tenure appointment is terminated because of financial emergency, the released Faculty Member's place will not be filled by a replacement within a period of two years, unless the released Faculty Member has been offered reappointment and has declined.

   d. If a Faculty Member desires to terminate an existing appointment at the end of the academic year, or to decline a renewal, that Faculty Member shall give notice in writing at the earliest opportunity but not later than one month after receiving notice of renewal; but that Faculty Member may properly request a waiver of this requirement in case of hardship.

   e. Termination by WPI of an appointment with tenure, dismissal of a Faculty Member during a limited appointment, or the non-renewal of a probationary appointment with less advance notice than specified herein shall be subject to the procedural rights as specified in the section below on “Policy and Procedure for Removal of Tenured Faculty Members.” Administrative personnel who hold academic rank are subject to the foregoing regulations in their capacity as Faculty Members.
B. PROCEDURE FOR GRANTING TENURE

1. **Policy**
   Tenure will be granted only in one of the following manners:
   a. With respect to probationary tenure-track Faculty, and candidates for appointment-with-tenure who undergo review; after a formal review conducted by the Committee on Tenure and Academic Freedom, with the results communicated to the Provost, and after a positive vote by the Board of Trustees.
   b. With respect to candidates for appointment-with-tenure who do not undergo review; after a positive vote by the Board of Trustees.

   The Joint Tenure Committee of the Faculty, as defined below, shall recommend to the Provost which members of the Faculty should be granted tenure. This Committee shall consider for tenure those Faculty Members who, within the following fifteen months, will have served the maximum probationary period; it shall recommend, in these cases, that tenure be granted or that the appointment not be continued.

   The Committee shall also consider for tenure those Faculty Members who have been at WPI twenty-one months or more and have been nominated for tenure by any Faculty Member; in these cases the Committee shall recommend that tenure be granted or that the nomination be tabled.

2. **Joint Tenure**
   A Committee on Academic Freedom and Tenure (CTAF) shall be elected by the Faculty to consider with individual Department Standing Committees the granting of tenure. The decision reached by this Joint Committee shall be forwarded to the Provost for consideration.

   CTAF shall be composed of six Faculty Members having tenure who shall be elected by the Faculty, by secret ballot, under the direction of the Secretary of Faculty. Department Heads and Deans are not eligible for membership on this Committee, and there shall not be more than one member from any one department. No member may serve successive terms.

   Prior to each election the Secretary of the Faculty shall instruct each Member of the Faculty to nominate one tenured Member from each eligible academic department. The election ballot will list the name of that Member with the greatest number of nominations in each Department.

   At the initial election the Faculty Member receiving the most votes will serve a four-year term, the Faculty Member receiving the second greatest number of votes will serve a three-year term, etc. Subsequent elections will be conducted during Term C of each year.
Department Committees shall each be composed of two elected Department Members with tenure plus the Department Head. The Members will be nominated and elected by secret ballot by the Department Faculty for a term of two years with one Member being elected each year, after the first year. No member may serve two consecutive terms, unless the limited number of Department Faculty with tenure makes this impossible. No Member of CTAF may serve on a Department Committee.

In the event that a Department has only one tenured Faculty Member and a Department Head, to staff the Joint Tenure Committee, then CTAF will appoint another WPI tenured Faculty Member to serve on the Joint Tenure Committee, thereby bringing the membership of that Committee to eight. In the event that a Department has no tenured Faculty Members, in addition to the Department Head, to staff the Joint Tenure Committee, then the Joint Tenure Committee shall have only six members, the five members of CTAF and the Department Head. If tenure for a Department Head is under consideration, the Provost will sit in place of that Department Head.

In the cases of tenure candidates who have, or have had, interdepartmental affiliations to such an extent that CTAF determines it appropriate to have special composition of the Joint Tenure Committee, CTAF will name, after investigation of the circumstances, an Interdepartmental Tenure Committee in place of the Department Tenure Committee, and will specify the voting rules of this body. These decisions will be made as early as practicable in the academic year, and the composition and roles in that case will be reported to the candidate and to the Faculties of the candidate's departments. Except in those circumstances which preclude it, the total number of votes by the Interdepartmental Tenure Committee will be three. Two of these will be cast by two tenured Faculty Members who would normally be selected from each of the two Department Tenure Committees. The Heads of both departments will participate in the deliberations of the Joint Committee, and will provide the third vote (such as by one or the other being designated the voting member, or by the two department heads sharing the vote.) In the selection of the Committee membership, the candidate’s own preference will be solicited and considered, but determination of the membership will be the responsibility of CTAF.

In the case of candidates from the Interdisciplinary and Global Studies Division (IGSD), CTAF shall form a departmental committee for each candidate with membership rotated and probationary reviews conducted in accordance with the rules of departmental tenure committees. In doing so, CTAF shall consider any tenured faculty in the IGSD and other tenured faculty at WPI who have expertise related to the candidate’s area of academic expertise. The Dean of the IGSD will serve in the role of a department head on the candidate’s departmental and Joint Tenure Committees.

If an elected member of the Joint Committee must resign, a replacement shall be
elected as prescribed above to fill the unexpired term.

C. POLICY AND PROCEDURE FOR REMOVAL OF A TENURED FACULTY MEMBER FOR CAUSE

1. Introduction
Dismissal proceedings should rarely be necessary in an institution of higher education where the Faculty has insisted on high standards of appointment and professional conduct, and where Administrations have honored the traditions of academic freedom and Faculty voice.

The procedures outlined here are designed for the unfortunate situation where the Faculty or Administration must recommend dismissal of a tenured Faculty Member. A Faculty Member on a limited or probationary appointment who is dismissed with less advance notice than that specified in these regulations may request these same procedures.

2. Cause
The only basic cause for a dismissal proceeding being instituted against a Faculty Member having tenure shall be incompetence, inefficiency, or neglect of teaching responsibilities. Cause may result from:
   a. Gross violation of Faculty rules, plagiarism, lack of scholarly objectivity, neglect of the standards and behavior expected in the Faculty Member's profession, or exploitation of academic position for non-academic goals;
   b. Moral turpitude which directly affects the Faculty Member's teaching;
   c. Physical or mental incapacity which directly affects the Faculty Member's teaching.

3. Procedural Steps
   a. If the teaching competence of a Faculty Member having tenure is questioned, the matter should be carefully outlined before that person's Department Head and the Provost, who should attempt to resolve the problem.
   b. If no resolution short of dismissal is possible in the opinion of the Provost, the Provost shall notify, in writing, the Faculty Member whose competence has been questioned. This notification shall include:
      1) a statement of the charges,
      2) a clear and concise statement of the supporting evidence which the Provost will present to a Faculty Committee, and
      3) the details of the procedural rights that will be accorded to the Faculty Member.

   The Provost shall at this time instruct the Faculty to nominate and elect by secret ballot an ad hoc Committee of five tenured members to investigate the charges.
   c. The election of the ad hoc Committee shall be under the supervision of the Secretary of the Faculty. No member of the accused Member's Department nor the Provost nor any Dean or Department Head shall be eligible for

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membership on the *ad hoc* Committee. If the accused is an Instructor or Assistant Professor, the *ad hoc* Committee may be composed of tenured Assistant Professors, Associate Professors, and Professors; if the accused is an Associate Professor or Professor, the *ad hoc* Committee will be composed of tenured Associate Professors and Professors. The Secretary shall notify the Faculty in writing of the election, listing the eligible departments and faculty ranks, and, at the same time, shall request five written nominations from each Faculty Member within the above requirements. The final ballot will contain the names of the ten (or fewer) Members receiving the highest number of nominating votes. The Provost is a member of the *ad hoc* Committee *ex officio* without vote.

d. The accused Faculty Member shall be permitted to submit a written statement to the *ad hoc* Committee prior to its hearing or witnesses where facts seem to be in dispute.

e. Within two weeks of the *ad hoc* Committee’s election, a date for a hearing convenient to the accused and *ad hoc* Committee shall be set. The hearing shall take place no later than six weeks after the first notification of the instigation of the proceedings.

f. The *ad hoc* Committee should exercise its careful judgment in deciding whether the hearing should be open to the other members of the Faculty. The accused shall be given the right to cross-examine opposing witnesses and to present supporting witnesses. The accused may be represented by counsel or other friend at the hearing. If a witness cannot be present, a full transcript of that witness's testimony shall be supplied the accused and the *ad hoc* Committee.

g. A complete stenographic record of all testimony shall be made and timely transcripts of the record shall be made, available both to the accused and the *ad hoc* Committee.

h. Within 30 days after completion of the hearing, the *ad hoc* Committee shall present its recommendation at a meeting of the Faculty, who shall vote by secret ballot to accept or reject its recommendation. The accused Faculty Member shall have the right to present a statement to the Faculty before its vote is taken.

i. The Provost shall transmit to the President and Board of Trustees the full report of the *ad hoc* Committee and the Faculty action. The action of the Faculty shall either be sustained or the case returned to the *ad hoc* Committee with objections specified. If the case is returned, the *ad hoc* Committee shall reconsider taking account of the stated objections and receiving new evidence if necessary. The *ad hoc* Committee shall frame its reconsideration and communicate it in the same manner as before. Only after study of the new report should the Board of Trustees make a final decision.

j. Until a final decision has been reached, the Faculty Member shall not be suspended from duties unless immediate harm to the individual or to others is threatened by continuance. The individual's salary will be continued during the suspension. If the appointment is terminated for reasons other than moral turpitude, the Faculty Member shall receive full salary for one year from the
time of the formal notification of dismissal.

k. Except for such simple announcements as may be required, statements about
the case should be avoided by Faculty, Committees, and administrative
officers.

4. **Implementation**

Any Member of the Faculty appointed to WPI on or before July 1, 1961, is a
tenured member of the Faculty. In recognition of previous WPI policy, any
member of the Faculty holding the rank of Associate Professor or Professor on
July 1, 1968, is a tenured member of the Faculty. Any Member of the Faculty not
covered by the provisions of this clause is subject to the rules enumerated in
Section B. Tenure, except that previous full-time service with the rank of
Assistant Professor or higher in other institutions of higher learning must be
included in determining the probationary period of anyone who is a member of
the Faculty on June 30, 1968.

**PROCEDURAL AMENDMENTS FROM THE TENURE COMMITTEE REPORT**

**1968-69, APPROVED BY THE FACULTY, MARCH 1969**

The Chair of CTAF shall be the member whose term of office expires in June of
the current academic year. The Chair shall rule on all matters of procedure and
shall be responsible for interpreting all Faculty rules regarding tenure. The
Chair's rulings are subject to review by the Faculty only. The Secretary shall be
the member whose term of office expires in June of the following academic year.
All four members of CTAF must be present to conduct official business.

The Chairman of each Department Tenure Committee shall be the elected
member whose term of office expires in June of the current academic year.

The Provost shall provide annually to CTAF a list of untenured faculty members
with the length of remaining probationary period. This list shall be circulated to
the Faculty.

When all the members of the Joint Tenure Committee agree that there has been
sufficient discussion, a vote is taken for or against tenure (no abstentions) by
means of a secret ballot, with the majority ruling.

If the vote is favorable, a statement about some of the salient reasons for
recommending tenure is prepared by the Department Head and signed by all eight
members of the Joint Tenure Committee. This is then sent to the Provost.

If it is voted to deny tenure for the candidate, then a statement of the reasons for
the denial is prepared, signed, and sent to the Provost.

In either case, the candidate for tenure is notified by the Provost of the decision on
the case at a time deemed suitable by the Provost.

Nominations for early Tenure must be submitted with a copy to the Secretary of the Faculty. If tenure is recommended, the Provost is notified by the method previously stated. If the nomination is tabled, the nominee is notified personally.

The policy of CTAF toward early tenure is that it should be granted only if there has been some special or significant contribution by the nominee to WPI or to the nominee's Department, or if the academic freedom of the nominee is in serious jeopardy. In the latter case the Committee shall endeavor to verify the facts and shall in any case grant tenure only when there is good evidence that the nominee would eventually be tenured by the normal procedure.

Copies of the minutes of the meetings of the Joint Tenure Committee will be filed with the Secretary of the Faculty after May 1.
APPENDIX B: OPERATIONAL GUIDELINES FOR THE FACULTY REVIEW COMMITTEE
(Approved by the Faculty, January 16, 1997)

FACULTY GRIEVANCES:

A Faculty Member may bring before the Faculty Review Committee (FRC) in the form of a grievance, an allegation that:

1.) the Provost’s actions in not renewing his/her probationary tenure-track appointment, or
2.) the Provost’s adverse decision on his/her tenure candidacy, or
3.) the Joint Tenure Committee’s negative recommendation on his/her tenure candidacy,

resulted from:

1.) a violation of academic freedom, or
2.) improper procedure, or
3.) discrimination on ground of race, color, national origin, ancestry, sex, religion, creed, religious belief, age, marital status, sexual orientation, veteran status or handicap.

When a grievance on any one or more of these grounds is submitted, the grievant shall present all factual or other data that he or she deems pertinent to the case, as well as all the relevant documentation available to him or her. The FRC shall have access to all the relevant documentation under the control of the University in the same manner and to the same extent as had the administrators and committees or other faculty bodies that participated in the decisions or recommendations to which the grievance refers, and with the same obligation of confidentiality that these administrators, committees or bodies were under with regard to any particular document. The body of documents and files available to the FRC must be identical, without addition, deletion, or embellishment, to that available to those participants.

When a grievance is submitted, the FRC shall first decide whether the allegations and the evidence submitted by the grievant merit detailed consideration of the matter, and shall inform the grievant and the appropriate administrator(s) promptly of this decision.

If the FRC decides that detailed consideration of a grievance is in order, it shall expeditiously investigate the matter in the manner that it deems appropriate. If the Committee finds that there are grounds for formal interviews, it shall conduct such interviews under source confidentiality safeguards identical to those practiced by the faculty Committee on Tenure and Academic Freedom (CTAF). Only WPI personnel may participate in such interviews.

The FRC, in carrying out its investigation, may appoint ad hoc committees of investigation, reporting to it, and consisting of Faculty Members with tenure who may,
but need not, be members of the FRC. The FRC shall be free to discuss the grievance with the Provost and the President.

If the grievance arises from non-renewal of a tenure-track appointment prior to tenure review and alleges infringement of academic freedom either prior to the decision or in the process surrounding the decision, the FRC shall first request a finding on that issue from CTAF. The FRC may not issue its report until receiving that finding.

If the grievance arises from denial of tenure and alleges infringement of academic freedom either prior to the decision or recommendation or in the process surrounding the decision or recommendation, the FRC will not consult CTAF, but may employ its powers of investigation and authority to conduct interviews in order to assess the merits of the academic freedom issue and the extent to which that issue bears on its ultimate report and recommendations.

In determining whether a decision or recommendation that is the subject of a grievance was affected by improper procedure, the FRC may examine whether the decision or recommendation by an administrator, committee, or other faculty body was the result of adequate consideration in terms of the relevant standards of the WPI. In no case shall the FRC substitute its judgment for that of the maker(s) of the original decision or recommendation.

If the FRC concludes, after detailed consideration of a grievance, that the allegations in it have been established in full or in part and that the aggrieved matters have affected the decision at issue, then the Committee has the power to require of the maker(s) of the decision or recommendation that is the subject of the grievance that he or she or they reconsider this decision or recommendation to the extent that it is affected by the established allegations. The conclusion of the Committee, its recommendations, the basis for those recommendations, and, if appropriate, requests for reconsideration shall be recorded in a report, and this report shall be provided to the grievant, the maker(s) of the questioned decision or recommendation, and the President. The outcome of a reconsideration required by the FRC shall be promptly reported to the Committee.

In the event that a tenure candidate’s Joint Tenure Committee conducts a reconsideration of a case, it shall use only the body of documents available during the first hearing of the case, without addition, deletion, or embellishment, except for the FRC report on the case and any other information the Joint Tenure Committee wishes to obtain using its normal procedures, provided such additional information pertains directly to issues raised in the FRC report.

If the reconsideration(s) required by the Committee lead to the same negative decision as that which generated the grievance, the grievant may make a final appeal to the President, who may reverse or uphold the decision.
DATES FOR FILING OF A GRIEVANCE

For grievances arising from non-renewal of a probationary appointment, the grievance must be filed within ten business days after the applicable latest non-renewal notification date as stipulated in the Faculty Handbook, in the section entitled “Appointments and Reappointments of Tenure Track Faculty”.

For grievances arising from a negative tenure decision, the grievance must be filed within ten business days after that meeting of the Board of Trustees (usually February) at which the Provost and President present their tenure decisions for Board approval. The FRC is charged with reviewing a grievance in a prompt and timely manner, with the intent that it will issue its report prior to the close of the academic year in which the filing was made. Should a grievance be pending at the close of the academic year, its resolution will continue to be the responsibility of the original receiving committee, notwithstanding the election of a new committee; see Bylaw One, Section IX.

The filing of a grievance or the granting of a reconsideration as an outcome of that filing in no way extends the period of employment beyond that which would apply if no grievance were filed, nor do filing and reconsideration in any way entitle the grievant to automatic tenure through AAUP rules.
APPENDIX C: DESCRIPTION OF THE INSTANT RUN-OFF VOTING METHOD

(Approved by the Faculty, 12/16/99.)

For each office to be filled, the voter is asked to indicate the order in which he/she prefers all the candidates, placing the numeral 1 beside the first preference, the numeral 2 beside the second preference, and so on for every possible choice. In counting the votes for a given office, the ballots are arranged in piles according to the indicated first preferences – one pile for each candidate. The number of ballots in each pile is then recorded for the teller’s report. These piles remain identified with the names of the same candidates throughout the counting procedure until all but one are eliminated as described below. If more than half of the ballots show one candidate indicated as first choice, that choice has a majority in the ordinary sense and the candidate is elected. But if there is no such majority, candidates are eliminated one by one, beginning with the least popular, until one prevails, as follows: The ballots in the thinnest pile – that is, those containing the name designated as first choice by the fewest number of voters – are redistributed into the other piles according to the names marked as second choice on these ballots. The number of ballots in each remaining pile after this distribution is again recorded. If more than half of the ballots are now in one pile, that candidate is elected. If not, the next least popular candidate is similarly eliminated, by taking the thinnest remaining pile and redistributing its ballots according to their second choices into other remaining piles, except that, if the name eliminated in the last distribution is indicated as a second choice on a ballot, that ballot is placed according to its third choice. Again, the number of ballots in each existing pile is recorded, and, if necessary, the process is repeated – by redistributing each time the ballots in the thinnest remaining pile, according to the marked second choice or most-preferred choice among those not yet eliminated – until one pile contains more than half of the ballots containing instructions in that sort, the result being thereby determined. The tellers’ report consists of a table listing all candidates, with the number of ballots that were in each pile after each successive distribution.

If a ballot having one or more names not marked with any numeral comes up for placement at any stage of the counting and all of the marked names have been eliminated, it should not be placed in any pile, but should be set aside. If at any point two or more candidates are tied for the least popular position, the ballots in their piles are redistributed in a single step, all of the tied names being treated as eliminated. In the event of a tie in the winning position – which would imply that the elimination process is continued until the ballots are reduced to two or more equal piles – the election should be resolved in favor of the candidate or position that was the strongest in terms of first choices (by referring to the record of the first distribution).

If more than one person is to be elected to the same type of office – for example, if two, three, or more members of a board are to be chosen – the voters can indicate their order of preference among the names in a single list of candidates, just as if only one were to be elected. The counting procedure begins as described above, and is continued to the point where one pile contains more than half of the ballots, thus determining the winner of the first of the positions to be filled. All of the ballots are then re-assembled, including those
which were eliminated in the steps leading to the determination of the first winner. The pile-building process begins anew, with one fewer piles than in the first round, and with the first-round winner now treated as a non-candidate, the votes for whom are passed over in favor of the next preference on a given ballot. This distribution process again proceeds to the point where one pile contains more than half of the ballots containing instructions in that sort, thus determining the winner of the second of the positions. If a third position is to be filled, all of the ballots are then re-assembled and re-distributed as before, into two fewer piles than in the first round, and with the first two winners treated as non-candidates. When one pile contains more than half of the ballots containing instructions in that sort, the winner of the third position is determined. The process continues in this manner until the appropriate number of winning candidates has been determined.

Should a given ballot show fewer than the requested number of preferences, it will be put aside temporarily in a given re-distribution step if it in effect gives the tellers no “instruction” as to how to proceed.

For cases in which membership on a committee is limited to no more than one (or two) person(s) from the same department, and in which at a certain point in the tally process that limitation is reached, then any remaining candidates from that department shall be eliminated and their ballots distributed to the next preference, as above.
APPENDIX D: THE ROLES PLAYED BY TENURED, TENURE-TRACK, AND NON-TENURE TRACK FACULTY IN CARRYING OUT WPI’S MISSION
(Approved by the Faculty, April 14, 2011; Approved by the Board of Trustees, May 13, 2011)

The tenured and tenure track Faculty at WPI play the primary role in fulfilling the University’s academic mission, and are committed to shaping WPI’s educational programs and to delivering a significant majority of the academic credit offered to WPI students. Consistent with this principle, the University is committed to maintaining a tenured and tenure-track Faculty of sufficient size to allow each tenured and tenure-track faculty member the time to carry out his or her responsibilities to both teach and engage in scholarship at the highest level. WPI meets this commitment by ensuring that the numbers of tenured and tenure-track Faculty at WPI increase at a rate that is commensurate with the University’s growth and strategic needs.

WPI also recognizes the importance of the roles played by non-tenure track faculty both as engaging teachers and active scholars. Through their teaching, non-tenure track faculty members enhance new and existing educational programs. Through their research, the non-tenure track faculty complement and expand the range of scholarly expertise otherwise available on campus. Overall, the non-tenure track faculty provide the flexibility to respond to opportunities that help WPI sustain and build upon its reputation for academic excellence.

Early each fall, the Provost will provide a report to the Committee on Governance detailing the numbers (and full-time equivalents) in each category of faculty, and the percentages of academic credit delivered by each category of faculty across the institution, and within each department, division, and school (including Corporate and Professional Education). In collaboration with the Provost, the Committee on Governance will disseminate a final report to the Faculty and present the results for open discussion at a Faculty meeting during the same year.
PART TWO: POLICIES AND OPERATING PROCEDURES
(Policies approved or endorsed by the Faculty are indicated with an asterisk.)

1. POLICIES REGARDING THE STATUS OF FACULTY

A. Academic Freedom and Tenure*

*Academic Freedom

Academic freedom is essential to both teaching and research. Freedom in research is fundamental to the advancement of truth. Freedom in teaching is fundamental to the protection of the rights of the teacher and of the students.

Teachers are entitled to full freedom in research and in publication of the results, subject to the adequate performance of other academic duties; but research for pecuniary return should be in accordance with established WPI policy.

Teachers are entitled to freedom in the classroom in discussing their subjects and evaluating their students, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subjects.

College or university teachers are citizens, members of learned professions, and officers of an educational institution. When they speak or write as citizens they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As persons of learning and educational officers they should remember that the public may judge their profession and institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokesmen.

During the probationary period teachers have the same academic freedom enjoyed by all other members of the Faculty.

*Tenure

(Approved by the Committee on Tenure and Academic Freedom, Spring 1988 with modifications indicated below.)

As a consequence of the primary obligation of members of the academic community to pursue truth, the tenure concept has evolved for the protection of individuals from internal and external community pressures.
The WPI Faculty, through its Constitution, has given to the Committee on Tenure and Academic Freedom the authority and responsibility for tenure recommendations. The Joint Committee consists of the five member At-Large Committee on Tenure and Academic Freedom and the three member Departmental Tenure Committee. (See Part B of Appendix A of Part One of this Handbook for certain procedures and policies governing the Committee.)

The recommendation for or against tenure is a major decision point in an individual's life. Recognizing this, the Joint Committee utilizes operating procedures that protect the welfare of the individual under consideration. To that end the operating procedures are based on these criteria:

1. **A Complete Background Study.** The Joint Committee collects as much information as possible relative to the candidate's nomination from colleagues, students, alumni, and professional peers.
2. **Confidentiality.** The welfare of the candidate must be protected by the Joint Committee by observing strict rules of confidentiality during all phases of the tenure deliberation process.
3. **Unitary Recommendation.** The Joint Tenure Committee forwards to the Provost a unitary recommendation for or against tenure; the recommendation contains no minority opinion, and does not attempt to weigh all the factors that were considered during the deliberations. The purpose of this policy is to prevent the development of a class system of tenure.
4. **Shared Authority.** The WPI Faculty Constitution is based on a condition of shared authority among the Faculty, Administrative Officers, and the Board of Trustees.

**Eligibility And Conditions**
(Approved by the Faculty April 12, 2001.)

Only full time tenure track Faculty Members are eligible for tenure. Except when hired with tenure, a Faculty Member is required to serve a minimum period of two years on the tenure clock at WPI prior to tenure review. Normally the tenure review will occur during the sixth year on the tenure clock but may be scheduled earlier because of credit for previous full time service with rank of Assistant Professor or higher at other academic institutions. The year of the scheduled tenure review for each probationary appointment must be stated in writing and be in the possession of both WPI and the Faculty Member before the appointment is consummated. The policy of the Faculty toward early tenure is that it should be granted only if there has been some special or significant contribution by the nominee to WPI or to the nominee’s Department, or if the academic freedom of the nominee is in serious jeopardy. In the latter
case the Committee shall endeavor to verify the facts and shall in any case recommend tenure only when there is good evidence that the nominee would eventually be tenured by the normal procedure.

**Stopping the Tenure Clock**
(Approved by the Faculty April 12, 2001.)

1. **Unpaid Leaves and Part-Time Employment**

Tenure-track Faculty Members are entitled to stop the tenure clock for unpaid full-time leaves or for intervals of part-time employment during which the Faculty Member’s activity is at or below the half-time level. The need for such unpaid leaves or part-time intervals may arise from a variety of situations, including but not limited to child bearing, child rearing, extenuating circumstances related to a personal or family members’ health, personal relations within a family which impose special or arduous burdens, or for other reasons as may be provided for in the “Family and Medical Leave Act of 1993.” The terms and conditions of the leave are arranged by negotiation between the Faculty Member and the Provost. It is also understood that the leave or part-time interval is not to be imposed by the Administration, but that it is available at the election of the Faculty Member. (Exceptions to this policy must be approved by the Committee on Tenure and Academic Freedom.) The following Table gives the time intervals for which the tenure clock is stopped for these two types of leave.

<table>
<thead>
<tr>
<th>Type of Leave</th>
<th>Duration</th>
<th>Period for which Tenure Clock is Stopped</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unpaid Full-time Leave</td>
<td>Less than 6 months</td>
<td>Not Stopped</td>
</tr>
<tr>
<td></td>
<td>6-18 months</td>
<td>One Year</td>
</tr>
<tr>
<td></td>
<td>More than 18 months</td>
<td>Two Years</td>
</tr>
<tr>
<td>Half-time Activity Interval</td>
<td>Less than 12 months</td>
<td>Not Stopped</td>
</tr>
<tr>
<td></td>
<td>12-24 months</td>
<td>One Year</td>
</tr>
<tr>
<td></td>
<td>More than 24 months</td>
<td>Two Years</td>
</tr>
</tbody>
</table>

2. **Child-Rearing Provision**

Whenever a tenure-track Faculty Member has a first or additional child (biological or adopted) during her/his probationary appointment, she/he has the option to stop the tenure clock for one year, thus postponing the academic year in which the tenure decision will be made. This option must be exercised within six months of the birth or adoption of each child, and by May 31 prior to the academic year in which the tenure decision would otherwise be made. Other terms and conditions of the appointment
During this interval will be determined by the Provost.

Criteria For Tenure
(Approved by the Faculty, October 13, 1988)
(Amended by the Faculty, March 24, 2011)

1. High quality teaching (undergraduate and/or graduate) is an essential (but not sufficient) requirement for obtaining tenure at WPI. The candidate’s activities should demonstrate the capacity for continued high quality performance. High quality teaching can be evidenced in many ways, including (but not limited to): course evaluations; faculty peer evaluations; evaluations by alumni; the quality of the Major Qualifying Projects, Interactive Qualifying Projects, and the Humanities Inquiry Seminar or Practicum; freshman advising; academic advising and graduate theses advised by the candidate; teaching innovations; new course introductions; and redesign of existing courses.

2. High quality scholarship is an essential (but not sufficient) requirement for obtaining tenure at WPI. The candidate’s activities should demonstrate the capacity for continued high quality performance. High quality scholarship can be evidenced in many ways, including (but not limited to): peer-reviewed publications such as journal articles, conference papers, and/or book chapters; books; exhibitions, and performances; professional awards; citations in the professional literature; presentations at professional meetings; grant proposals and grants awarded; offices held in professional societies; journal editorships; reviews of papers and proposals; and patents.

3. Service is valued and considered in the tenure deliberations at WPI. Service can be evidenced in many ways, including (but not limited to): service to WPI (faculty governance and ad-hoc committees, assistance to administrative offices); service to the candidate's department (curriculum committees, MQP area coordinators, faculty recruitment, seminar series participation and coordination), service to the local community (board and committee membership in social service and cultural institutions, local government participation); and service to the profession (participation in national and international committees and panels, in local chapters of professional societies, in conference organization).

Procedures
(Amended by the Faculty, May 13, 2010)

By April 15th each year the Provost shall provide to the At-Large Committee on Tenure and Academic Freedom a list of untenured faculty
with the length of, and conditions attached to, the remaining probationary period. This list, without the conditions of the probationary period, shall be circulated to the Faculty. The Committee shall then write to the candidates to be reviewed in the ensuing year asking for information on which to base its review of the candidate's credentials. Among the items asked for are 1) a list of references, 2) a current curriculum vitae, and 3) copies of professional work. This information is due in June, prior to the academic year of tenure review.

After consulting with colleagues on campus, the Joint Committee develops a list of outside references to evaluate the candidate, solicits alumni and student evaluations, and other such evaluations as it deems appropriate to arrive at a fair and equitable evaluation of the nominee.

In Term A and Term B of the tenure review year the Joint Committee meets to consider the candidate. By the end of Term B the Joint Committee forwards its written recommendations to the Provost. The Provost reviews each case and consults with the appropriate Dean and the President. Subsequently, the Provost may ask to meet with the Joint Committee to discuss its recommendations, and must meet with the Joint Committee in the case of a disagreement. Lastly, the Provost sends to the Board of Trustees the names of those candidates for whom tenure is recommended. Department Heads and Deans that act as Department Heads are restricted to participation on the Joint Committee only.
B. Appointments and Reappointments of Tenure Track Faculty*

(Approved by the Committee on Appointments and Promotions, Spring 1988
Approved by the Committee on Tenure and Academic Freedom, Spring 1988 Amended by the Faculty, March 21, 1991 and January 16, 1992)

WPI employs faculty of the highest quality in scholarship and teaching. Every effort is made to search for outstanding candidates and to encourage them, once hired, to demonstrate teaching effectiveness and active scholarship in their own fields of interest. To assist probationary faculty in developing their teaching effectiveness and scholarly competence periodic reviews of their work are conducted.

Initial Appointment

An initial appointment of a probationary faculty member on the tenure track is reviewed by the department and the Provost. In the case of an appointment at ranks above assistant professor the appointment is also reviewed by the Committee on Appointments and Promotion to see that the candidate's qualifications are commensurate with the criterion used for promotion to the stated ranks (See Promotion, below). Once the Provost has approved the appointment he forwards an official offer letter to the candidate. The terms and conditions of every appointment to the faculty, including the length of the probationary period, are stated in writing in the letter and are in the possession of both the University and the prospective faculty member before the appointment is consummated.

Periodic Review

(Amended by the Faculty, April 17, 2008)

Each Departmental Tenure Committee conducts annual reviews of probationary faculty encompassing scholarship, teaching, and service, and is required to notify the At-Large Committee on Tenure and Academic Freedom, in writing by May 1st, that the review has taken place.

Reappointment

(Amended by the Faculty, May 13, 2010)

Reappointment letters are for the period commencing July 1. Within the first year of service a reappointment letter with terms and conditions will be forwarded to the probationary professor by April 15th. If the appointment is not to be renewed written notice must be sent no later April 1st of the first year of service. For individuals whose initial appointment year is two terms or less the next full year (July 1 to June 30) will constitute the first year of service for a) reappointment and non-reappointment dates, and b) time in service for tenure review. In the second year of service a reappointment letter with terms and conditions
will be forwarded to the probationary professor by April 15th. If the appointment is not to be renewed written notice must be sent no later than January 1st of the second year of service. In the third, fourth, and fifth year of service a reappointment letter with terms and conditions will be forwarded to the probationary professor by April 15th. If the appointment is not to be renewed, written notice must be sent no later than twelve months prior to the termination date of the final year of service.

Recommendations to the Provost for reappointment or non-reappointment of probationary faculty will originate with the Department Head (or equivalent) after consultation with the other members of the Department Tenure Committee. Subsequently, the Provost consults with the appropriate Dean. For those cases in which non-reappointment is considered, the Provost shall meet with the Department Tenure Committee before taking action on the recommendation.
C. Department Heads*

(Developed and prepared by the Committee on Appointments and Promotions, September 1985. Approved by the Provost, December 17, 1985. Amended by the Committee on Appointments and Promotions and approved by the Provost, March 1991.)

Heads of Departments report to the Provost and are responsible for the operation of the respective academic departments, for the development of the faculty, and for the quality of the programs and facilities of those units. Department Heads are appointed by the President upon the recommendation of the Provost and subject to approval by the Board of Trustees.

I. Appointment and Performance Evaluation Of Department Heads

A. Appointment.

The position of Department Head is an administrative position, and the initial appointment is for a five year period. Only one reappointment will be made, for a total of 10 years of service, unless special circumstances exist. The Provost will form a Department Head Search Committee according to the following procedure, after consulting with the faculty in the department concerned.

When a new department head is to be selected from either inside or outside of WPI, a Search Committee is formed consisting of two faculty members elected by the department, one member of the Committee on Appointments and Promotions, a faculty member appointed by the President, and the Provost or his representative who serves as Chairman of the Search Committee. The Search Committee first establishes its procedures for operation.

The Search Committee will solicit nominations for the position, evaluate the nominees, and select at least two candidates for the position. The Search Committee makes arrangements for each of the candidates to meet with the departmental faculty. The Search Committee will determine the preferences of the members of the department.

The Provost submits to the President the names of the candidates, his recommendation, the preferences and comments of the departmental faculty, and the preferences and comments of the Search Committee. The Committee on Appointments and Promotions is given copies of all documents submitted to the President concerning the selection. The President generally will appoint one of the candidates as department head. However, if none of the candidates is acceptable to the President, the reasons will be discussed with the Search Committee and the Committee on Appointments and Promotions, and the Search Committee will
continue the selection process.

B. Performance Evaluation

A performance evaluation is made of a department head in order to determine if the department is accomplishing its goals in an effective, efficient and harmonious way. The Provost has the responsibility for conducting this evaluation and reporting back to the person being evaluated.

A performance evaluation will be scheduled during the spring of the second and fourth year of each five year appointment. In addition, the Provost, the Committee on Appointments and Promotions, or the department head may request an evaluation at any time. A list of the regular schedule for evaluations is maintained by the Committee on Appointments and Promotions.

In the first phase of the evaluation, the Provost will distribute a questionnaire to the faculty in the department. The Committee on Appointments and Promotions has the responsibility for preparing and updating the questionnaire. The faculty will send the unsigned completed questionnaires to the Provost. The responses will be reviewed only by the Provost and the Committee on Appointments and Promotions.

If either the Provost or the Committee on Appointments and Promotions decides that more information is needed, then the COAP will make arrangements for its members to meet with each faculty member in the department concerned. The purpose of these individual meetings is to gain a better understanding of any problem that may have been brought out in the questionnaire. Complete confidentiality will be maintained by the Committee concerning the views of individuals.

The Committee on Appointments and Promotions will discuss all of the information obtained from the interviews and will prepare a summary describing the perceived strengths and weaknesses of the department head being evaluated. The COAP will send the summary letter to the Provost who, after reviewing the contents, will meet with the COAP to discuss the case. Only the Provost and the President of the Institute will read the COAP letter. The Provost will then meet with the Department Head to discuss the evaluation and also send a letter to the department head which summarizes the performance evaluation. A copy of that letter will be sent to the Chairman of the Committee on Appointments and Promotions.
C. Reappointment

The reappointment of a department head for a second term will involve the following procedure.

1. In the spring of the fourth year of tenure, the Committee on Appointments and Promotions will evaluate the Department Head. The evaluation will involve:
   
   a. Review of all written materials of the department head obtained in the second and fourth year review plus any additional evaluations deemed necessary by the Committee.
   
   b. Interview with all faculty members in the department, including the department head involved.
   
   c. Collection and review of any other information the COAP feels will influence the evaluation.

2. The Committee on Appointments and Promotions will write its recommendation to the Provost before the end of Term D of the fourth year of tenure.

3. The Provost will provide the President his recommendations and a copy of the Committee on Appointments and Promotions report. The President decides on the reappointment. The President will discuss his decision with the Provost and with the Committee on Appointments and Promotions.
D. Promotion*

(Approved by the Faculty, September 1978
Approved by the Provost)

Criteria For Promotion In Academic Rank

The principal reason for establishing academic ranks is to recognize different levels of contribution and to encourage the continued growth of faculty members. It is recognized that the faculty consists of members with diverse and often unique capabilities which lead to contributions which cannot be measured against rigid and narrow criteria. Nevertheless, the usual expectations can be stated in terms of disciplinary or interdisciplinary accomplishments in teaching, scholarship and/or creativity, and service.

The candidate for promotion to assistant professor should have demonstrated effectiveness in teaching and have made a beginning in scholarship/creativity.

The candidate for promotion to associate professor should have exhibited growth in teaching and have made some significant contributions in the area of scholarship/creativity.

The candidate for promotion to professor should have recent accomplishments of high quality in both teaching and scholarship/creativity and should have demonstrated leadership in one of these areas. This leadership must be recognized by peers within WPI and by knowledgeable people outside WPI.

In addition, all candidates for promotion should have participated to some appropriate degree in activities of service to WPI.

While these criteria serve as general guidelines, outstanding candidates should not be deprived of promotion because of the uniqueness of their contribution.

To clarify the above criteria, the usual interpretations of teaching, scholarship and/or creativity, and service are included below:

Teaching includes the conduct of courses; the direction of projects and independent studies; and academic advising. In evaluating teaching qualifications, the Committee on Appointments and Promotions will consider innovations in teaching and adaptability to the needs of WPI, effectiveness as measured by students, alumni, and colleagues, and the candidate's overall impact and importance in WPI academic programs.
Scholarship and/or creativity can take many forms. It may be demonstrated, for example, by publications in respected research or scholarly journals, by non-routine presentations at meetings of professional or scholarly societies or at seminars at other colleges, or by authorship of well-regarded textbooks or monographs. Creativity may be shown, for example, by applying knowledge as a consultant or inventor, and through artistic publications, exhibitions, or productions. In evaluating this activity, the Committee will consider how it is regarded by knowledgeable peers.

Service may include, for example, active participation in Faculty or departmental governance, involvement in student affairs, officer or committee work in professional societies, and industrial or government liaison leading to support of WPI. Although not entirely separable from teaching or scholarship/creativity, there are many service activities of a semi-administrative nature. Examples of such activities would be organization of conferences or seminars, some aspects of consulting, establishing project centers, and writing proposals.

Nomination Procedures For Faculty Promotion

Section I outlines the procedures to be followed in nominating faculty for promotion in rank. Section II identifies the type of information which should be provided to the Committee on Appointments and Promotions (COAP) by the nominator. Section III identifies information to be provided by the candidate for promotion.

I. The nominator is usually a department head, but may be any voting member of the faculty. Nominators should review the Criteria for Promotion in Academic Rank endorsed by the faculty, above, and evaluate the nomination by these criteria before submitting a nomination.

If the nominator is a department head the nomination should include a statement of the procedures used by the department in selecting nominees. Departmental procedures should assure equitable treatment of all eligible candidates. However, the procedures also should be selective so that only well-qualified candidates are recommended. Questions of inequities in department selection procedures should normally be resolved at the department level. However, they may be brought to the Committee if necessary.

Normally, a candidate for Associate Professor will have completed at least three years as an Assistant Professor. It usually is difficult to document a
sufficient case of achievement prior to the fourth year. To be considered for promotion to Professor, an Associate Professor must have demonstrated considerable professional growth and development of qualities of leadership. This usually requires at least five years as an Associate Professor.

Nomination by department heads must be received by COAP by the last Friday in April, and nomination from members of the faculty other than department heads must be received no later than two weeks from that date.

II. Nominations should delineate the strengths and contributions of the nominee. They should include assessments of the major contributions of the nominee relative to the promotion criteria of "teaching," "creative scholarship," and "service to WPI." If the nominee is being recommended for promotion to Professor, the nominator should indicate the special qualities which set the candidate apart as a recognized leader in at least one professional area.

Some points for consideration and comment relative to these criteria are given below.

Teaching
How has the nominee responded to the needs of WPI by organizing and developing courses, projects, and sufficiencies? What is the nominee's role as an academic advisor? How is the nominee recognized and evaluated by students and colleagues? How has the candidate manifested a commitment to the undergraduate and the graduate program? How effective is the nominee within these programs? How well does the nominee teach?

(Approved by the Committee on Appointments and Promotions, September 1985. Approved by the Provost.)

Creative Scholarship
What is the quality of the candidate's creative scholarship and what is its impact and significance? How do those research and other scholarly activities contribute to graduate and undergraduate programs at WPI? How do colleagues on and off campus assess the nominee's scholarship (include references or citations, request to referee or review, grants obtained, consulting, patents, etc.) How has that scholarship contributed to the candidate's effectiveness as a member of the faculty at WPI?

Service to WPI
Has the nominee played a significant role in departmental deliberations or been an active participant in faculty governance? Have there been contributions toward improving WPI programs
and toward implementing those programs? What has been the
candidate's interest in and effectiveness with students in non-
academic situations? Has the nominee played an influential role in
professional societies? Has the candidate been effective in
bringing WPI and its educational programs to the attention of the
professional and general community?

III. The nominee will receive notice from COAP that he or she has been
nominated and will be requested to supply the information to the
committee. The Committee should also given any other facts which the
candidate believes are pertinent. The following categories of information
should be addressed.

Education and Employment
Educational background including degrees, dates and institutions;
date of initial appointment at WPI (with rank); record of promotion
at WPI; previous academic appointments; tenure status (with last
year of probationary period if non-tenured); other professional
experience. Employment data should include dates and the nature
of the positions.

Teaching Assignments
Courses and conferences (with student enrollment); IS/P activities
(with number of units per term and student enrollment); number of
undergraduate academic advisees; graduate student thesis
supervision. Information about project or thesis supervision
should include titles of reports, completed theses, and any resulting
student publications. Brief descriptions of course development,
educational innovation, IS/P, and thesis activities are
recommended.

Research, Publications, Presentations, Proposals and Grants
List publications and off-campus presentations. On-campus
presentations which are given as part of a meeting or symposium
held at WPI should also be listed. Give date, place, and title of all
presentations. For proposals and grants indicate agency, date of
submission, amount, and final decision. Include all collaborators
for the above activities.

Non-Instructional Activities at WPI
List committee and administrative assignments, planning activities,
involvement in student activities, and plan implementation
activities.
Other Professional Activities
Identify courses completed, institutes attended, honors and awards, society membership. Indicate professional society positions held at the local, national, or international level. Identify reviewing or refereeing activities, as well as those of a consultant or inventor. Describe involvement in community and public affairs.

Letters of Reference
Letters of reference will be requested by the Committee from referees suggested by the nominee and from knowledgeable people in the nominee's area. Letters should deal with items of substance and give reasons why the writer is taking a given position. Letters which say the candidate is a nice person and a hard worker, but do not go beyond those statements, are not useful.
E. Policy & Procedure For Removal Of Tenured Faculty Member For Cause*

(Approved by the Board, June 1968; Amended by the Faculty, April 1991; Approved by the Board, May 17, 1991.)

1. Introduction

Dismissal proceedings should rarely be necessary in an institution of higher education where the faculty have insisted on high standards of appointment and professional conduct, and where administrations have honored the traditions of academic freedom and faculty voice.

The procedures outlined here are designed for the unfortunate situation where the Faculty or administration must recommend dismissal of a tenured faculty member. A faculty member on a limited or probationary appointment who is dismissed with less advance notice than that specified in these regulations may request these same procedures. (See Policy on Appointments and Reappointments of Tenure Track Faculty.)

2. Cause

The only basic cause for dismissal proceedings being instituted against a faculty member having tenure shall be incompetence, inefficiency or neglect of teaching responsibilities. Cause may result from:

a. Gross violation of Faculty rules, plagiarism, lack of scholarly objectivity, neglect of the standards and behavior expected in the faculty member's profession or exploitation of academic position for non-academic goals;

b. Moral turpitude which directly affect the faculty member's teaching;

c. Physical or mental incapacity which directly affects the faculty member's teaching.

3. Procedural Steps

a. If the teaching competence of a faculty member having tenure is questioned, the matter should be carefully outlined before that person's Department Head and the Provost, who should attempt to resolve the problem.

b. If no resolution short of dismissal is possible in the opinion of the Provost, the Provost shall notify, in writing, the faculty member whose competence has been questioned. This notification shall include: 1) a statement of the charges, 2) a clear and concise statement of the supporting evidence which the Provost will present to a faculty committee, and 3) the details of the procedural rights that will be accorded to the faculty member. The Provost shall at this time instruct the Faculty to
nominate and elect by secret ballot an ad hoc Committee of five tenured members to investigate the charges.

c. The election of the ad hoc Committee shall be under the supervision of the Secretary of the Faculty. No member of the accused member's Department nor the Provost nor any Dean or Department Head shall be eligible for membership on the Committee. If the accused is an Instructor or Assistant Professor, the Committee may be composed of tenured Assistant Professors, Associate Professors and Professors; if the accused is an Associate Professor or Professor, the Committee will be composed of tenured Associate Professors and Professors. The Secretary shall notify the Faculty in writing of the election, listing the eligible departments and faculty ranks, and, at the same time, shall request five written nominations from each faculty member within the above requirements. The final ballot will contain the names of the ten (or fewer) members receiving the highest number of nominating votes. The Provost is a member of the Committee ex officio without vote.

d. The accused faculty member shall be permitted to submit a written statement to the Committee prior to the hearing in which case the Committee may obtain evidence or witnesses where facts seem to be in dispute.

e. Within two weeks of the Committee's election, a date for a hearing convenient to the accused and the Committee shall be set. The hearing shall take place no later than six weeks after the first notification of the initiation of the proceedings.

f. The Committee should exercise its careful judgment in deciding whether the hearing should be open to the other members of the Faculty. The accused shall be given the right to cross-examine opposing witnesses and to present supporting witnesses. The accused may be represented by counsel or others at the hearing. If a witness cannot be present but is willing to supply testimony, a full transcript of that witness's testimony shall be supplied the accused. If either party so requests, provision must be made for subsequent cross examination.

g. A complete stenographic record of all testimony shall be made and transcripts of the record shall be made available to both the accused and the Committee in a timely manner.

h. Within 30 days after completion of the hearing, the Committee shall present its recommendation at a meeting of the Faculty, which shall vote by secret ballot to accept or reject its recommendation. The accused faculty member shall have the right to present a statement to the Faculty
before their vote is taken.

i. The Provost shall transmit to the President and Board of Trustees the full report of the Hearing Committee and the Faculty action. The action of the Faculty shall either be sustained or the case returned to the ad hoc Committee with objections specified. If the case is returned, the Committee shall reconsider taking account of the stated objections and receiving new evidence if necessary. The Committee shall frame its reconsideration and communicate it in the same manner as before. Only after study of the new report should the Board of Trustees make a final decision.

j. Until a final decision has been reached, the faculty member shall not be suspended from duties unless immediate harm to the individual or to others is threatened by continuance. The individual's salary will be continued during the suspension. If the appointment is terminated for reasons other than moral turpitude, the faculty member shall receive full salary for one year from the time of the formal notification of dismissal.

k. Except for such simple announcements as may be required, statements about the case should be avoided by Faculty, Committees, and administrative officers.
F. Review Of Tenured Faculty

The Departmental Peer Review Committee will review each tenured faculty member's teaching performance every six years. A faculty member may request a more frequent review. The Peer Review Committee will prepare a written report with copies going to the teacher being reviewed, the Department Head and the departmental file.
G. Definitions of Joint Appointments of Tenured and Tenure-Track Faculty

(Endorsed by COG, February 10, 2005)

Dual Appointment (Salary is split between two departments)

- Faculty member carries current rank title in both home and in second department (e.g. Professor of Biology/Biotechnology and Professor of Management).
- Set percentage (e.g. 50%) of salary is allocated to each of the two departments.
- Faculty member participates in all activities of both departments with full rights and privileges.
- Home department is listed first.

Collaborative Appointment (Salary is fully maintained by home department)

- Faculty member carries current rank title in both home and in second department (e.g. Professor of Biology/Biotechnology and Professor of Management). However, the second title is intended to foster interdepartmental collaboration.
- Faculty member salary is 100% budgeted in home department.
- Appointment is made to facilitate student advising, teaching and research. Course teaching would not be expected in the second department. However, advising, project advising, graduate advising (including thesis and dissertation advising) and research would be expected.
- Can be Advisor of Record for all project, thesis, and dissertation work.
- Home department is listed first.
- The appointment in the collaborative department will be for a maximum of five years and renewable on request.

To request either type of appointment, a memo bearing the signature of both department heads should be forwarded to the Provost, specifying which type of appointment and outlining the reason(s) for the request. If the Provost concurs, an appointment letter will be sent to the faculty member.
H. Guidelines for Searches to Fill Academic Administrative Positions*

(Approved by the Faculty, May 2007.)

i. Academic Administrative Positions:

An academic administrative position is defined as a faculty appointment in which the primary responsibilities of the position are to lead faculty and to work with and on behalf of them to oversee substantial elements of WPI’s degree-granting undergraduate or graduate programs, and/or to provide leadership, vision, and guidance in working with and on behalf of faculty to enhance their scholarship. Academic administrative positions are held by faculty who work with other faculty across several departments, programs, or other similar academic units. Examples of academic administrative positions include the Provost, Associate or Assistant Provosts, and the Deans and Associate Deans of Undergraduate Studies, Graduate Studies, the Interdisciplinary and Global Studies Division, and the First Year Experience.¹ Non-academic administrative positions include, but are not limited to those in admissions, enrollment management, student life, research administration, corporate and professional education, development, and marketing.

ii. Formation of the Search Committee:

When an academic administrative position is to be filled from either inside or outside of WPI, a search committee of nine members is formed consisting of three elected faculty, one faculty member appointed by the Committee on Governance, one faculty member appointed by the Provost, two members appointed by the President, and two students appointed jointly by the President and by COG. The President, the Provost, and COG will collaborate on all appointments to ensure balance of the committee’s membership and to select the Chair of the search committee. If the search is for the Provost, the President will make three appointments.

If the responsibilities of the position cross all departments, then all faculty participate in the process to choose the three elected members of the search committee. In this case, there is no restriction on the departmental affiliations of the faculty members who may be appointed. If, on the other hand, the responsibilities of the position do not cross all departments and programs, then the elected members of the committee will be chosen by those faculty and from among those departments that fall under the responsibilities of the position. In this case, at least one of the appointed

¹ Deans, Associate Deans, or Assistant Deans of a school or college, if such positions were created, would be an academic administrative position that crossed all faculty and programs within that school.
faculty members must be from outside the academic departments that fall under the responsibilities of the position.

iii. Conducting the Search:

The work of the search committee begins when the Provost (or the President, when the search is for Provost) provides it with a complete description of the responsibilities of the position. There is an understanding between the Provost, the President, the search committee, the candidates, and the WPI community that the job description will not change substantially throughout the search and for a reasonable period of time after an appointment is made to fill the position. At the outset of the search, the committee will meet with representatives from Human Resources for advice on relevant legal matters, and, throughout the search, will consult with those representatives whenever it is necessary to do so.

The job description will be used in soliciting nominations for the position. The search committee will evaluate the applicants and select appropriate candidates to be interviewed for the position.

It is the responsibility of the search committee to conduct the search in such a manner that all members of the faculty, administration, and staff who would interact in a substantive way with the appointee be given the opportunity to review the candidate’s resume, meet with the candidate, ask questions of the candidate, and provide both written and oral feedback to the committee. The search committee may invite members of the staff to meet with the committee and/or serve as resources for the search.

Because input from students is so highly valued, it is also the responsibility of the search committee to solicit input from appropriate representatives of the student body, arrange meetings between students and each candidate, and obtain written and oral input from the students about the candidates with whom they have met.

iv. Evaluating the Candidates:

The search committee will provide a detailed evaluation of each candidate to the Provost, with its preferences made clear and with a digest of the feedback from the community included. The Provost will then share the information with the President, and jointly the President and Provost will select one of the candidates to fill the open position. If the search is for a Dean, then the President and Provost will select a candidate to be recommended to the Board of Trustees for approval. If the search is for the Provost, then the committee’s evaluations will be given directly to the President, who will make the selection for approval by the Board of Trustees. If none of the candidates is acceptable to them, the President and/or the Provost will discuss their reasons with the search committee, and will either request that the search committee continue the search
process, or that the search begin anew with the formation of a new search committee and a new solicitation for the position.
2. POLICIES REGARDING ACADEMICS AND ACADEMIC PROGRAMS

A. Statement of Values for Undergraduate Education*

(Endorsed by the WPI Faculty on May 6, 2004)

1. WPI's programs shall emphasize fundamental concepts, knowledge, and skills, and ensure that students are able to apply them within the context of their major disciplines.

2. WPI's programs shall emphasize the development of students as effective thinkers and communicators, able to use evidence to present their ideas with logic, clarity, and persuasion.

3. Programmatic breadth in general, and balance between technical and humanistic components in particular, are the hallmarks of a WPI undergraduate education. In addition to educating students in their major discipline, WPI's programs shall provide students with a broad preparation for fulfilling lives as responsible professionals and informed citizens.

4. Grounded in project and course experiences, a WPI education shall provide a firm foundation for life-long learning in a variety of fields. WPI programs shall emphasize inquiry-based learning and open-ended problem solving. Students shall bear a considerable responsibility for learning outside of the classroom.

5. WPI's programs shall be sufficiently flexible so as to allow students significant choice in and responsibility for planning their courses of study. Faculty, via the central teaching tasks of project and academic advising, shall ensure that student learning experiences encourage critical reflection, decision making, and personal growth.

6. WPI's programs shall emphasize the scientific, technical, societal, and humanistic contexts in which knowledge is applied and constructed. Educational activities shall challenge students to make connections between disciplines, to consider multiple viewpoints, and to appreciate the consequences of their actions. The curriculum shall prominently feature integrative and interdisciplinary activities.

7. WPI's learning environment and educational activities shall balance personal responsibility and individual accountability with cooperation, collaboration, and mutual respect. Members of the community shall be encouraged to value academic integrity, and to become conscious of the value that such integrity confers to themselves and to the community.

8. WPI shall be committed to assessment and improvement of student learning.
B. WPI Undergraduate Learning Outcomes*  
(Endorsed by the WPI Faculty on May 6, 2004)

Graduates of WPI will:

1. have a base of knowledge in mathematics, science, and humanistic studies.
2. have mastered fundamental concepts and methods in their principal areas of study.
3. understand and employ current technological tools.
4. be effective in oral, written and visual communication.
5. function effectively both individually and on teams.
6. be able to identify, analyze, and solve problems creatively through sustained critical investigation.
7. be able to make connections between disciplines and to integrate information from multiple sources.
8. be aware of how their decisions affect and are affected by other individuals separated by time, space, and culture.
9. be aware of personal, societal, and professional ethical standards.
10. have the skills, diligence, and commitment to excellence needed to engage in lifelong learning.

WPI shall be committed to regular review of its undergraduate offerings in light of these Undergraduate Learning Outcomes. CAP and UOAC recommend that the Outcomes be conveyed to the Board of Trustees, be conveyed to current and future faculty and undergraduate students, and be included with the Mission and Goals Statements in future editions of the Undergraduate Catalog and the Faculty Handbook.
C. Policies Regarding The Awarding Of Grades

(1) Faculty Guidelines for Project Grading*

(Approved by Faculty on May 5, 1994)

**Background**

Pronounced grade inflation for MQP, IQP, and Sufficiency activity is evident over the last twenty years. This has, in turn, resulted in a steady increase of the percentage of students graduating with honors. Furthermore, data indicate that project grading standards vary considerably from department to department. This not only creates an inequity with respect to honors, but may create barriers to student or faculty participation in multidisciplinary project activities.

**Recommendations**

Each term a student is registered for a project, the student receives a grade reflecting judgment of accomplishments for that term.

Upon completion of the project, students will receive an overall project grade. It is important to note that this grade reflects not only the final products of the project (e.g., results, reports, etc.), but also the process by which they were attained. No amount of last-minute effort should turn a mediocre project effort into an A.

The available grades and their interpretations are as follows:

* • A: a grade denoting a consistently excellent effort which attains the stated project goals.
* • B: a grade denoting a consistently good effort which attains the stated project goals.
* • C: a grade denoting an acceptable effort which partially attains the stated project goals.
* • SP: a grade denoting an effort sufficient for the granting of the credit for which the student is registered. This grade provides students with no feedback, and its use is discouraged, except for circumstances in which the faculty member is unable to judge the quality of the work (yet can still determine that the granting of credit is appropriate).
* • NA: a grade denoting an effort unacceptable for the credit for which the student is registered. Note that this grade is entered into the student's transcript.
* • NR: a grade denoting an effort insufficient for the credit for which the student is registered. This grade is appropriate when the
project has not proceeded due to circumstances beyond the control of the student, or for project extensions which do not represent the full amount of credit for which the student is registered.

The results of a project should be such that an outside reviewer would reasonably deem the project as being worthy of the credit and grade given, based on evidence such as the project report.

In light of the above grading criteria, it is strongly suggested that a formal project proposal or contract be developed early in the project activity, so that all participants in the activity have a clear understanding of the project goals and advisor and student expectations.
(2) Policy on Graduate Grade Appeals and Grade Changes*

(Approved by the Faculty, October 9, 2003)

The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. Thus, this procedure recognizes that:

* Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,
* Instructors have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.

Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course and project grading methods should be explained to students at the beginning of the term. WPI presumes that the judgment of the instructor of record is authoritative and the final grades assigned are correct.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor’s grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and research project grading, but it must be recognized that varied standards and individual approaches to grading are valid. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final.

Only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for a grade change appeal.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.
Prejudice: The grade awarded was motivated by ill will and is not indicative of the student’s academic performance.
Error: The instructor made a mistake in fact.

This grade appeal procedure applies only when a student initiates a grade appeal and not when the instructor decides to change a grade on his or her own initiative.
This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct. Academic dishonesty or misconduct are addressed in WPI’s Academic Honesty Policy.

Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of WPI’s Sexual Harassment Policy, which shall be referred to the appropriate office at WPI as required by law and by WPI policy.

The Grade Appeal Procedure strives to resolve a disagreement between student and instructor concerning the assignment of a grade in a collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion and for the formal adjudication by faculty only when necessary. In all instances, students who believe that an appropriate grade has not been assigned must first seek to resolve the matter informally with the instructor of record. If the matter cannot be resolved informally, the student must present his or her case in a timely fashion in the procedure outlined below. Under normal circumstances, the grade appeal process must be started near the beginning of the next regular academic semester after the disputed grade is received.

Student Grade Appeal Procedure

1. A student who wishes to question a grade must first discuss the matter with the instructor of record as soon as possible, preferably no later than one week after the start of the next regular academic semester after receiving the grade. In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond this first step is to establish that an instructor assigned a grade that was arbitrary, prejudiced or in error.

2. If the student’s concerns remain unresolved after the discussion with the instructor, the student may submit a written request to meet with the appropriate Department Head or Program Coordinator within one week of speaking with the instructor. The appropriate Department Head or Program Coordinator will meet with the student within one week and, if he or she believes that the complaint may have merit, with the instructor. After consultation with the appropriate Department Head or Program Coordinator, the instructor may choose to change the grade in question, leave the grade unchanged, or petition the Committee on Graduate Studies and Research to change a grade. The Department Head or Program Coordinator will communicate the result of these discussions to the student.
3. If the matter remains unresolved after the second step, the student should submit a written request within one week to the Provost’s Office to request an Ad hoc Faculty Committee for Appeal of a Grade. The Associate Provost will meet with the student and will ask the Faculty Review Committee (FRC) to appoint the ad hoc Committee for Appeal of a Grade. The FRC, in consultation with the Associate Provost, will select the members of the ad hoc committee. The Chair of the FRC will convene the ad hoc committee and serve as its non-voting chair. The ad hoc committee for appeal of a course, thesis credit or dissertation credit grade will be composed of three faculty members. The Department Chair, Program Coordinator or Departmental Graduate Coordinator from the instructor’s Department will be chosen as one member of the ad hoc committee. The other two appointees to the ad hoc committee may be any other faculty member as long as there are no conflicts of interest with either the student or the instructor. Apparent conflicts of interest would include the student’s thesis or dissertation advisor, members of the student’s graduate committee, faculty members with close research collaboration or project advising relationships with the instructor. The ad hoc committee would examine available written information on the dispute, would be available for meetings with the student and with the instructor, and would meet with others as it sees fit.

4. Through its inquiries and deliberations, the ad hoc committee is charged to determine whether the grade was assigned in a fair and appropriate manner or whether clear and convincing evidence of unfair treatment such as arbitrariness, prejudice, and/or error might justify changing the grade. The ad hoc committee will make its decisions by a majority vote. If the committee concludes that the grade was assigned in a fair and appropriate manner, the ad hoc committee will report its conclusion in writing to the student and the instructor. The decision of the ad hoc committee is final and not subject to appeal. If the ad hoc committee determines that compelling reasons exist for changing the grade, it would request that the instructor make the change, providing the instructor with a written explanation of its reasons. Should the instructor decline, he or she must provide a written explanation for refusing.

5. The ad hoc faculty committee, after considering the instructor’s explanation and upon concluding that it would be unjust to allow the original grade to stand, will then determine what grade is to be assigned. The new grade may be higher than, the same as, or lower than the original grade. Having made this determination, the three members of the committee will sign the grade change form and transmit it to the Registrar. The instructor and student will be advised of the new grade. Under no circumstances may persons other than the
original faculty member or the ad hoc faculty committee change a grade. Should the ad hoc faculty committee feel that the instructor’s written explanation justifies the original grade, the ad hoc committee will report this in writing to the student and instructor and the matter will be closed. The written records of these proceedings will be filed in the student’s file in the Registrar’s Office.

Faculty Grade Change Procedure

The Student Grade Appeal Procedure affirms the principle that grades should be considered final. The principle that grades for courses, thesis credit and dissertation credit should be considered final does not excuse an instructor from the responsibility to explain his or her grading standards to students and to assign grades in a fair and appropriate manner. The appeal procedure also provides an instructor with the opportunity to change a grade for a course or project on his or her own initiative. The appeal procedure recognizes that errors can be made and that an instructor who decides that it would be unfair to allow a final grade to stand due to error, prejudice or arbitrariness may request a change of grade for a course or project without the formation of an ad hoc committee. An instructor may request a grade change by submitting a course, thesis credit or dissertation credit grade change request in writing to the Registrar at any time prior to a student’s graduation.
The purpose of the Grade Appeal Policy is to provide the student with a safeguard against receiving an unfair final grade, while respecting the academic responsibility of the instructor. Thus, this procedure recognizes that,

- Every student has a right to receive a grade assigned upon a fair and unprejudiced evaluation based on a method that is neither arbitrary nor capricious; and,
- Instructors have the right to assign a grade based on any method that is professionally acceptable, submitted in writing to all students, and applied equally.

Instructors have the responsibility to provide careful evaluation and timely assignment of appropriate grades. Course and project grading methods should be explained to students at the beginning of the term. WPI presumes that the judgment of the instructor of record is authoritative, and the final grades assigned are correct.

A grade appeal shall be confined to charges of unfair action toward an individual student and may not involve a challenge of an instructor’s grading standard. A student has a right to expect thoughtful and clearly defined approaches to course and project grading, but it must be recognized that varied standards and individual approaches to grading are valid. The grade appeal considers whether a grade was determined in a fair and appropriate manner; it does not attempt to grade or re-grade individual assignments or projects. It is incumbent on the student to substantiate the claim that his or her final grade represents unfair treatment, compared to the standard applied to other students. Only the final grade in a course or project may be appealed. In the absence of compelling reasons, such as clerical error, prejudice, or capriciousness, the grade assigned by the instructor of record is to be considered final.

In a grade appeal, only arbitrariness, prejudice, and/or error will be considered as legitimate grounds for an appeal.

Arbitrariness: The grade awarded represents such a substantial departure from accepted academic norms as to demonstrate that the instructor did not actually exercise professional judgment.

Prejudice: The grade awarded was motivated by ill will, and is not indicative of the student’s academic performance.
The instructor made a mistake in fact.

This grade appeal procedure applies only when a student initiates a grade appeal and not when the instructor decides to change a grade on his or her own initiative.

This procedure does not cover instances where students have been assigned grades based on academic dishonesty or academic misconduct, which are included in WPI’s Academic Honesty Policy. Also excluded from this procedure are grade appeals alleging discrimination, harassment or retaliation in violation of WPI’s Sexual Harassment Policy, which shall be referred to the appropriate office at WPI as required by law and by WPI policy.

The Grade Appeal Procedure strives to resolve a disagreement between student and instructor concerning the assignment of a grade in a collegial manner. The intent is to provide a mechanism for the informal discussion of differences of opinion, and for the formal adjudication by faculty only when necessary. In all instances, students who believe that an appropriate grade has not been assigned must first seek to resolve the matter informally with the instructor of record. If the matter cannot be resolved informally, the student must present his or her case in a timely fashion in the procedure outlined below. Under normal circumstances, the grade appeal process must be started near the beginning of the next regular academic term after the disputed grade is received.

Student Grade Appeal Procedure

1. A student who wishes to question a grade must discuss the matter first with the instructor of record as soon as possible, preferably no later than one week after the start of the next regular academic term after receiving the grade. In most cases, the discussion between the student and the instructor should suffice and the matter will not need to be carried further. The student should be aware that the only valid basis for grade appeal beyond Step One is to establish that an instructor assigned a grade that was arbitrary, prejudiced, or in error.

2. If the student’s concerns remain unresolved after the discussion with the instructor, the student may submit a written request to meet with the appropriate Department Head, within one week of speaking with the instructor. For a grade in a course, independent study, Sufficiency Project, or Major Qualifying Project (MQP), the appropriate person is the instructor’s Department Head. For a grade in an Interactive Qualifying Project (IQP), the appropriate person is the Dean of the Interdisciplinary and Global Studies Division (IGSD). If the instructor of record is a Department Head or the Dean of the IGSD, then the student should request to meet with the Associate Provost, who will serve as the appropriate Department Head in this step. The appropriate Department Head will meet within one week with the student, and, if he or she believes that the complaint may have merit, with the instructor. After
consultation with the Department Head, the instructor may choose to let
the grade remain, to change a course grade, or to petition the Committee
on Academic Operations to change a grade for a Degree Requirement
(MQP, IQP, or Sufficiency). The Department Head will communicate the
result of these discussions to the student.

3. If the matter remains unresolved after Step Two, the student should submit
a written request within one week to the Provost’s Office to request an ad
hoc Faculty Committee for Appeal of a Grade. The Associate Provost will
meet with the student, and will ask the Faculty Review Committee to
appoint the ad hoc Committee for Appeal of a Grade. The FRC, in
consultation with the Associate Provost, will select the members of the ad
hoc committee. The Chair of the FRC will convene the ad hoc committee
and serve as its non-voting chair. The ad hoc committee for appeal of a
grade in a course, independent study, Sufficiency Project, or MQP will be
composed of three faculty members chosen in the instructor’s department
or in closely allied fields. The ad hoc committee for appeal of a grade in
an IQP will be composed of the instructor of record’s Department Head
and two faculty members who are experienced advisors of IQPs chosen
from any department. Appointees to the ad hoc committee must not have
any apparent conflicts of interest with the instructor of record (which
might include but are not limited to frequent co-advising or research
collaboration). The committee would examine available written
information on the dispute, would be available for meetings with the
student and with the instructor, and would meet with others as it sees fit.

4. Through its inquiries and deliberations, the ad hoc committee is charged to
determine whether the grade was assigned in a fair and appropriate
manner, or whether clear and convincing evidence of unfair treatment
such as arbitrariness, prejudice, and/or error might justify changing the
grade. The ad hoc committee will make its decisions based on a majority
vote. If the committee concludes that the grade was assigned in a fair and
appropriate manner, the ad hoc committee will report its conclusion in
writing to the student and instructor and the matter will be considered
closed. If the ad hoc faculty committee determines that compelling reasons
exist for changing the grade, it would request that the instructor make the
change, providing the instructor with a written explanation of its reasons.
Should the instructor decline, he or she must provide a written explanation
for refusing.

5. The ad hoc faculty committee, after considering the instructor’s
explanation and upon again concluding that it would be unjust to allow the
original grade to stand, will then determine what grade is to be assigned.
The new grade may be higher than, the same as, or lower than the original
grade. Having made this determination, the three members of the
committee will sign the grade change form and transmit it to the Registrar.
The instructor and student will be advised of the new grade. Under no
circumstances may persons other than the original faculty member or the
review committee change a grade. Should the ad hoc faculty committee feel that the instructor’s written explanation justifies the original grade, the ad hoc committee will report this in writing to the student and instructor and the matter will be closed.

**Faculty Grade Change Procedure**

The Student Grade Appeal Procedure affirms the principle that grades should be considered final. The principle that grades for courses or projects should be considered final does not excuse an instructor from the responsibility to explain his or her grading standards to students and to assign grades in a fair and appropriate manner. The appeal procedure also provides an instructor with the opportunity to change a grade for a course or project on his or her own initiative. The appeal procedure recognizes that errors can be made and that an instructor who decides that it would be unfair to allow a final grade to stand due to error, prejudice or arbitrariness may request a change of grade for a course or project without the formation of an ad hoc committee. An instructor may request a grade change in one of two ways. First, for courses, an instructor may submit a course grade change in writing to the Registrar at any time prior to a student’s graduation. Second, for Degree Requirements (MQP, IQP, and Sufficiency), an instructor must submit a petition to the Committee on Academic Operations (CAO) to change the grade.
D. Policy on Initiating and Terminating Departments or Programs*


Policy on Creating, Merging, Realigning or Eliminating Academic Programs and Research Facilities

Should the Administration propose creating, merging, realigning or eliminating an academic program or major academic or research facility, that proposal shall be conveyed to the Committee on Governance when it has been advanced to the stage of serious consideration, but before any commitments to action have been made. The Committee shall conduct a critical review of the proposal, which may include referring it to other committees for consideration. Upon receipt of all relevant information, the Committee on Governance will frame a recommendation to the Administration and present it to the Faculty for its approval.
3. CERTAIN POLICIES ON FACULTY BENEFITS AND OPPORTUNITIES

A. Consulting Policy

(Faculty Handbook, 1980)

The University encourages members of the faculty to do consulting work and, where appropriate, to expand consulting activities into on-campus research programs. Participation as a consultant for extra compensation should be cleared with the Department Head concerned, and while time is made available for such participation, it must not substantially detract from full-time salaried responsibilities to the University.

Ordinarily, outside consulting work or participation in a university-industry program for extra compensation should not exceed the equivalent of one day per week. Participation in industry-sponsored programs requiring the equivalent of more than one day per week should be undertaken with released time from teaching with no additional compensation beyond the "one day equivalent." Each member of the faculty who undertakes consulting work or research is encouraged to seek that kind of activity which will enhance his or her long-range professional development.

In work for industry, routine testing in competition with established commercial testing laboratories is discouraged, unless no commercial testing facilities are reasonably available. More than casual use of University facilities for outside consulting work is discouraged. Where the Department Head believes that such use is justified, the Director of Research Administration must be consulted and a formal contract should be entered into between the University and the client to be sure that appropriate charges are made. Modest use of special campus facilities should compensate the Department for such use.

In all work with industry, arrangements should be made with the sponsor to permit adequate publication of results, where appropriate, without jeopardizing the proprietary interests of the sponsor.

Endorsements and Letterhead

The University letterhead is not to be used for promotion of one's own business interests or for any purposes other than University business.
B. Retirement Plan

Faculty are required to participate in WPI’s retirement plan on the first day of the month following completion of twelve months of continuous service, if in an eligible class of participants, and working at least 1000 hours per calendar year. The waiting period will be waived for anyone with one year of continuous service as a non-student at any non-profit educational organization or teaching hospital, or already participating in TIAA/CREF immediately prior to the start of employment at WPI.

Detailed information on WPI’s Retirement Plan is available in the Summary Plan Description available in the Human Resources office.
C. Policy on Sabbatical Leaves*

(Approved by COAP, June 1999. Approved by the Provost, June 1999)
(Appended by the Faculty, May 8, 2012)

1. Basic Objectives

Leaves of absence, and particularly sabbatical leaves, are among the most important means by which a teacher's effectiveness may be enhanced, a scholar's usefulness enlarged, and an institution's academic program strengthened and developed. A sound program of leaves is therefore of vital importance to WPI, and faculty members are strongly encouraged to take advantage of this mechanism to help promote their professional competence. The major purpose of leaves is to provide opportunity for continued professional growth and new, or renewed, intellectual achievement through study, research, and writing.

The term "sabbatical" normally applies to a leave of absence in which a faculty member receives partial or full salary from WPI. Faculty exchanges between two institutions, leaves without salary, and the performance of full-time duties assigned by WPI at off-campus locations are not part of the sabbatical program.

Because both the institute and the individual benefit as a result of a sabbatical leave, both share in the cost of such a leave. At WPI such sharing is both through financial support by the institute and through the assumption by colleagues of the academic responsibilities of absent faculty members. A faculty member should apply for a leave far enough in advance that temporary replacements of high quality can be obtained. Each application for sabbatical leave should include a well-designed and serious program with clearly stated objectives that will maximize the professional development of the faculty member involved.

Sabbatical leaves may be taken for a full academic year, a half-year, or one term. All full-time tenured and tenure-track faculty are eligible to apply for a full-year or half-year sabbatical leave after 6 years of full-time service since their initial hiring at WPI or since their previous sabbatical, or for a one-term sabbatical leave after 3 years of full-time service since their initial hiring at WPI or since their previous sabbatical.

2. Financial Arrangements

a. A full year sabbatical leave is taken at one-half of the faculty member’s academic year salary. Half-year and one-term leaves are taken at full salary. If the faculty member obtains salary support from outside sources, WPI’s contribution will not exceed that required to maintain the faculty member’s normal salary. Exceptions to this
policy must be negotiated before the leave starts.

b. Faculty members on sabbatical leave will receive WPI benefits based only on actual WPI compensation. (Amended May 8, 2012)

c. WPI, on occasion, may provide some displacement expense to faculty members who leave the campus on sabbatical leave for an entire academic year, depending on the particular circumstances.

d. Funds will be provided to departments with faculty on sabbatical leaves to cover necessary teaching obligations.

3. Procedures for Review and Award

a. Faculty members should submit requests for sabbatical leaves to the Committee on Appointments and Promotions on or before the following dates:

   Full year and half-year sabbaticals:
   December 15 for proposed leaves in the following academic year.

   One-term sabbaticals:
   October 1 for proposed leaves in following C term or later
   November 15 for proposed leaves in following D term or later
   February 1 for proposed leaves in following A term or later
   April 1 for proposed leaves in following B term or later

   An application for a sabbatical leave must contain all the supporting information including the objectives of the sabbatical leave and the benefits to the faculty member, the department, and to WPI. The application should also include information on previous leave(s) of absence taken by the faculty member, past contributions to WPI, a letter of invitation from any institution at which the faculty member plans to work, and the sources and amounts of external funding.

b. The application should be accompanied by supporting documentation from the faculty member’s department head. This documentation should include a review of the faculty member’s proposed sabbatical program with regard to its appropriateness; the impact of the sabbatical on department operations; a statement that all administrative requirements have been cleared with the Provost; and the department recommendation on the proposed sabbatical. In the case of an application for a sabbatical leave by a department head, this additional documentation will be supplied by the Provost.

c. The Committee on Appointments and Promotions reviews all
application materials and supporting documentation, and forwards its recommendation to the Provost.

d. The Provost reviews all leave applications, together with recommendations from the Committee on Appointments and Promotions, and makes the final determination of the request.

e. For full-year and half-year sabbatical leaves, notification of the award will be made no later than the time of issuance of appointment letters. For one-term sabbatical leaves, notification of the award will be made no later than the end of the term in which the application is submitted.
D. Summer Supplemental Salary
(Modified, April 14, 2011 and October 14, 2011)

Support Provided by Institute Funds:

Compensation for summer academic activities (including independent study courses, project work and thesis advising) and summer educational youth programs (e.g. Frontiers, STRIVE, and GEMS) will be paid on a lump sum basis. Payment will be made on the last business day of the month in which the activity ends. These will be coordinated by the Summer Programs Office.

Payroll Authorization forms should be submitted to the Provost’s office by the respective Department Head for faculty assigned administrative summer responsibilities (e.g. Acting Head, etc.).

First- or second-year faculty members scheduled to receive summer support should contact the Provost’s office before June 1 of the year(s) in which the summer support is to be paid.

Sponsored Research/Restricted Accounts:

WPI policy allows faculty members with summer salary and employee benefits budgeted on a sponsored project to receive supplemental income.

Monthly compensation for work performed during the summer will be paid at the rate of 1/9 of the faculty member’s regular academic year salary.

Authorization forms for summer salary to be charged to sponsored or restricted accounts must be completed, approved by the Department Head, and forwarded to the Provost’s office before the 10th of the month in which the salary is to be paid. Faculty members may indicate whether or not pension (TIAA/CREF) contributions should be made and charged to the grant.

Please check with the Office of Sponsored Programs regarding any restrictions on the total amount of supplemental pay allowed by a particular contract or grant.

Compensation Limitations:

WPI place no restriction on maximum faculty compensation. Additional duties may receive additional compensation beyond the regular monthly rate. However, faculty with sponsored research projects must comply with limitations on compensation or “total effort” imposed by the granting agency.
Payment for teaching and research activities must be received as salary. From time to time contributions may be made to faculty members’ professional development accounts but these deposits may not be taken in place of salary.

WPI does not contribute to faculty pension plans for summer academic (non-research) activities.
E. Unpaid Leaves

On occasion, faculty members may wish to pursue a professional opportunity off-campus and request a leave of absence without salary and fringe benefits. WPI expects the host institution to assume the institutional costs of benefits. These leaves can be for periods of time that fit in with the academic program, up to a maximum of 2 years, and should involve experience in government, industry, or academia that contributes to the professional development of the faculty member. This type of leave requires the approval of the appropriate department head and the Provost.

When a faculty member takes an unpaid leave the department may employ replacements at salaries up to the normal budgeted salary of the faculty member on leave. Any surplus in the budgeted salary accrues to the WPI general account. Although unpaid leave requests are not reviewed by the Committee on Appointments and Promotions it is desirable that such requests take the form of sabbatical leave requests and are accompanied by documentation from the department head.
F. The Fringe Benefits Committee*
   (Approved by the Faculty, October 14, 2011)

   The Fringe Benefits Committee (FBC) is responsible for reviewing and proposing changes to the WPI fringe benefits offerings with special attention paid to the evaluation and recommendation of health care plans and health insurance providers, tuition benefits, disability plans, and retirement policies.

   Recommendations from the FBC are passed to the Committee on Administrative and Financial Policy (FAP). In those instances when FAP does not accept FBC’s recommendations, the two committees should meet in an attempt to resolve their differences.

   The FBC consists of a Chair to be selected by FAP from among its elected faculty members, two members of the Faculty selected by the Committee on Governance (COG), and two additional members of the Faculty selected by FAP. Faculty members of the FBC (other than the Chair) will serve three-year staggered terms. Current faculty members who have not completed three years of service will continue on FBC.

   Although formally the FBC is constituted as above, operationally it has invited five members of the WPI staff to join its deliberations and to vote on matters related to benefits that are of equal concern to the WPI Faculty and WPI staff.

   Either the V.P. of Human Resources or the Benefits Administrator serves as the liaison between the FBC and the department of Human Resources. The liaison provides information requested by the FBC to conduct its deliberations in an informed manner. Neither the V.P. of Human Resources nor the Benefits Administrator should serve as one of the five invited voting WPI staff members.

   [By vote, the Faculty decides every six years whether to reauthorize the Fringe Benefits Committee for another six-year period. The current reauthorization is in effect until June 30, 2017.]
4. CERTAIN LEGAL RESPONSIBILITIES AND RELATIONSHIPS WITH WPI

A. Conflict of Interest Policy*

(Endorsed by the Faculty, March 20, 2003. Adopted by the Board of Trustees, May 2003)

Preamble

Worcester Polytechnic Institute promulgates this Conflict of Interest policy to assure its constituents of its continued commitment to the integrity of its students, faculty, staff, and associates in the conduct of research and other activities.

Universities have long recognized the importance of maintaining policies on conflict of interest. In 1964, the American Association of University Professors and the American Council on Education issued a joint statement On Preventing Conflicts of Interest in Government-Sponsored Research at Universities. This was followed in 1978 when the Association of American Universities, the ACE, and the National Association of State Universities and Land-Grant Colleges published Principles to Govern College and University Compensation: Policies for Faculty Engaged in Sponsored Research. In 1985, the AAU issued a report entitled University Policies on Conflict of Interest and Delay of Publication. Additional statements and reports have been published by the Association of American Medical Colleges, Guidelines for Dealing with Faculty Conflicts of Commitment and Conflicts of Interest in Research (1990), the AAU, Framework Document for Managing Financial Conflicts of Interest (1993), and the Association of Academic Health Centers.

Both the National Science Foundation (NSF) and the Public Health Service (PHS) require principal investigators and co-principal investigators "to certify that they have read and understood the institution's conflict of interest policy," that they have made all required financial disclosures, and that "they will comply with any conditions or restrictions imposed by the institution to manage, reduce, or eliminate actual or potential conflicts of interest." Moreover, the University's representative must certify that the University "has implemented and is enforcing a written policy on conflicts of interest," that all financial disclosures required by the conflict of interest policy were made, and that actual or potential conflicts of interests, if any, were, or prior to expenditure of funds under the award, will be satisfactorily managed, reduced or eliminated in accordance with the institution's conflict of interest policy, or disclosed to PHS or NSF.

In its Notice No. 117 dated June 30, 1994 and updated in its Notice No. 118 dated July 13, 1995 on the subject of Investigator Financial Disclosure Policy, the National Science Foundation requires that all grantee institutions employing more than fifty persons have in effect on October 1, 1995 a written and enforced conflict of interest policy. In addition, the Department of Health and Human Services published its final rule on "Objectivity in Research" on July 11, 1995 in
the Federal Register (60 Fed. Reg. 35820) to coincide in effective date and requirements with NSF's Financial Disclosure Policy. As the NSF Notice states: The National Science Foundation encourages the increased involvement of academic researchers and educators with industry and private entrepreneurial ventures. But NSF recognizes that such interactions carry with them an increased risk of conflict of interests.

The Public Health Service (PHS) wishes to assure the public that its support to researchers will follow standards and procedures to ensure that the design, conduct, or reporting of research funded under ...[its] grants, cooperative agreements or contracts will not be biased by any conflicting financial interest of those investigators responsible for the research.

Policy Rationale

Funding sources and personal gain represent two aspects about which investigators must be ever mindful, because without clear guidelines there is a possibility for conflict of interest issues to arise. Donors, for example, providing grants to conduct research may sometimes possess a vested or proprietary interest in the research results. Professors themselves may hold equity positions or policy making authority in an enterprise from which they would benefit personally by research sponsored by the enterprise, a government, or other private agency, and that is conducted using university facilities, equipment, or personnel.

In addition, there are large numbers of other types of funded and unfunded interactions between WPI faculty members and government, industry and other non-University organizations through research, projects and consulting.

With the increased national emphasis on technology transfer and economic competitiveness, it is particularly timely for Worcester Polytechnic Institute to articulate a new conflict of interest policy to protect the integrity of the University, its faculty, and the research process, to encourage the free flow of knowledge and ideas, and to ensure that public and institutional resources are used appropriately.

WPI's conflict of interest policy now requires annual disclosure by all faculty and other personnel associated with the university (listed in Appendix D).

Disclosure Rationale and Procedure

For all University personnel to maintain public trust, disclosure of all conflicts and potential conflicts of interest is appropriate practice. Based upon the traditions of university life there are two pillars on which to construct a conflict of interest policy.
One pillar of the academy is peer review. Some matters of peer review are handled confidentially; for example, senior faculty routinely review junior colleagues for appointment, re-appointment, promotion, and tenure. Other peer reviews are more open. Faculty committees review courses to be included in the university curriculum, and pass on degree requirements and other issues of academic policy. Peer review is essential, then, for a conflict of interest policy. Another pillar of the academy is disclosure of discoveries and other scholarly accomplishments. Indeed, peer review cannot occur without prior disclosure. When faculty publish their research, they are disclosing their findings to peers not only within the University, but to all scholars throughout the world. Disclosure is also essential for a conflict of interest policy. Indeed, NSF's Investigator Financial Disclosure Policy requires "a) limited and targeted financial disclosure, b) designation of a person(s) to review the disclosures and resolve actual or potential problems revealed, c) enforcement mechanisms, and d) arrangements for informing NSF of conflict issues that are not resolved to the satisfaction of the institution."

In addition, NSF and PHS require that an institution's policy provide for disclosure prior to submitting a proposal, and that all actual or potential conflicts be satisfactorily managed, reduced, or eliminated prior to the time funds from an award are expended, or disclosed to NSF or PHS. In addition, both NSF and PHS require that, during the period of any award, the University obtain updated financial disclosures from investigators either on an annual basis or as investigators obtain new reportable financial interests.

**Disclosure Process**

How and to whom should the significant financial interest(s) of a faculty member and/or investigator be disclosed?

On or before October 1 annually or within sixty (60) days of appointment, each faculty member and other individuals identified in Appendix D shall complete and submit a Conflict of Interest Disclosure Form to his/her Department Head.

WPI policy requires Principal Investigators to complete a Proposal Coordination Form (see Appendix A) at the time the Principal Investigator submits the proposal for review and authorization by the Office of Research Administration. This form includes check boxes in which the respondent shall indicate whether or not a conflict of interest exists or is likely to exist in connection with the proposal being submitted. Co-investigators and any other individuals who are expected to participate in the design, conduct, and/or reporting of the research also must complete a Conflict of Interest Disclosure Form (see Conflict of Interest Disclosure for NSF and PHS Submissions, Appendix B) concurrent with submission of the Proposal Coordination Form by the Principal Investigator, unless they have done so as a required annual disclosure. Principal Investigators
will have filed the Annual Conflict of Interest Disclosure Form, Appendix C, as required.

Investigators submitting a human subjects protocol for Institutional Review Board (IRB) review must file or have on file a Conflict of Interest Disclosure Form, Appendix B, at that time.

Any Disclosure Statements, whether submitted in satisfaction of the NSF or PHS proposal submission requirement or in fulfillment of the WPI annual disclosure requirement or IRB disclosure requirement, must be updated when a new reportable Significant Financial Interest or potential conflict of interest exists.

Annual Review Process

All faculty members and other individuals, identified in Appendix D, who have not, within the last year, completed the Conflict of Interest Disclosure Form for funded research associated with an NSF or PHS submission (Appendix B) must file the Annual Conflict of Interest Disclosure Statement contained in Appendix C with his/her Department Head annually by October 1 and as any significant changes occur. Department Heads will file their Annual Disclosure Statements with the Vice President for Research. The individual shall, to the best of his/her knowledge, include in his/her Disclosure Statement the same information for his/her family, as defined by this Policy. Department Heads and members of the Cabinet will file with the Vice President of Research. The Vice President of Research will file his/her Annual Conflict of Interest Disclosure Form with the Provost.

Upon receipt of each annual or updated Disclosure Statement, the Department Head or his/her designee will make a review for adequacy, requesting additional information, as necessary. If the answers to the four questions on Part I of the Disclosure Statement are "no," then no further review is required. The Disclosure Statement should be transmitted to the Office of Research Administration, the central repository for all Disclosure Statements. No additional action will be required of the faculty member or other submitter unless a significant change occurs prior to the next annual due date. If the answer to any of the four questions on Part I of the Annual Conflict of Interest Disclosure Form is "yes", the Department Head will determine if a real or apparent conflict appears to be significant. If so, the Department Head will forward the disclosure to the Vice President for Research with a copy to the Office of Research Administration. The Vice President for Research will gather further information and supporting documentation from the individual and will bring the Disclosure Statement to the attention of the Conflict Management Committee for resolution. All such documentation and subsequent discussions will be confidential. The individual will have an opportunity to meet with the Conflict Management Committee to explain the financial documentation and to discuss options for management of the conflict. Should the findings indicate significant potential conflict of interest, the
Conflict Management Committee will consult with the faculty member or other submitter to devise a plan to effectively eliminate, reduce, or otherwise manage the conflict. If the Committee cannot come to an agreement with the individual and concludes that a significant conflict of interest to WPI's interests appears to remain, the Committee will refer the matter to the Office of the Provost and so inform the individual.

Review Process for NSF and PHS Proposals

Should a disclosure associated with any NSF or PHS submission indicate a potential or actual conflict of interest, the Director of Research Administration will advise the Vice President for Research. The Vice President for Research will gather further information and supporting documentation from the investigator and take the matter to the Conflict Management Committee for resolution. All such documentation and subsequent discussions will be confidential. The investigator will have an opportunity to meet with the Conflict Management Committee to explain the financial documentation and to discuss possible conditions or restrictions. Should the findings indicate significant financial interest, the Conflict Management Committee will impose conditions or restrictions to effectively manage, reduce, or eliminate the conflicts. The Conflict Management Committee will use as guidelines this policy statement including the definitions of significant financial interest and conditions or restrictions found in the section of Definitions.

If the Conflict Management Committee determines that imposing conditions or restrictions would be either ineffective or inequitable, and that the potential negative impacts that may arise from a significant financial interest are outweighed by interests of scientific progress, technology transfer, or the public health and welfare, then the Conflict Management Committee may recommend to the Vice President for Research that the research be permitted to go forward without imposing such conditions or restrictions. In such cases, the conflict of interest of the investigator(s) will be disclosed to the government agency as required.

Appeal Process for NSF and PHS Proposals

Should the faculty member or other individual (as defined in Appendix D) not agree with the Conflict Management Committee's conditions or restrictions, he/she can appeal in writing to the Provost within ten (10) days after receipt of notification from the Vice President for Research, spelling out why such conditions and restrictions are inappropriate. The Provost will then consult with the Conflict Management Committee; it is possible that a modification of the conditions and restrictions will be agreeable to all parties. However, the decision of the Provost is final.
Disclosures associated with the submissions of protocols for IRB review will be reviewed following the same process as for NSF and PHS proposals. Protocols will not be approved until all conflicts are resolved.

Definitions

Conflict of Interest - A conflict of interest may take various forms but arises when an individual is or may be in a position to influence university business, research, or other decisions in ways that could lead to any form of personal gain for the individual or his/her family, or give improper advantage to others. A real or perceived conflict of interest may also arise when someone engages in an action or decision that compromises the integrity of teaching, research, advising, or scholarship.

Family - The family of a faculty member means spouse, minor children, and other persons financially dependent upon the faculty member.

Investigator - The term investigator means the principal investigator, co-principal investigators, and any other person at the institution who is responsible for the design, conduct, or reporting of research or educational activities.

Relationships which can give rise to conflicts of interest - Relationships as used in this policy include relationships with others which can give rise to real or perceived conflicts of interest. These include, among others, personal relationships created by kinship, friendship, or professional contacts, and financial relationships created by contracts, shared property rights, or state or Federal law. Though a domestic partnership may create a real or perceived conflict of interest, this policy is not meant to force disclosure of one's sexual orientation. By policy, WPI does not discriminate on the basis of sexual orientation.

Significant Financial Interest - The term significant financial interest means anything of monetary value, including, but not limited to, salary or other payments for services (e.g., consulting fees or honoraria); equity interests (e.g., stocks, stock options or other ownership interests); and intellectual property rights (e.g., patents, copyrights and royalties from such rights) when related to the subject matter of the individual's research and/or scholarly activities, including teaching and advising. The term does not include:

- salary, royalties or other remuneration from the University;
- income from service on advisory committees or review panels for public or nonprofit entities;
- financial interests in business enterprises or entities if the value of such interests does not exceed $10,000 or does not represent more than a 5% ownership interest for any one enterprise or entity when aggregated for the investigator and the investigator's family;
• royalties or other payments that, when aggregated for the investigator, and the investigator’s family, are not expected to exceed $10,000 during the next twelve-month period;
• income from self-authored textbooks, software, etc. that are used for your teaching purposes; or
• project fees solicited from sponsors of MQP’s and IQP’s that are returned to Faculty professional development accounts.

A significant financial interest becomes a conflict of interest if it could result in personal gain, advantage to others to the detriment of WPI, or influence the outcomes of research.

Conditions or Restrictions - Examples of conditions or restrictions that might be imposed to manage, reduce or eliminate actual or potential conflicts of interest include:
• public disclosure of significant financial interests;
• monitoring of funded research by independent reviewers;
• modification of the funded research plan;
• disqualification from participation in the portion of the NSF-or PHS-funded research that would be affected by the significant financial interests;
• divestiture of significant financial interests; or
• severance of relationships that create actual or potential conflicts.

Institutional Review Board (IRB) - Any boards established or contracted to review protocols for human subjects research whether federally funded or not.

Conflict Management Committee - Conflict Management Committee membership shall consist of a faculty member selected annually by the Committee on Governance (COG) to chair the committee, the Chair of the Committee on Graduate Studies and Research, an additional member selected by CGSR, the Vice President for Research, and the Director of Research Administration. COG shall also annually appoint an alternate to the Committee to serve in the event of the recusal or absence of one of the other appointed faculty members. In the event that more than one alternate is needed, COG shall appoint additional alternates as necessary. Recusal shall be required when it appears that a member of the Conflict Management Committee will be unable to fairly judge a potential conflict raised by a disclosure statement. All such potential conflicts of interest of committee members must be disclosed to the committee in advance of the proceedings, and the committee will vote to determine whether recusal is required. To prevent the appearance of bias in judgment, the committee shall follow the practices that the Committee on Tenure and Academic Freedom uses to determine whether tenure committee members are able to fairly judge candidates for tenure.
Instructions

To comply with this policy regarding the submission of an annual Disclosure Statement, each Faculty Member must complete the Disclosure form and any updates on or before October 1 of each year and forward it to his/her department head.

In addition, to comply with this policy regarding authorization for the submission of a proposal for funded research to the NSF and/or PHS, a principal investigator will

1. in accordance with the Explanation and Instructions, complete and sign the front side of the Proposal Coordination Form and require any co-investigators and/or other key personnel to complete and submit a Conflict of Interest Disclosure Form for funded research, Appendix B, (unless already submitted).

2. ask his/her department head to review and complete the Proposal Coordination Form and any accompanying Conflict of Interest Disclosure Forms and sign them.

3. submit the Proposal Coordination Form and accompanying Conflict of Interest Disclosure Form together with the NSF or PHS proposal to the Office of Research Administration when requesting submission authorization.

Appendices

Appendix A - WPI Proposal Coordination Form (PDF)
Appendix B - Conflict of Interest Disclosure for NSF and PHS Submissions (PDF)
Appendix C - Annual Conflict of Interest Disclosure (PDF)
Appendix D - Individuals Who Must Sign Disclosure

The Appendices and Forms identified above are available at http://www.wpi.edu/Pubs/Policies/conflict.html
B. WPI Policy of Indemnification for Faculty, Professional Staff and All Other "Exempt" Employees

(Approved by the Board of Trustees, February, 1986)

WPI shall indemnify all of its Faculty, Professional Staff and all other "Exempt" Employees including those who serve at its request as Faculty, Officers, Employees or other Agents of any other organization in which WPI has an interest, and their respective heirs, administrators, successors and assigns, against any and all expenses, including amounts paid upon judgments, counsel fees, and amounts paid in settlement (before or after suit is commenced), actually and necessarily incurred by such persons in connection with the defense or settlement of any claim, action, suit, or proceeding, whether civil or criminal, or both, in which they, or any of them, are made parties, or a party, or which may be asserted against them or any of them, by reason of being or having been in one of the above-described relationships of WPI, or of such other organization. No indemnification shall be provided for any person with respect to any matter as to which he shall have been adjudicated in any proceeding not to have acted in good faith in the reasonable belief that his action was in the best interests of WPI and conformed to the requirements of his employment. Each person to be indemnified shall provide WPI with an undertaking to repay the amounts advanced on his behalf if he shall be adjudicated not to have been entitled to indemnification, which undertaking may be accepted without reference to the financial ability of such person to make repayment.
C. Intellectual Property Policy

(Revised and Approved by WPI Trustees on May 16, 1996)

Preamble

Worcester Polytechnic Institute exists to foster education and research and to promote the dissemination of knowledge. As an institution of higher education, it enjoys the public’s trust, and, in turn, performs a valued educational service, part of which is to make advancements in knowledge and to contribute to the public good. In this endeavor, faculty play a central role by virtue of their contributions to teaching, research, and public service.

Opportunities to extend the boundaries of knowledge are at the very core of Worcester Polytechnic Institute’s educational process. However, it is also recognized that an educational institution’s primary purpose is not to produce inventions. Faculty at WPI are hired to teach, to do research, and to perform service, rather than to produce inventions, and their compensation is not set at a level to match that of professionals hired to invent.

While the role of the faculty can be significant in the development of intellectual property, others such as students, research personnel, staff, and visitors are also able to conceive and develop intellectual property. The payment of tuition should allow a student reasonable use of university facilities. Inventions resulting from student efforts involving such use should rightfully belong to the student(s). WPI encourages intellectual curiosity on the part of faculty, students, and staff, and rewards the creation of intellectual property.

When intellectual property is created, it is important that its disclosure be made in a timely manner in order to protect its commercial value and to permit its being made public. To protect intellectual property rights, it is important that inventors be aware of the legal requirements for protecting those rights. The purpose of this document is to set forth WPI’s general policies on intellectual property such as inventions, copyrights, trade and service marks, mask works, tangible research, and trade secrets.

Intellectual Property Policy

For the purpose of applying these rules, all persons performing research or scholarship at WPI, utilizing resources or facilities at WPI, or deriving funds through WPI are subject to the rules applying either to faculty and staff, or to the rules applying to students. Students who receive compensation from WPI because they are students or because they perform teaching duties (e.g., Teaching Assistants, graders) fall under the student rules. Students who receive compensation from WPI because they are research assistants fall under the faculty/staff rules.
Ownership of Inventions

A. Faculty/Staff Rules

1. For an invention made by faculty or staff, on their own time, with their own facilities and resources, and in research/projects not within the stated objectives of their current sponsored research, PLAN projects, or thesis or dissertation research, the invention is owned by the inventor(s). Royalties for such inventions are covered by Rule III.

2. For an invention made by faculty or staff while working on a sponsored project (research or educational), including off-campus PLAN projects, the invention is owned by WPI, subject to any other agreements. Royalties for such inventions are covered by Rule I.

3. For an invention made by faculty or staff while in the role of a student, as a part of any project or sufficiency report, thesis, dissertation, course work, directed study, directed research, or examination, the invention is owned by WPI, subject to any other agreements. Royalties for such inventions are covered by Rule I. In cases not specifically covered by the above three cases,

4. For an invention made by faculty or staff without significant use of WPI resources, the invention is owned by the inventor(s). Royalties for such inventions are covered by Rule III.

5. For an invention made by faculty or staff with significant use of WPI resources, the invention is owned by WPI, subject to any other agreements. Royalties for such inventions are covered by Rule I.

B. Student Rules

1. For an invention made by students, on their own time, with their own facilities and resources, and in research/projects not within the stated objectives of their current sponsored research, PLAN projects, or thesis or dissertation research, the invention is owned by the inventor(s). Royalties for such inventions are covered by Rule III.

2. For an invention made by students while employed on a sponsored project (research or educational), including off-campus PLAN projects, the invention is owned by WPI, subject to any other agreements. Royalties for such inventions are covered by Rule I.

3. For an invention made by a student as a part of any project or sufficiency report, thesis, dissertation, course work, directed study, directed research, or examination, the invention is owned by WPI, subject to any other agreements. Royalties for such inventions are covered by Rule II. In cases not specifically addressed by the above three cases,

4. For an invention made by students without significant use of WPI resources, the invention is owned by the inventor(s). Royalties for such inventions are covered by Rule III.
5. For an invention made by students with significant use of WPI resources, the invention is owned by WPI, subject to any other agreements. Royalties for such inventions are covered by Rule II.

C. Royalty Rules
   I. If WPI pursues the patent, then WPI will absorb the costs and will share royalties on a 50-50 basis with the inventor(s), after the costs of the patent are recovered, or will share royalties in accordance with WPI institutional agreements.
   
   II. If the student(s) wish to pursue the patent, WPI will assign any ownership rights it may have to the student through a jointly signed agreement providing that the student will give 10 percent of net future financial gains from the patent to WPI. The student will absorb the costs of pursuing the patent. Alternatively, if the student wishes to have WPI absorb the costs of pursuing the patent, then Rule I applies.
   
   III. The inventor(s) will pay all costs associated with patenting the invention, and will receive all benefits from the patent.

In the case that multiple inventors fall under different royalty rules, then all inventors will be subject to a single rule. In determining which rule applies, Rule I takes precedence over Rules II and III, and Rule II takes precedence over Rule III.

D. Significant Use
   Use of office or classroom space, libraries, or general computational facilities does not constitute significant use of WPI resources. The use of specialized experimental or computational laboratory facilities or equipment is not significant if it involves brief periods of time or limited use, e.g., for exploratory tests; otherwise, the use is significant. Use of any WPI facility in a way that leads to an appreciable expenditure of WPI funds, that would not otherwise have occurred, constitutes significant use.

E. Disclosure of Inventions with Potential WPI Ownership
   It is the obligation of inventors to disclose an invention to WPI if there is a possibility of Rule I or Rule II being applicable. When a disclosure of a potential invention is made to WPI, WPI will determine on a timely basis if the invention is worthy of WPI’s support. If WPI finds that the invention is worthy of its support, WPI will promptly initiate a patent application at its expense, and work with the inventor(s) to pursue development and commercialization of the invention. If, at any time during the year following the date of disclosure, WPI chooses not to file a patent for an invention, WPI will at the request of the inventor(s), subject to other agreements, promptly return ownership of the invention to the inventor(s). If WPI has not filed a patent application for an invention within one year from the date of disclosure, then WPI will at the request of the inventor(s), subject to other agreements, return ownership to the inventor(s). Extensions to the one year limit may be made by mutual agreement between WPI and the inventor(s).
F. Rights Sharing
For an invention made by WPI Faculty, staff or students under circumstances such that the inventor owns the invention, the inventor(s) and WPI may by mutual agreement enter into an arrangement under which the costs, ownership, and rewards of the invention are shared by the inventor(s) and by WPI.

Ownership of Copyrights, Mask Rights, and Service or Trade Marks

1. WPI Ownership
   1. Official output of faculty committees for faculty governance purposes are works for hire owned by WPI.
   2. Works produced at the specific request of WPI and for specific additional compensation from WPI are works for hire owned by WPI, subject to other agreements.
   3. Copyright to the WPI logo, seal, and other related material are owned by WPI.
   4. Works for hire written by staff members as part of their described job are owned by WPI.

2. Authorial ownership
   1. Course syllabi, course notes, homework solutions, textbooks and other instructional materials, and other course related material are owned by the author(s), subject to other agreements. Participation in a course involving recording or transmission of likenesses, e.g., via video tape, authorizes use of that transmission or recording only during that offering of that course, subject to other mutual agreements. In cases in which a department or program wishes to continue to reproduce the material, after the author has ceased to teach the course, a specific release from the author must be obtained.
   2. Scholarly works, such as books, software, journal articles, conference proceedings, book chapters, review articles, etc., are owned by the authors, subject to other agreements.
   3. Novels, librettos, opera scores, plays, and other material of a popular nature are owned by the author(s), subject to other agreements.
   4. Copyright to individual IQP, MQP, sufficiency, thesis, and dissertation reports and documents are owned by the author, subject to other agreements. In the case of a jointly written document, copyright is held jointly by all authors, subject to other agreements. In cases when such a document was submitted to fulfill a degree requirement, students will grant to WPI a nonexclusive royalty-free license to distribute copies of the document, subject to other agreements. In cases in which such a document contains other intellectual property, the author(s) and WPI may mutually agree not to disclose the document until intellectual property implicit in the document has been appropriately protected.
3. Other Rights
Other and ancillary rights resulting from a copyright, e.g., lunchbox rights and action figure rights, remain with the copyright owner, subject to other agreements.

4. Aside to Copyright Rule
In cases in which WPI supplies to an author substantial additional resources (e.g., taping of lectures by hired staff, performance of musical works by hired musicians, or large scale computer resources for the generation of multidimensional color graphics) for the purpose of creating a copyrightable work, the provision of those resources should be preceded by a written agreement between the author(s) and WPI specifying ownership of rights in the material. There are few precedents for rights agreements on professionally prepared materials such as videotapes. Individual agreements on such rights must at this time be viewed as experimental and not as necessarily setting fixed precedents.

Decisions and Appeal Board

A. Within this policy, statements that WPI will perform some action mean that the president of WPI or his/her designee will perform that action.

B. When a disagreement arises between WPI and the inventor(s) concerning the interpretation of this policy, an Intellectual Property Appeal Board (the "Appeal Board") will be appointed and convened to resolve the disagreement. Appeals shall state explicitly what is in dispute and be submitted in writing to the president of WPI and to the Committee on Governance. When a request for an appeal is received, an Appeal Board shall promptly be appointed.

1. The Appeal Board is composed of five persons, three appointed by the Committee on Governance and two appointed by the WPI administration. The COG-appointed members shall be members of the faculty chosen from a current list of tenure-track faculty members who have agreed to serve on the Appeal Board if so requested, and who have a variety of experience. In making their respective appointments, COG and the WPI administration will seek to ensure that some of the appointees are familiar in detail with this policy and its past applications, and some of the appointees are familiar with the technical area of the intellectual property under consideration. No person with a special interest in the outcome of its decisions, including people who have participated in the decision that is under appeal, shall be appointed to the Appeal Board.

2. The Appeal Board shall promptly meet, elect a chair, and hear the appeal. The Appeal Board shall receive written briefs from each party to the dispute, take oral presentations open to all parties and their counsels, and receive written emendations to the written briefs. The Appeal Board shall have the power to summon witnesses and documents necessary to reaching its decisions. The Appeal Board shall consider all relevant facts, policies, and precedents, and then reach a decision. The Appeal Board shall report its decision in a written finding that includes the principal arguments leading to its conclusions.
D. Anti-Hazing Policy

In December 1987, the anti-hazing legislation, Chapter 269, Sections 17 through 19, was amended by the Legislature in Chapter 665 of the Acts of 1987. The amendment increases the criminal penalties for hazing infractions and alters the manner in which institutions notify individuals of the law.

Specifically, WPI is required to inform groups, teams or organizations of the provisions of M.G.L. Chapter 269, Section 17, 18 and 19. [Found at http://www.wpi.edu/Admin/SAO/Policies/nohaze-law.htm]

A club officer must read Sections 17, 18, and 19 of this law and pass out a copy to each member of the organization. Once you have shared the information with your organization:

1. Print out the anti-hazing act signature page and complete the bottom portion.
2. Print out the club signature sheet and have all of your members sign it.
3. Return both forms to the Student Activities Office. These materials must be submitted on a yearly basis to SAO for Recognition purposes. The due date for these forms is September 13.

Not only is hazing against the law, but it is a practice which diminishes the integrity of individuals and their organizations. Hazing is clearly defined with the sections of the law, and has no place in our society, particularly at an institution of higher education.

WPI is committed to emphasizing that all organization activities be made constructive, educational and safe. Therefore, in support of the university's commitment to the mental, emotional and physical well-being of every student, it is the policy of the University and the Commonwealth of Massachusetts that "hazing" in any form be prohibited, and its practices in any fashion be condemned.
E. Statement on Affirmative Action

(Approved by the Board of Trustees 1976)

Equal Employment Opportunity and Affirmative Action to improve the performance of our academic institution in providing increased employment opportunity, advancement, and education for all citizens is no longer an option, it is a legal requirement. Our success will be a measure of the extent to which WPI can respond to one of the major concerns of our day.

This section details the policies, procedures, and the Affirmative Action steps being taken by Worcester Polytechnic Institute in order to meet its commitment and obligation under:

- Equal Pay Act of 1963 as amended by the Education Amendments of 1972 (Higher Education Act);
- Executive Order 11246 as amended by Executive Order 11375;
- Age Discrimination and Employment Act of 1974

This Affirmative Action Plan of WPI is intended to serve as a living document. Suggestions and comments on how to improve the A.A.P. are solicited at all times. It outlines the policies and methods for the entire organization wherever it has employment responsibility. Please request it by contacting the Office of Human Resources.

It is the policy of Worcester Polytechnic Institute to affirmatively seek, employ, and promote the best qualified employees and applicants without regard to race, sex, age, color, or national origin.

It is also the policy of the University to conduct all Personnel Administration on the basis of non-discrimination in keeping with Federal and State laws and regulations concerning discrimination in educational institutions. The University shall promote equal opportunity through positive and continuous affirmative actions.
The WPI Affirmative Action Program addresses itself to:

1. Recruitment
2. Hiring
3. Anti-nepotism Policies
4. Placement, Job Classification and Assignment
5. Training
6. Promotion
7. Termination
8. Conditions of Work
9. Rights and Benefits
10. Leave Policies
11. Fringe Benefits
12. Child Care
13. Grievance Procedures

and to such other policies and practices promoting student, staff, and faculty welfare as the University may institute independently, or in response to future laws and regulations.

All complaints of discrimination at WPI on the basis of race, color, religion, age, sex, marital status, or national origin will receive prompt, fair, and impartial consideration. WPI will take affirmative action to insure that all applicants receive fair consideration for employment, and that employees are treated fairly during their employment without regard to race, color, national origin, sex, age, marital status, or religion. Such affirmative action will apply, but will not be limited to all areas involving employment, rates of pay, upgrading, employee benefits, and training. Notices of non-discrimination will be posted in conspicuous places.

The employment of sons and daughters of WPI faculty and staff must necessarily adhere to affirmative action policy. Individuals with hiring authority are expected to exercise fair and impartial judgment in the selection process. It is expected that sons and daughters of WPI faculty and staff be neither discriminated against, nor receive preferential treatment. Under no circumstances are sons or daughters of WPI faculty and staff to be hired without proper prior approval by the Director of Personnel Services. For further information see the Personnel Procedures Manual, or contact the Personnel Office.

It should also be noted that the following policy has been adopted to assure compliance under Title IX of the Education Amendments of 1972 and the regulation of the U.S. Department of Health, Education and Welfare regarding such compliance:

"WPI is committed to the philosophy that no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity
offered by WPI, and particularly in the areas of access to courses, counseling, athletics, financial assistance, employment, student marital or parental status, insurance, health, employment assistance, honors and awards, extracurricular activities, behavior and dress codes."

"Opportunity shall be offered regardless of sex on the basis of demonstrated interest and abilities within the limits of available funds."

The WPI Affirmative Action Program as a "living document" is subject to occasional change. For the latest information on this program refer to the Office of Human Resources.
F. Sexual Harassment Policy*

(Developed by the Office of Human Resources
Reviewed by the Committee on Governance, Spring 1988.)

WPI regards sexual harassment, intimidation, and exploitation of any individual as violating the very nature of WPI—an institution dedicated to fostering the development of human responsibilities by both word and example.

Above all, human responsibility entails a respect for the rights of every individual. Human dignity carries with it the obligation to protect each individual at WPI from harassment and every form of exploitation in relationships between the sexes. Sexual harassment within academe is unethical, unprofessional, and threatening to academic freedom.

While the policy and procedures described herein are directed specifically toward sexual harassment, it would be understood that all forms of sexual, ethnic, racial and religious discrimination are unacceptable to the University, as well as unlawful under Federal and State Law. The intent of this policy is to foster responsible behavior in an academic and working environment free of discrimination.

Definition:
The determination of what constitutes sexual harassment will vary with the particular circumstances, but it may be described generally as offensive and unwelcome sexual conduct (e.g., physical contact, written or verbal comments/suggestions), which adversely affects persons in their working or learning environment. In its most extreme and intolerable form, harassment occurs when a person in a position to control, influence or affect another person's job, career, grades or education uses that authority or power to coerce the other person into having sexual relations or to punish such person's refusal.

In a general sense examples of conduct which may, if continued or repeated, constitute sexual harassment are: unwelcome sexual propositions, graphic comments about a person's body, sexually suggestive objectives or pictures in the workplace, sexually degrading words to describe a person, derogatory or sexually explicit statements about an actual or supposed sexual relationship, unwelcome touching, patting, pinching or leering, and derogatory gender-based humor.

In the teaching context, the term "sexual harassment" may be used to describe a wide range of behaviors. It includes, but is not limited to, the following: generalized sexist remarks or behavior, whether in or out of the classroom; requests for sexual favors; sexual advances, whether sanction free, linked to reward, or accompanied by threat of retaliation; the use of authority to emphasize the sexuality or sexual identity of a student in a manner which prevents or impairs that student's full enjoyment of educational benefits, climates or opportunities; and sexual assaults. Such behaviors are unacceptable because they are forms of
unprofessional conduct which seriously undermine the atmosphere of trust essential to the academic enterprise.

In addition to sexual harassment, amorous relationships that might be appropriate in other circumstances are inappropriate and should be avoided between members of the faculty or staff and any student for whom he or she has a professional responsibility. Implicit in the area of professionalism is the recognition by those in positions of authority that in their relationships with students there is always an element of power. It is incumbent upon members of the profession not to abuse, nor seem to abuse, the power with which they are entrusted, since relationships between members of the faculty or staff and students are always fundamentally asymmetric in nature. Such relationships may have the effect of undermining the atmosphere of trust among students and faculty on which the educational process depends.

Violations of this policy will not be permitted. Any faculty, staff or student who violates this policy will be subject to discipline up to and including dismissal according to the procedures that follow.

Procedures For Resolution Of Sexual Harassment

Initial Contact

Any student or employee who believes he/she has been the subject of sexual harassment or intimidation is encouraged to consult unofficially with the appropriate campus officer or his/her designee to gain knowledge and understanding of both the WPI Sexual Harassment Policy as well as available options and resources.

- Students are encouraged to consult with the Dean of Students.
- Employees should consult with Human Resources/Personnel Director or the WPI Affirmative Action Director. Faculty may select the option to consult with the Chief Academic Officer.

During the initial meeting, the University Administrator will make a preliminary judgment as to whether or not sexual harassment may have occurred. Based on that judgment, the Administrator will take one of the following actions:

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2 WPI students should consult first with the Director of Counseling. Graduate students should consult with the Associate Provost and Vice President for Research. Any faculty, staff or student, who believes he/she has been the subject of sexual harassment by a student should contact the Dean of Students Office. If the matter cannot be resolved informally, the aggrieved party may initiate the student judicial procedure.
• If the individual wants to proceed with the complaint, the Administrator will explain the process.
• If the Administrator's judgment is that sexual harassment may have occurred, but the person doesn't want to proceed further with the complaint, the wish will be respected.
• Advise the person that, based on preliminary judgment, sexual harassment has not occurred.
• Refer to complainant to a trained third party mediator.

Deadline

Faculty and staff will have up to (60) calendar days following an incident to file a complaint. Students' complaints must be submitted within ten (10) months of the incident. In special circumstances, time limits may be waived with the mutual agreement of campus officers. All matters will be handled as expeditiously as possible.

Worcester Polytechnic Institute will accept, review, and respond appropriately to all sexual harassment complaints from former employees and students submitted within sixty (60) calendar days of their termination.

Informal Resolution

If a person decides to file a sexual harassment complaint, the following procedure should be adhered to:

Every effort should be made to resolve a complaint within thirty (30) days of receipt of the complaint using an informal process. During this informal process, the appropriate campus complaint officer will conduct an investigation. The objective of the investigation will be to provide appropriate relief to the aggrieved party, sensitize the alleged harasser to the effects of such behavior, and resolve the complaint to the mutual satisfaction of both parties.

Where a resolution is reached, a dated copy of the terms of the resolution indicating the nature of the complaint and the names of the parties shall be recorded and kept in a separate case file to be located in the appropriate campus office, \(^3\) and the office of the WPI Affirmative Action Coordinator. The record shall be kept for a period of three (3) years, at which time it will be destroyed, providing there are not recurring incidents.

\(^3\) Dean of Students, Personnel/Human Resources, Academic Affairs.
Graduate School, Cooperative Extension Service
If the terms of the resolution include a letter of sanction, the letter shall be placed in the individual's official personnel file. Letters of sanction are considered to be of decreasing significance with the passage of time. Current information is given far greater weight than historical data.

NOTE: The person filing the complaint will be protected against retaliation in any form. Words or behavior that punish a person for filing a complaint of sexual harassment are illegal.

False accusations have a damaging effect on innocent people. False accusations are not condoned and may lead to disciplinary action.

We trust that all employees and students of the System will continue to act responsibly to establish a pleasant working/academic environment, free of discrimination.

Formal Complaint Procedure

If the informal proceedings are deemed inappropriate by either party, or if the matter is not resolved, the aggrieved party may initiate the formal grievance procedure. In extraordinary circumstances, when the continued working or academic relationship between the aggrieved party and the accused creates an impossible working/academic environment, a temporary transfer or assignment of duties will be considered.

If the aggrieved party decides to proceed with a formal grievance:

1. A written and signed complaint of sexual harassment must be submitted to the appropriate campus officer by the aggrieved party within ten (10) working days after the informal resolution has failed or with sixty (60) calendar days of the incident cited as sexual harassment. (Student complaints must be submitted within ten (10) months of the incident.) The complaint shall state, clearly and concisely, the facts which are the grounds for the proceeding, and the relief sought.

2. Upon receipt of the written complaint, the appropriate campus officer will, within five (5) days, contact the person who allegedly engaged in the sexual harassment, and inform him or her of the basis of the complaint and the opportunity to respond. That person will have five (5) days to respond to the complaint. The answer

4 "days" means working days, unless specified.

5 Only in special circumstances will delayed response to a written complaint be acceptable (e.g., the complaint deadline falls within a college or university
shall contain full, direct, and specific responses to each claim in the complaint.

3. Within fifteen (15) days of the aforementioned deadline, the appropriate campus officer will convene a five (5) member Sexual Harassment Hearing Panel, regardless of whether a response has been received from the accused. The function of the Hearing Panel will be to hear and consider testimony and other relevant reliable evidence, to make findings of fact, to determine whether the University System policy on sexual harassment has been violated, and if so, to recommend appropriate relief and disciplinary action(s). If requested, the campus officer will act as advisor on questions of policy. The WPI General Counsel may also be requested to help facilitate the proceedings. A copy of each Hearing Panel decision will be made and retained by the appropriate campus officer.

The membership of the hearing Panel will be selected from an established pool of administrators, faculty, staff, undergraduate students, graduate student representatives, and with appropriate representation by women and minorities. Representatives shall be appointed by the President and shall serve for staggered terms of up to two years. Once each year all new representatives will be trained in issues encompassing sexual harassment and hearing procedures.

The composition of each Hearing Panel will depend on the nature of the complaint. However, at least one member of the Panel shall be drawn from each party's constituency. Each party will have the right to two (2) peremptory challenges and can challenge anyone for cause. (In the case of employee complaints, students would not be asked to serve on the Hearing Panel.)

If the Hearing Panel determines that sexual harassment has occurred, it will recommend appropriate disciplinary action(s). The disciplinary action will reflect the severity of the incident and any past sexual harassment offenses. Possible action shall include, but not be limited to, written warning placed in the personnel file, reassignment of duties, suspension without pay, demotion, removal from a portion of assigned duties, appropriate professional counseling, and dismissal. If there is a decision against a faculty member regarded as warranting dismissal, charges of moral delinquency of a grave order must be made and the dismissal procedure outlined in the faculty handbook followed.

holiday or the sick/vacation leave of the alleged harasser). In such cases, the appropriate campus officer should inform the employee that a response will be forthcoming on a specific date, five (5) days after the employee returns to work.
Within five (5) days following the conclusion of its investigation, the Hearing Panel shall forward its decision and recommendation for action or sanction to the President or his/her appropriate administrator. The written decision will include findings of fact and recommendations for relief and disciplinary action. Within five (5) working days, the President will review the Hearing Panel's decision and determine what sanction to impose on the employee found guilty of sexual harassment. The decision will be communicated in writing to the accuser, accused and the Department Head or Supervisor. The dean or director will be responsible for implementing both the sanction and relief within fifteen (15) days, unless an appeal is requested within that period.

A copy of the Hearing Panel's decision and disciplinary action, if any, will be placed in the employee's official personnel file. A copy will also be sent to the WPI Affirmative Action Director.

Either party may appeal the Hearing Panel's decision by submitting a written petition to the President. Request for a campus appeal must be made within fifteen (15) days after the appealing party receives a copy of the Hearing Panel's decision. The five (5) members of the campus Appeals Board will be selected by the President. Appointments will be made with consideration to relevant experience, knowledge of affirmative action, and sensitivity to the issues of sexual harassment. Each party will have the rights to challenge up to two (2) panel members.

The Appeals Board will meet within thirty (30) days from the date of the request. The written ruling of the Appeals Board shall constitute the final decision. Beyond that point, parties may seek remedies outside WPI.\(^6\)

\(^6\) The campus Appeals Board shall constitute the final step for student complaints. Beyond that, parties may seek remedies outside the University.
5. DEVELOPMENT COUNCILS FOR EDUCATION AND RESEARCH

A. Educational Development Council

The Educational Development Council (EDC) is an administratively appointed committee whose responsibilities include:

- Conducting an internal small grants program (refer to links on EDC homepage) to promote educational innovation and improvement;
- Conducting the annual selection process for the Romeo L. Moruzzi Young Faculty Award for Innovation in Undergraduate Education
- Serving as an advisory committee to the Center for Educational Development, Technology, and Assessment.

Membership of the EDC includes the Director of the Center for Educational Development, Technology and Assessment (CEDTA), a faculty member appointed by the Committee on Academic Policy, a faculty member appointed by the Committee on Governance, a faculty member appointed by the Provost, and an undergraduate student appointed by the Student Government Association. Faculty serve for staggered three-year terms.
B. Research Development Council*
(Approved by the Faculty, May 22, 1986)

Background

The Research Development Council (RDC) was conceived and approved by faculty vote in 1986 as a way to nurture and develop excellence in research and scholarship among members of the Worcester Polytechnic Institute (WPI) faculty and is the group that provides funding under the Research Advancement Program (RAP). The purpose of the RDC is to provide relatively modest amounts of short-term (normally one year) financial support as "seed" money to faculty members and research teams with an emphasis on those who currently lack external funding. The general goal of the RDC is to assist faculty in acquiring off-campus support for research activity, while the more specific objects are:

1. to foster research programs being developed by newly appointed faculty members;
2. to support researchers and scholars who have not previously been successful in attracting off-campus funding;
3. to foster the development of new research programs by experienced researchers;
4. to support those areas of research and scholarship in which WPI wishes to become especially well-recognized;
5. to support researchers when necessary to maximize the success of their efforts;
6. in general, to promote the preparation and submission of proposals for external funding of scholarship and research, as a means of stimulating this activity; and
7. to review on a regular basis WPI's support for faculty research activity and to recommend changes in policy and practice, where appropriate.

For financial reasons, funding of the RDC was discontinued shortly after it was established until the winter of 1999, when an allocation was made to fund a limited number of programs. Additional funding was then made available for awards to be made for fiscal year 2001 projects and it is expected that annual funding of the RDC will again continue. Funds available at this time must be used for support of the Strategic Initiatives, including the Interdisciplinary Research Areas and increasing the number of Ph.D.'s awarded.

Descriptions of RDC funding categories and organizational composition follow. The full text of the original faculty-approved RDC document provides additional information about funding objectives and other RDC activities/responsibilities. This document is available via the RDC webpages.

Funding Categories

Through the RDC, funds are made available in the following categories of research needs:

1. support for travel necessary to negotiate off-campus mechanism) and limited supplies funding to complete proposals for such funding;
2. research initiation support for new researchers;
3. research initiation support for other faculty members developing new areas of expertise;
4. research completion and proposal preparation support;
5. support for other travel and publication expenses;
6. support for equipment repair and maintenance contracts; and
7. support for major equipment acquisition.

In all cases, RDC funding will be limited solely to the amount needed to carry out the research in question and may, if appropriate, include graduate student stipends and limited summer support for faculty members. For certain types of expenses, funding is also available through the Supplemental Research Support (SRS) mechanism.

Organization

The Research Development Council consists of five established scholars who are actively involved in their own research programs: the Associate Provost (who chairs the Council) and four other members of the WPI faculty. One faculty member is appointed annually by the Associate Provost for a one year term, while the other three will serve rotating three year terms. One of these members is appointed by the Committee on Graduate Studies and Research from the faculty at large. The second member is appointed by an ad hoc group consisting of the heads of the departments of biomedical engineering, chemical engineering, civil and environmental engineering, computer science, electrical and computer engineering, fire protection engineering, management, and mechanical engineering. The third member is appointed by another ad hoc group consisting of the heads of the departments of biology and biotechnology, chemistry, humanities and arts, mathematical sciences, physics, and social science and policy studies. After the initial Council is appointed, the three terms members must draw lots to determine who will serve for one year, two years, or three years. When a faculty member completes a term on the RDC, her or his successor will be appointed by the appropriate committee or ad hoc group. The Director of Research Administration provides the RDC with administrative and staff support.
6. AWARDS AND AWARD COMMITTEES

A. Board of Trustees' Award for Outstanding Teaching

Creation of the Award

The Board of Trustees voted the following recommendation by one of its committees, at the Annual Meeting on June 6, 1959:

That a FACULTY AWARD be established to give recognition from time to time to a faculty member who, in the judgment of a suitable committee of the faculty, is an outstanding teacher who has made a notable professional contribution.

It is important in the concept of this award that only faculty members known for excellence in teaching be eligible.

The professional contribution could be in any appropriate category, including distinguished excellence in teaching; writing a fine textbook; study or teaching; conceiving an idea of great importance to the advancement of the engineering profession or of engineering education; directing or conducting outstanding research; creating an important invention; carrying out some distinguished service to the Institute, the community, the Nation or to mankind.

Nominations should be made to the Board of Trustees by a committee of the faculty. The Executive Committee of the Faculty might perform this function. However, there would seem to be greater merit in having a special committee for this important, time-requiring purpose – made up of faculty with a rotating membership involving, after a starting period, at least three years of service per member. Such a committee might well be chosen by faculty members who have served at WPI for more than a designated number of years. It is proposed that a committee of the faculty be designated to prepare Governing Rules relating to the Faculty Award and to the Faculty Award Committee, its composition, organization, and operations. These Governing Rules should be subject to approval of the Chairman of the Board of Trustees, with counsel of the Institute President and Executive Vice-President.

It is proposed that the Board of Trustees specify that except in most unusual circumstances, not more than one such award will be made per year, and that there shall be no requirement that such an award be made each year.

It is proposed that the award consist of an appropriately worded, hand-illuminated, framed certificate or a suitably designed and worded, wood-mounted plaque. In addition, it is proposed that at some suitable, prominent location at the Institute, there be an appropriate plaque on which will be inserted the names and years of Faculty Award recipients. Further, it is proposed that the Journal or handbook of the Institute include the names of Faculty Award recipients who are
currently on the WPI faculty, together with a terse statement of the faculty contribution recognized in each case.

As to the occasion for presenting such awards and as to other questions which may arise, it is proposed that the faculty committee assigned responsibility for formulating Governing Rules be given such additional responsibilities also – their decisions similarly to be subject to approval of the Board Chairman.

_ Governing Rules Relating to the Faculty Award_  
(Faculty Award Committee - April 13, 1960)

In the selection of the recipient of the Faculty Award, the Faculty Award Committee acted in accordance with the general instructions provided in the action of the Board of Trustees and used the following criteria in making its choice.

First, and foremost, the recipient had to satisfy the requirement of being an outstanding teacher. The Committee realized at the start of its deliberations that what constituted an “outstanding teacher” would, of necessity, involve intangibles incapable of being transformed into clearly stated language. With this in mind, the Committee felt that the teacher would have to be judged as a whole, rather than by a strictly numerical rating system assigning certain weights to fixed categories. However, the Committee did examine each nomination with respect to the degree to which some of the following attributes of an excellent teacher were met.

The excellent teacher is sincerely interested in both the students and his subject matter. He has the knack of “getting his material across.” He is devoted to the persistent and patient search for truth, and is anxious to share his learning experiences with others. The first-rate professor has far more than the average ability and desire to communicate. He is excited about the why and how of many things.

An important part of the reward of an outstanding teacher is in the stimulation of the students’ intellectual curiosity, and the feeling that he has played a significant role in their resulting growth. Frequently, his approach is imaginative and sensitive. He expects and obtains a high level of accomplishment. This demands, among other things, ability on the instructor’s part to equitably evaluate the work of his students. His interest in them is further evidenced by a willingness to patiently discuss their problems with them. He is respected by his students and is esteemed by his colleagues for his knowledge, scholarship and intellectual integrity. Usually such a person is considered as an authority in his chosen field, and is so recognized by other authorities in that field.

In addition to the above attributes the Committee also took into account other scholarly and professional contributions of the nominee such as publications, consulting work in his field, activities in professional organizations, research, and
public service. And Finally, the recipient's career was characterized by generous service to Tech.

In summary, the selection of the recipient was made on the basis of the individual as a whole.

The following rules were also drawn up and followed in making the selection:

1. The recipient had to be a full time member of the faculty actively engaged in teaching at the time that the selection was made.
2. Members of the administration were ineligible in spite of the fact that they had been members of the faculty in the past.
3. Heads of departments, unless they were carrying more than a half teaching load, in addition to their administrative duties, were ineligible.
4. Members of the Faculty Award Committee were ineligible.
5. Each member of the faculty was invited to submit one or more nominations.
6. Each member of the Committee was invited to submit one or more nominations.

Organization of the Award Committee
(Committee on Governance, November 20, 1995)

The selection committee for the Trustees' Award for Outstanding Teaching was established by recommendation of the Committee on Governance, November 20, 1995, as follows:

COG recommends to the Provost and the Trustees' Committee on Academic Policy and Student Affairs the following composition for the award committee: five faculty, including the three most immediately prior recipients (if willing and able to serve); one faculty member nominated by COG from a slate selected by CAP, CSA [now CASL], and CGSR; and one faculty member nominated by the Provost; five students, including four undergraduates nominated by SGA and one graduate student nominated by GSA. The faculty serve rolling three-year terms; the students one-year terms.
B. Board of Trustees' Award for Outstanding Research and Creative Scholarship

Rules:
1. The Selection Committee shall consist of the three most recent recipients of the awards, the Associate Provost and a person selected by the Committee on Graduate Studies & Research. The chair of the committee should be the award recipient serving the third year. If the committee cannot be wholly formed in this manner, then the Chair of the Committee on Graduate Studies and Research shall make appointments as necessary.

2. Except in most unusual circumstances, not more than one such award will be made per year. There is no requirement that the award be made each year.

3. The name of the nominee selected should be given to the Provost by March 28.

4. The recipient must be a member of the WPI faculty as defined in the Constitution of the WPI faculty.

5. Members of the Selection Committee and previous recipients of the award are ineligible.

6. Nominations may be submitted by members of the faculty, department heads, administrators, and students.


8. The award should be for continuing creative scholarship over at least a five-year period at WPI rather than for a particular single accomplishment, although naturally an individual brilliant accomplishment should be weighed by the Committee.

9. The Selection Committee will select the award recipient by considering the creative scholarship of the nominees. They may solicit scholarship materials from the nominators, nominees, department heads, or others as necessary. Such supporting materials should reflect a minimum five-year period at WPI.

10. Revisions of these rules may be initiated by the Selection Committee. Proposed changes will be submitted to the Provost.
Note 1: The Award is conferred for scholarship and research in a discipline regardless of the individual’s department.

Note 2: The term “creative scholarship” encompasses creativity exemplified in works such as musical composition and poetry.
C. Board of Trustees' Award for Outstanding Academic Advising

Resolution Re: Trustees’ Award For Outstanding Academic Advising – February 2000

Intention:

In recognition of the important role that academic advisors play in guiding and mentoring students through states of professional and personal development, the WPI student chapter of Tau Beta Pi, the national engineering honor society, has for about 10 years presented an annual award for outstanding academic advising. This faculty member is selected based on input from the entire WPI student body.

The students of Tau Beta Pi, wishing to enhance the status and recognition of academic advising on the WPI campus, are requesting that the WPI Board of Trustees establish a WPI Trustees’ Award for Outstanding Academic Advising, to be awarded at Faculty Convocation along with the current awards for outstanding teaching and outstanding creative scholarship. It is their hope that this award would gain the prestige already accorded to the existing two Trustees’ Awards, and that it would carry the same monetary stipend. The faculty Committee on Advising and Student Life voted to endorse this recommendation at their meeting of January 26, 2000, and WPI’s senior administration endorses that recommendation.

Resolution:

THEREFORE, BE IT RESOLVED, that the Board of Trustees, upon the recommendation of the senior administration of WPI, hereby establishes the Trustees’ Award for Outstanding Academic Advising to be presented annually and to carry with it a stipend equal to the then current stipends for the Trustees’ Awards for outstanding teaching and outstanding creative scholarship.
**D. Romeo L. Moruzzi Young Faculty Award for Innovation in Undergraduate Education**

Romeo Moruzzi grew up in the north end of Boston and served with the U.S. Air Force in Europe during World War II. After the war, he graduated from Northeastern, received his Master's Degree from Harvard and his Doctor of Engineering degree from Yale.

In 1954, after several years on the faculty of the University of Connecticut, he joined the Electrical Engineering Department of WPI. He set exceptionally high standards for his students while always concerned with their personal welfare. As the years went on, he served not only as a role model for his undergraduates, but a valued mentor to the younger faculty.

In the late 1960s, Romeo became a campus leader in two historic developments. Through his efforts, and at some risk to his own position he was the person primarily responsible for bringing tenure to the faculty of WPI. In 1969, he was one of the six faculty elected to the WPI Planning Committee which developed and promoted the famous "Two Towers" series. These documents revolutionized education at WPI, and in May 1970, they were accepted by the faculty for implementation as the WPI Plan.

Romeo retired from WPI in the late 1980s and passed away in 1993. It is in his memory that the Romeo L. Moruzzi Award has been established to recognize innovation in undergraduate education by a young faculty member. The Educational Development Council accepts nominations and selects the award winner on an annual basis.
E. Denise Nicoletti Trustees’ Award for Service to Community

(Approved by the Trustees, March 2, 2003)

Award Title:
Denise Nicoletti Trustees’ Award for Service to Community

Award Description
This award is in memory of Denise Nicoletti, a faculty member in Electrical and Computer Engineering from 1991-2002, whose passion for life and humanity touched many lives. The award is intended to keep her spirit alive in the WPI community.

The award consists of an engraved plaque and a check. At the initiation of the award the amount of the check is $1500; this amount may increase commensurate with the other Trustee Awards.

Eligibility
1. The award may be given annually to a faculty or staff member with a minimum of one year of full time or part time employment at WPI at the time of his/her nomination.
2. Previous award winners are not eligible.

Award Criteria
1. The candidates for the award will be judged based on demonstrated passion and action in serving the needs of a community and genuine care for the enrichment of life for others. Service to WPI and other communities will be valued equally.
2. The service being evaluated for this award must go above and beyond the candidate's regular job description.
3. If there is no outstanding candidate in a given year, the award will not be given.
4. A maximum of one award may be made each year.
**Nomination**
Candidates will be determined by an open nomination process. Anyone inside or outside WPI may submit nominations. Nominations must include:

- Name of the nominee.
- Name and contact information of the nominator (self nominations are acceptable).
- The capacity in which the nominator has known the nominee, and the length of time.
- Description of the nominee's eligibility for the award (at least 1-2 paragraphs). Please provide whatever information you believe would be helpful to the committee.
- Names and contact information of others who would be familiar with the candidate's qualifications.

The committee may seek additional information from the nominator or others. Nominations must be submitted to the President’s Office or other designated location, with a target deadline of November 1 of each year, in hard copy or by email.

**Selection Committee**
The selection committee will consist of:

- Two faculty members, to be selected by the Provost;
- Two staff members, to be selected by Assistant Vice President of Human Resources
- One graduate student, to be selected by the Graduate Student Organization;
- One undergraduate student, to be selected by the Student Government Association;
- At the committee's discretion, an additional member from outside the WPI community may be added;
- After the first year in which the award is given, the committee will also include the most recent available award winner. If no previous award winners are available to serve, the committee will consist of the persons listed above.

**Presentation**
It is suggested that the current "Faculty Honors Convocation" be renamed "WPI Honors Convocation", be reorganized appropriately, and the presentation be made at that event.
The Spirit of Denise Nicoletti

Professor Denise Nicoletti was a member of the WPI faculty from 1991 until July 22, 2002.

She was the first tenured female faculty member in the history of Electrical and Computer Engineering Department. During eleven years of association with WPI she made major contributions to knowledge in her discipline, brought the outside world of engineering into her classroom, and became a mentor and a role model for WPI female students as well as new faculty/staff. Such was her compassion and commitment to each student that she greatly aided the academic success of the first blind student who graduated in electrical engineering at WPI.

Among her many contributions to the local community were the dissemination of science knowledge among youngsters, and the encouragement of young girls to "think engineering," to aspire to become tomorrow's scientists and astronauts. This thrust culminated in the foundation of Camp Reach in 1996 and an NSF-funded project for developing pre-engineering curricula for grades K - 6.

All of her activities were marked by concern for the disadvantaged and for the student in trouble. She upheld high standards of fairness and ethical conduct, and she stood up for the rights of women on the WPI campus. She contributed broadly to the welfare of students and to the advancement of WPI, leaving an indelible mark with her teaching, advising and her humane attitude. She accomplished all these things within the context of her family and local community, being a mother, a wife, and an active member of her church congregation.
7. **CATEGORIES OF FACULTY MEMBERS AT WPI** *

(Added by the Faculty, March 22, 2012)

**A. The Role of the Tenured and Tenure-Track Faculty:**

The tenured and tenure-track Faculty at WPI play the primary role in fulfilling the University’s academic mission and in shaping and delivering WPI’s academic programs. The tenured and tenure-track Faculty is distinct in that it shares in the governance of the University with the governing body and its appointed administrative officers.

**B. Categories of Non-Tenure Track Faculty and their Roles:**

- **Continuing Non-Tenure Track Faculty:** Continuing non-tenure track faculty members are full-time employees of the University who are hired with the expectation that they will have significant and continuing academic responsibilities at WPI. Such faculty members may have a focus in either teaching or research, but they make a range of contributions, including different forms of service to the University. They are an integral part of the fabric of the campus.

- **Adjunct Non-Tenure Track Faculty:** Adjunct non-tenure track faculty are part-time employees of the University who play specific roles. Some adjunct faculty members develop long-term relationships with WPI and take on significant responsibilities. Other adjunct faculty members may be hired for a specific limited period of time with no expectations that they will take on significant ongoing responsibilities.

**C. Others with Teaching and Research Responsibilities at WPI:**

- **Visiting Faculty:** Visiting faculty members are Assistant, Associate, or (full) Professors who are visiting from some other institution, for periods up to one full year. Appointment as a Visiting faculty member would not be made for other full-time non-tenure track appointments.

- **Post-Doctoral Scholars:** Postdoctoral scholars are individuals who have received a doctoral degree (or equivalent) and are engaged in a temporary and defined period of mentored advanced training to enhance the professional skills and research independence needed to pursue his or her chosen career path.
D. **Titles:**

- **for Tenured and Tenure-Track Faculty:** The titles for tenured and tenure-track faculty members are limited to Assistant, Associate and (full) Professor.

- **for Continuing Non-Tenure Track Faculty:**

  Instructor/Lecturer; Senior Instructor/Lecturer; or Assistant, Associate, and (full) Teaching Professors: These are full time non-tenure track faculty members who are hired primarily to contribute to the teaching mission of WPI. The titles of Assistant, Associate, and (full) Teaching Professor will be awarded only to those individuals with both a Ph.D. degree (or the recognized highest degree for the discipline) and with teaching credentials appropriate to the corresponding tenured or tenure-track rank. Instructor and Lecturer are equivalent positions.

  Assistant, Associate, and (full) Research Professors: These are full-time non-tenure track faculty members who are hired primarily to contribute to the research mission of WPI. These titles Assistant, Associate, and (full) Research Professor will be awarded only to those individuals with both a Ph.D. degree (or the recognized highest degree for the discipline) and with research credentials appropriate to the corresponding tenured or tenure-track rank.

  Professors of Practice: These are full-time non-tenure track faculty members who, by virtue of their non-academic industry-related experiences, are hired to bring a unique, current area of expertise to teaching. This experience and expertise must be distinct from that which would be brought by a conventional tenured or tenure-track faculty member and should be aligned with a specific institutional need or required area of expertise.

- **for Adjunct Non-Tenure Track Faculty:**

  Adjunct Instructor/Lecturer; or Adjunct Teaching Professor: These are assigned to individuals hired on a part-time basis to contribute to the teaching mission of WPI. The title of Adjunct Teaching Professor will be made to those individuals with both a Ph.D. degree (or the recognized highest degree for the discipline) and with teaching credentials appropriate to the corresponding tenured or tenure-track rank. These are part-time non-tenure track faculty members who are hired primarily to contribute to the teaching mission of WPI.
E. **Appointment, Evaluation, and Promotion Procedures for Continuing Non-Tenure Track Faculty:**

- **for Instructor/Lecturer and Senior Instructor/Lecturer:**

  *Term(s) of Appointment:* Initial appointments at the Instructor/Lecturer or Senior Instructor/Lecturer will be for one-year terms. Subsequent appointments can be for one-, two-, or three-year terms. All appointments, regardless of their duration, will be reviewed on an annual basis.

  *Initial Appointment:* The evaluation for initial appointment of an Instructor/Lecturer or a Senior Instructor/Lecturer will be made by the Department Head and/or Program Director, Dean, and Provost. The candidates for these positions must have an advanced degree or its equivalent appropriate for the course(s) to be taught. In addition, the candidate must have some level of documented teaching experience appropriate for the course(s) to be taught.

  *Evaluations:* After the initial appointment, the Instructor/Lecturer or Senior Instructor/Lecturer will have established a record of teaching at WPI. Continuing performance evaluations, based on course evaluations, project evaluations, and other relevant feedback, will be made by the Department Head and/or Program Director (with input from departmental and/or program faculty members), the appropriate Dean, and the Provost on a year-by-year basis. These annual evaluations will include a written evaluation to be kept on file.

  *Promotions:* Recommendations for promotion from Instructor/Lecturer to Senior Instructor/Lecturer or from Instructor/Lecturer (of either level) to Assistant Teaching Professor will be made by the Department Head and/or Program Director (with input from departmental and/or program faculty members) and the appropriate Dean, and presented to the Provost for action. These recommendations will be made based on the evaluations accounting for course evaluations, project evaluations, and other relevant feedback. Promotion to Assistant Teaching Professor will be made only to those individuals with both a Ph.D. degree (or the recognized highest degree for the discipline) and with teaching credentials appropriate to the corresponding tenured or tenure-track rank.

- **for Assistant, Associate, or (full) Teaching Professor:**

  *Term(s) of Appointment:* Initial appointments of Assistant, Associate, or (full) Teaching Professors will be for one-year terms. Subsequent appointments can be for one-, two-, or three-year terms. All appointments, regardless of their duration, will be reviewed on an annual
basis. Multi-year appointments may be shortened due to unforeseen changes in WPI’s strategic needs. The titles of Assistant, Associate, and (full) Teaching Professor will be awarded only to those individuals with both a Ph.D. degree (or the recognized highest degree for the discipline) and with teaching credentials appropriate to the corresponding tenured or tenure-track rank.

Initial Appointment: The evaluation for the initial appointment of an Assistant, Associate, or (full) Teaching Professor will be made by a search committee consisting of a Department Head and/or Program Director and at least two tenured faculty members. This group could be the same as the Department’s standing tenure committee. The initial appointment of Assistant Teaching Professors will require approval of the appropriate Dean and the Provost. The initial appointment of Associate or (full) Teaching Professors will require both review by COAP and approval of the appropriate Dean and the Provost. The candidate for an Assistant, Associate, or (full) Teaching Professor position should have both a Ph.D. degree (or the recognized highest degree for the discipline) and teaching credentials and accomplishments appropriate to the corresponding tenured or tenure-track rank.

Evaluations: After the initial appointment, the Assistant, Associate, or (full) Teaching Professors will have established a record of teaching at WPI. Continuing evaluation of teaching performance, based on course evaluations, project evaluations, and other relevant feedback, will be made by the Department Head and/or Program Director, the appropriate Dean, and the Provost on a year-by-year basis. Annual performance evaluations will also take into consideration any other activities described in the official letter of appointment from the Provost. These annual evaluations will include a written evaluation to be kept on file.

Promotions: Recommendations for promotion to the Associate and (full) Teaching Professors level will be made by the Department Head and/or Program Director (with input from departmental and/or program faculty members) and the appropriate Dean, reviewed by COAP, and then passed to the Provost for action. The standards used to grant these promotions should be identical (with respect to teaching performance and credentials) as those used in the corresponding promotions of the tenured faculty.

- for Assistant, Associate, or (full) Research Professors:

Term(s) of Appointment: Terms of appointments of Assistant, Associate, or (full) Research Professors are negotiated on a case-by-case basis with one- or two-year appointments the most common. The titles of Assistant, Associate, and (full) Research Professor will be awarded only to those individuals with both a Ph.D. degree (or the recognized highest degree for
the discipline) and with research credentials appropriate to the corresponding tenured or tenure-track rank.

**Initial Appointment:** The evaluation for the initial appointment of an Assistant, Associate, or (Full) Research Professor will be made by the Department Head and/or Program Director, and members of the WPI Faculty whose research is most relevant to the work to be done by the candidate. The initial appointment of an Assistant Research Professor will require approval of the appropriate Dean and the Provost. The initial appointment of Associate or (full) Research Professors will require both review by COAP and approval of the appropriate Dean and the Provost. The candidate for an Assistant, Associate, or (full) Research Professor position should have both a Ph.D. degree (or the recognized highest degree for the discipline) and research credentials and accomplishments appropriate to the corresponding tenured or tenure-track rank.

**Evaluations:** After the initial appointment, the Assistant, Associate, or (full) Research Professors will have established a record of research at WPI. Continuing performance evaluations, based primarily on research accomplishments at WPI, will be made by the Department Head and/or Program Director, members of the WPI Faculty whose research is most relevant to the work done by the candidate, the appropriate Dean, and the Provost on a year-by-year basis. Annual performance evaluations will also take into consideration any other activities described in the official letter of appointment from the Provost. These annual evaluations will include a written evaluation to be kept on file.

**Promotions:** Recommendations for promotion to the Associate and (full) Research Professor level will be made by the Department Head and/or Program Director (with input from members of the WPI Faculty whose research is most relevant to the work done by the candidate and from other departmental faculty members as is appropriate) and the appropriate Dean, reviewed by COAP, and then passed on to the Provost for action. The standards used to grant these promotions should be identical (with respect to research performance and credentials) as those used in the corresponding promotions of the tenured and tenure-track faculty members.

- **for Professors of Practice:**

**Term(s) of Appointment:** Initial appointments of Professors of Practice will be for a maximum of five years. All appointments, regardless of their duration, will be reviewed on an annual basis. Multi-year appointments may be shortened due to changes in WPI’s strategic needs.
Professors of Practice are full-time non-tenure track faculty members who, by virtue of their non-academic industry-related experiences, are hired to bring a unique, current area of expertise to teaching. This experience and expertise must be distinct from that which would be brought by a conventional tenured or tenure-track faculty member and should be aligned with a specific institutional need or required area of expertise.

After five years at WPI, if the Professor of Practice has maintained significant relevant currency within the field, has demonstrated high quality performance at WPI, and there remains a strong continued institutional need that still cannot be filled by hiring a tenured or tenure-track faculty member, then a Professor of Practice may receive an additional appointment (reviewed annually) for a maximum of three years. Multi-year appointments may be shortened due to changes in WPI’s strategic needs. Subsequent (maximum) three-year appointments can be made under the same circumstances as the first three-year appointment. Such appointments may be shortened due to changes in WPI’s strategic needs.

*Initial Appointment:* The evaluation for the initial appointment of a Professor of Practice will be made by a search committee consisting of a Department Head and/or Program Director and at least two tenured faculty members. This group could be the same as the Department’s standing tenure committee. The initial appointments of Professors of Practice will require both review by COAP and approval of the appropriate Dean and the Provost. The candidate for Professor of Practice should, by virtue of his or her non-academic industry-related experiences, bring a unique current area of expertise to teaching. This experience and expertise must be distinct from that which would be brought by a conventional tenured or tenure-track faculty member and should be aligned with a specific institutional need or required area of expertise. The review by COAP should be based on the extent to which these criteria are met, and on the quality of the candidate’s experience to date.

*Evaluations:* After the first year at WPI, the Professor of Practice will have established a record of teaching at WPI. Annual evaluations will include assessment of high quality teaching (based on course evaluations, project evaluations, and other relevant feedback) and documented evidence that the Professor of Practice has maintained significant relevant currency in the field. These evaluations will be made by the Department Head and/or Program Director, the appropriate Dean, and the Provost, and will also take into consideration any other activities described in the official letter of appointment from the Provost. These annual evaluations will include a written evaluation to be kept on file.
**Appointments beyond five years:** After five years, the Department Head and/or Program Director (with input from members of the department and/or program and the appropriate Dean) may recommend that a Professor of Practice receive subsequent (maximum) three-year appointments, to be reviewed annually subjected to the annual evaluations described above. These three-year appointments are to be reviewed by COAP and passed on to the Provost for action. The Professor of Practice to be reappointed, should by virtue of his or her non-academic industry-related experiences, continue to bring a unique current area of expertise to teaching. This experience and expertise must be distinct from that which would be brought by a conventional tenured or tenure-track faculty member and should be aligned with a specific institutional need or required area of expertise. The review by COAP should be based on the extent to which these reappointment criteria are met, on the quality of teaching performance (and of any other activities described in previous appointment letters) at WPI, and on documented evidence that the Professor of Practice has maintained significant relevant currency in the field. These appointments are contingent on a continued institutional need for the Professor’s of Practice specific area of expertise. Any multi-year appointments may be shortened due to changes in WPI’s strategic needs.