
Reorganization of the Faculty Handbook:

Focus on:

“Governance” and “Academic Appointments”

Committee on Governance

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- **Emphasis on Reorganizing and Recombining for Improved Clarity and Usability**

- Combining Sections
- Reorganizing Within Sections
- Extracting Elements from Different Sections and Combining into New Sections and Subsections
- Involves weaving together related but separated pieces of information
 - Subsections, paragraphs, sentences, parts of sentences,...

- **Resulted in Five New Sections in Coherent Full Packages:**

Governance	(Separated From Tenure, Promotion, Grievance and Conduct Process) Constitution: Sections One to Six Bylaws One to Ten (plus technical Appendix)
Academic Appointments	(Separated from Tenure and Promotion)
Tenure	(Separated from Academic Appointments, Governance)
Promotion	(Separated from Governance, Academic Appointments)
Faculty Grievance Procedure	(Extracted from Governance)

Constitution: Reorganization



FINAL CONSTITUTION LOCATION IN THE REORGANIZED HANDBOOK
CONSTITUTION CHAPTER ONE: SECTION ONE Definition and Governance of the Faculty
CONSTITUTION CHAPTER ONE: SECTION TWO Duties, Responsibilities, Authority, and Academic Freedom of the Faculty
CONSTITUTION CHAPTER ONE: SECTION THREE The Roles and General Balance of the Faculty in Carrying Out WPI's Mission
CONSTITUTION CHAPTER ONE: SECTION FOUR Faculty Meetings
CONSTITUTION CHAPTER ONE: SECTION FIVE Committees of the Faculty
CONSTITUTION CHAPTER ONE: SECTION SIX Amending the Constitution of the WPI Faculty

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES

Part One: Section One

Definition of the Faculty; Governance of the Faculty

Part One: Section Two

Duties, Responsibilities, Authority, and Academic Freedom of the Faculty

Part Two: Section 1.A

Academic Freedom and Tenure

Part One: Appendix D

The Roles and Balance of the Faculty in Carrying Out WPI's Mission

Part One: Section Three

General Rules and Procedures for Academic Governance

-*Subsection II: Faculty Meetings*

-*Subsection IV: Rules Governing Committees Item: I*

Part One: Section Three

General Rules and Procedures for Academic Governance

-*Subsection III: Committees of the Faculty*

-*Subsection IV: Rules Governing Committees Items: G & J*

Part One: Section Three

General Rules and Procedures for Academic Governance

-*Subsection I: Amending the Constitution and Adopting Bylaws*

Constitution: Reorganization & Mapping

FINAL CONSTITUTION LOCATION IN THE REORGANIZED HANDBOOK	LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES
<p style="text-align: center;">CONSTITUTION</p> <p style="text-align: center;">CHAPTER ONE: SECTION ONE</p> <p style="text-align: center;">Definition and Governance of the Faculty</p>	<p>Part One: Section One</p> <p>Definition of the Faculty; Governance of the Faculty</p>
<p style="text-align: center;">CONSTITUTION</p> <p style="text-align: center;">CHAPTER ONE: SECTION TWO</p> <p style="text-align: center;">Duties, Responsibilities, Authority, and Academic Freedom of the Faculty</p>	<p>Part One: Section Two</p> <p>Duties, Responsibilities, Authority, and Academic Freedom of the Faculty</p> <p>Part Two: Section 1.A</p> <p>Academic Freedom and Tenure</p>
<p style="text-align: center;">CONSTITUTION</p> <p style="text-align: center;">CHAPTER ONE: SECTION THREE</p> <p style="text-align: center;">The Roles and General Balance of the Faculty in Carrying Out WPI's Mission</p>	<p>Part One: Appendix D</p> <p>The Roles and Balance of the Faculty in Carrying Out WPI's Mission</p>
<p style="text-align: center;">CONSTITUTION</p> <p style="text-align: center;">CHAPTER ONE: SECTION FOUR</p> <p style="text-align: center;">Faculty Meetings</p>	<p>Part One: Section Three</p> <p>General Rules and Procedures for Academic Governance</p> <ul style="list-style-type: none"> -Subsection II: Faculty Meetings -Subsection IV: Rules Governing Committees Item: I
<p style="text-align: center;">CONSTITUTION</p> <p style="text-align: center;">CHAPTER ONE: SECTION FIVE</p> <p style="text-align: center;">Committees of the Faculty</p>	<p>Part One: Section Three</p> <p>General Rules and Procedures for Academic Governance</p> <ul style="list-style-type: none"> -Subsection III: Committees of the Faculty -Subsection IV: Rules Governing Committees Items: G & J
<p style="text-align: center;">CONSTITUTION</p> <p style="text-align: center;">CHAPTER ONE: SECTION SIX</p> <p style="text-align: center;">Amending the Constitution of the WPI Faculty</p>	<p>Part One: Section Three</p> <p>General Rules and Procedures for Academic Governance</p> <ul style="list-style-type: none"> -Subsection I: Amending the Constitution and Adopting Bylaws

Bylaws One to Three: Reorganization

FINAL BYLAW LOCATION IN THE REORGANIZED HANDBOOK

BYLAWS
CHAPTER ONE: BYLAW ONE
General Standing Rules for Faculty Meetings

BYLAWS
CHAPTER ONE: BYLAW TWO
General Rules for Committees of the Faculty

BYLAWS
CHAPTER ONE: BYLAW THREE
Roles, Responsibilities, and Membership of Standing Committees and Sub-Committees of the Faculty

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES

Part One: Section Three
General Rules and Procedures for Academic Governance
-Subsection II: Faculty Meetings

Part One: Bylaw Seven
Standing and Special Rules of Order
-Subsection I: Standing Rule of Order One
-Subsection II: Special Rule of Order One
-Subsection III: Special Rule of Order Two

Part One: Section Three
General Rules and Procedures for Academic Governance
-Subsection IV: Rules Governing Committees Items:
Intro; A; B; C; D; F; G; H; K; and L

Part One: Bylaw One
Membership, Duties, and Responsibilities of Standing Committees of the Faculty
- Introduction

Part One: Bylaw Five
Secretary of the Faculty
New
Committees review their charges regularly

Part One: Bylaw One
Membership, Duties, and Responsibilities of Standing Committees of the Faculty
-Subsections: I; I.a; II; III; IV; V; VI; VII; VIII; IX; X

Part One: Appendix D
The Roles and Balance of the Faculty in Carrying Out WPI's Mission

Part Two: Section 2.D
Policy on Initiating and Terminating Departments and Programs

Part Two: Section 3.F
The Fringe Benefits Committee

Bylaws One to Three: Reorganization & Mapping

FINAL BYLAW LOCATION IN THE REORGANIZED HANDBOOK

BYLAWS
CHAPTER ONE: BYLAW ONE
 General Standing Rules for Faculty Meetings

BYLAWS
CHAPTER ONE: BYLAW TWO
 General Rules for Committees of the Faculty

BYLAWS
CHAPTER ONE: BYLAW THREE
 Roles, Responsibilities, and Membership of Standing Committees and Sub-Committees of the Faculty

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES

Part One: Section Three
 General Rules and Procedures for Academic Governance
-Subsection II: Faculty Meetings

Part One: Bylaw Seven
 Standing and Special Rules of Order
-Subsection I: Standing Rule of Order One
-Subsection II: Special Rule of Order One
- Subsection III: Special Rule of Order Two

Part One: Section Three
 General Rules and Procedures for Academic Governance
-Subsection IV: Rules Governing Committees Items: Intro; A; B; C; D; F; G; H; K; and L

Part One: Bylaw One
 Membership, Duties, and Responsibilities of Standing Committees of the Faculty
- Introduction

Part One: Bylaw Five
 Secretary of the Faculty

New
 Committees review their charges regularly

Part One: Bylaw One
 Membership, Duties, and Responsibilities of Standing Committees of the Faculty
-Subsections: I; I.a; II; III; IV; V; VI; VII; VIII; IX; X

Part One: Appendix D
 The Roles and Balance of the Faculty in Carrying Out WPI's Mission

Part Two: Section 2.D
 Policy on Initiating and Terminating Departments and Programs

Part Two: Section 3.F
 The Fringe Benefits Committee

Bylaws Four to Six: Reorganization

FINAL BYLAW LOCATION IN THE REORGANIZED HANDBOOK
<p>BYLAWS</p> <p>CHAPTER ONE: BYLAW FOUR Election Procedures for Committees of the Faculty</p>
<p>BYLAWS</p> <p>CHAPTER ONE: BYLAW FIVE Appointments by the Provost and the President to the Standing Committees and Sub-Committees of the Faculty</p>
<p>BYLAWS</p> <p>CHAPTER ONE: BYLAW SIX Development Councils for Education and Research</p>

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES

Part One: Bylaw One
Membership, Duties, and Responsibilities of Standing Committees of the Faculty
-Subsections: I; V; VI; and IX

Part One: Bylaw Three
Elections of Committees of the Faculty

Part One: Bylaw Four
Unexpired Terms – Appointment and Election of Replacements

Part One: Section Three
General Rules and Procedures for Academic Governance
-Subsection IV: Rules Governing Committees Item E

Part One: Appendix A
Report on the Ad Hoc Tenure Committee
-Subsection B: Procedure for Granting Tenure
Sub-section 2: Joint Tenure

Part One: Bylaw One
Membership, Duties, and Responsibilities of Standing Committees of the Faculty
-Subsections: I; I.a; VIII; and IX

Part One: Bylaw Two
Appointments of Representatives of the Provost's Office to Serve on the Five Standing Committees: CAP, CAO, CASL, CGSR, and UOAC

Part Two: Section 5.A
Educational Development Council

Part Two: Section 5.B
Research Development Council

Bylaws Four to Six: Reorganization & Mapping

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<p>BYLAWS</p> <p>CHAPTER ONE: BYLAW FIVE Appointments by the Provost and the President to the Standing Committees and Sub-Committees of the Faculty</p>
<p>BYLAWS</p> <p>CHAPTER ONE: BYLAW SIX Development Councils for Education and Research</p>

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES
<p>Part One: Bylaw One Membership, Duties, and Responsibilities of Standing Committees of the Faculty <i>-Subsections: I; V; VI; and IX</i></p>
<p>Part One: Bylaw Three Elections of Committees of the Faculty</p>
<p>Part One: Bylaw Four Unexpired Terms – Appointment and Election of Replacements</p>
<p>Part One: Section Three General Rules and Procedures for Academic Governance <i>-Subsection IV: Rules Governing Committees Item E</i></p>
<p>Part One: Appendix A Report on the Ad Hoc Tenure Committee <i>-Subsection B: Procedure for Granting Tenure</i> <i>Sub-section 2: Joint Tenure</i></p>
<p>Part One: Bylaw One Membership, Duties, and Responsibilities of Standing Committees of the Faculty <i>-Subsections: I; I.a; VIII; and IX</i></p>
<p>Part One: Bylaw Two Appointments of Representatives of the Provost’s Office to Serve on the Five Standing Committees: CAP, CAO, CASL, CGSR, and UOAC</p>
<p>Part Two: Section 5.A Educational Development Council</p>
<p>Part Two: Section 5.B Research Development Council</p>

Bylaws Seven to Ten: Reorganization



FINAL BYLAW LOCATION IN THE REORGANIZED HANDBOOK
BYLAWS CHAPTER ONE: BYLAW SEVEN Secretary of the Faculty
BYLAWS CHAPTER ONE: BYLAW EIGHT Membership of Faculty on Committees of the WPI Board of Trustees and Faculty Participation at Board of Trustees' Meetings
BYLAWS CHAPTER ONE: BYLAW NINE Adopting and Amending Bylaws of the WPI Faculty
BYLAWS CHAPTER ONE: BYLAW TEN Policy on Creating, Merging, Realigning or Eliminating Academic Programs, Academic Departments and Research Facilities
BYLAWS APPENDIX The Instant Run-Off Voting (IRV) Method

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES

Part One: Bylaw Five
Secretary of the Faculty

Part One: Bylaw One
Membership, Duties, and Responsibilities of Standing Committees of the Faculty
 Subsection I
Part One: Section Three
General Rules and Procedures for Academic Governance
 Subsection IV: Rules Governing Committees
 Item F

Part One: Bylaw Six
Membership of Faculty on Committees of the WPI Board of Trustees and Faculty Participation at Board of Trustees' Meetings

Part One: Section Three
General Rules and Procedures for Academic Governance
 Subsection I: Amending the Constitution and Adopting Bylaws

Part Two: Section 2.D
Policy on Initiating and Terminating Departments and Programs

Part One: Appendix C
Description of the Instant Run-Off Voting Method

Bylaws Seven to Ten: Reorganization & Mapping

FINAL BYLAW LOCATION IN THE REORGANIZED HANDBOOK
<p>BYLAWS</p> <p>CHAPTER ONE: BYLAW SEVEN</p> <p>Secretary of the Faculty</p>
<p>BYLAWS</p> <p>CHAPTER ONE: BYLAW EIGHT</p> <p>Membership of Faculty on Committees of the WPI Board of Trustees and Faculty Participation at Board of Trustees' Meetings</p>
<p>BYLAWS</p> <p>CHAPTER ONE: BYLAW NINE</p> <p>Adopting and Amending Bylaws of the WPI Faculty</p>
<p>BYLAWS</p> <p>CHAPTER ONE: BYLAW TEN</p> <p>Policy on Creating, Merging, Realigning or Eliminating Academic Programs, Academic Departments and Research Facilities</p>
<p>BYLAWS</p> <p>APPENDIX</p> <p>The Instant Run-Off Voting (IRV) Method</p>

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES
<p>Part One: Bylaw Five</p> <p>Secretary of the Faculty</p>
<p>Part One: Bylaw One</p> <p>Membership, Duties, and Responsibilities of Standing Committees of the Faculty</p> <p><i>-Subsection: I</i></p>
<p>Part One: Section Three</p> <p>General Rules and Procedures for Academic Governance</p> <p><i>-Subsection IV: Rules Governing Committees</i></p> <p><i>Item F</i></p>
<p>Part One: Bylaw Six</p> <p>Membership of Faculty on Committees of the WPI Board of Trustees and Faculty Participation at Board of Trustees' Meetings</p>
<p>Part One: Section Three</p> <p>General Rules and Procedures for Academic Governance</p> <p><i>-Subsection I: Amending the Constitution and Adopting Bylaws</i></p>
<p>Part Two: Section 2.D</p> <p>Policy on Initiating and Terminating Departments and Programs</p>
<p>Part One: Appendix C</p> <p>Description of the Instant Run-Off Voting Method</p>

Included in Reorganized Governance Content

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- **In Bylaw Two: General Rules for Committees of the Faculty**
 - Committees should review their roles and responsibilities, and membership every three years.
 - Improved practice – will be initiated separate from Faculty Handbook reorganization effort
- **In Bylaw Three: Roles and Responsibilities, and Membership of Standing Committees**
 - **Committee on Governance**
 - Clarified: “COG coordinates its efforts and those of all other faculty governance committees in the formulation of recommendations on changes to all parts of the Faculty Handbook.”
 - Co-located: Responsibility to disseminate and present an annual report on WPI’s faculty population by faculty category
 - Co-located: Responsibility to review, refer, and present proposals from the Administration to create, merge, realign, or eliminate academic programs, academic departments, or major academic or research facilities.
 - **Fringe Benefits Committee**
 - Relocated: As a permanent subcommittee under the Committee on Financial and Administrative Policy
- **(New) Bylaw Six: Educational and Research Councils**
 - Relocated from Part Two, Section 5: - More parity with our committees and sub-committees
- **(New) Bylaw Ten: Policy on Creating, Merging, Realigning or Eliminating Academic Programs, Academic Departments, and Research Facilities**
 - Relocated from Part Two, Section 5: - Consistent with COG’s responsibilities in **Bylaw Three**

Moved from Governance Content

G	T
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- **Numerical goals for faculty populations by faculty category**
 - From Part One, Appendix D: The Roles and Balance of the Faculty in Carrying Out WPI's Mission
 - Moved to Chapter Two: Academic Appointments – where categories are defined
- **Partial information related to probationary appointments, dismissals, and resignations**
 - From Part One, Appendix A. A: Report of the Ad Hoc Tenure Committee, General Procedural Matters
 - Moved to Chapter Two: Academic Appointments – where all appointment information is centralized
- **Operational elements of tenure process: (e.g., DTCs, JTCs, Recusals, Conf. of Interest, Tenure Clock)**
 - From Part One, Bylaw One. V: Committee on Tenure and Academic Freedom
 - From Part One, Appendix A: Report of the Ad Hoc Tenure Committee
 - Subsections A, B, and D: General Procedural Matters; Procedure for Granting Tenure; and Procedural Amendments
 - Moved to Chapter Three: Tenure – where all tenure information is centralized
- **Operational elements of promotions process: (e.g., Nominator, Advocate, JPCs, Recusals)**
 - From Part One, Bylaw One, V: Committee on Appointments and Promotions
 - Moved to Chapter Four: Promotions – where all promotions information is centralized

Chapter Two: Reorganization



LOCATION IN THE REORGANIZED HANDBOOK

1. Categories, Titles, and Roles of Faculty members at WPI

- a. The Roles and Titles of the Tenured and Tenure-Track Faculty
- b. Categories, Titles, and Roles of Nontenure-Track Faculty
 - i. Secured nontenure-Track Teaching Faculty
 - ii. Short-term Nontenure-Track Teaching Faculty
 - iii. Nontenure-Track Research Faculty
 - iv. Adjunct Nontenure-Track Faculty
 - v. Others with Teaching and Research Responsibilities at WPI

2. Balance of the Faculty at WPI: Faculty Populations

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES

Part One: Appendix D

The Roles and Balance of the Faculty in Carrying Out WPI's Mission

Part Two: 7, A + B

Categories of Faculty members at WPI

Part One: Appendix D

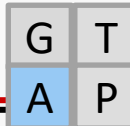
The Roles and Balance of the Faculty in Carrying Out WPI's Mission

Chapter Two: Reorganization & Mapping

LOCATION IN THE REORGANIZED HANDBOOK
1. Categories, Titles, and Roles of Faculty members at WPI a. The Roles and Titles of the Tenured and Tenure-Track Faculty b. Categories, Titles, and Roles of Nontenure-Track Faculty i. Secured nontenure-Track Teaching Faculty ii. Short-term Nontenure-Track Teaching Faculty iii. Nontenure-Track Research Faculty iv. Adjunct Nontenure-Track Faculty v. Others with Teaching and Research Responsibilities at WPI
2. Balance of the Faculty at WPI: Faculty Populations

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES
Part One: Appendix D The Roles and Balance of the Faculty in Carrying Out WPI's Mission Part Two: 7, A + B Categories of Faculty members at WPI
Part One: Appendix D The Roles and Balance of the Faculty in Carrying Out WPI's Mission

Chapter Two: Reorganization & Mapping



LOCATION IN THE REORGANIZED HANDBOOK

3. Policies on Tenured and Tenure-Track Faculty Appointments

- a. Probationary Appointments and Periods, Initial Appointments, Reappointments, Reviews, Non-Reappointments, Terminal Appointments, and Resignations of Tenure-Track Faculty Members
- b. Initial Appointments, Resignations, and Terminations of Faculty Members with Tenure

4. Appointment, Reappointment, and Review of nontenure-track Faculty Members

- a. Secured Nontenure-Track Teaching Faculty
- b. Secured Nontenure-Track Teaching Faculty
- c. Short-term Nontenure-Track Teaching Faculty
- d. Nontenure-Track Research Professors

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES

Part One: Appendix A, A, General Procedural Matters

- 1. Applicability
- 2. Limitations on time in service for probationary appointment
- 3. Notice and policy for dismissal and resignation

Part Two, I, B: Appointments and Reappointments of Tenure Track Faculty

- 1. Initial Appointment
- 2. Periodic Review
- 3. Reappointment

Part Two, I, D. 3 Procedures for Promotion Nomination and Review
1 Eligibility and Time in Rank for Tenured and Tenure-Track Faculty

Part Two, I, G. Review of Tenured Faculty

Part Two, 8, Appointment, Reappointment, and Review of Nontenure-Track Faculty Members

- A. Secured Nontenure-Track Teaching Faculty
- B. Secured Nontenure-Track Teaching Faculty – Professors of Practice
- C. Short-term Nontenure-Track Teaching Faculty
- D. Nontenure-Track Research Professors

Part Two, 9: Procedures and Criteria for Reappointment of Professors or Practice

Chapter Two: Reorganization

LOCATION IN THE REORGANIZED HANDBOOK	LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES
<p>3. Policies on Tenured and Tenure-Track Faculty Appointments</p> <ul style="list-style-type: none">a. Probationary Appointments and Periods, Initial Appointments, Reappointments, Reviews, Non-Reappointments, Terminal Appointments, and Resignations of Tenure-Track Faculty Membersb. Initial Appointments, Resignations, and Terminations of Faculty Members with Tenure	<p>Part One: Appendix A, A, General Procedural Matters</p> <ul style="list-style-type: none">1. Applicability2. Limitations on time in service for probationary appointment3. Notice and policy for dismissal and resignation <p>Part Two, I, B: Appointments and Reappointments of Tenure Track Faculty</p> <ul style="list-style-type: none">1. Initial Appointment2. Periodic Review3. Reappointment <p>Part Two, I, D. 3 Procedures for Promotion Nomination and Review</p> <p>1 Eligibility and Time in Rank for Tenured and Tenure-Track Faculty</p> <p>Part Two, I, G. Review of Tenured Faculty</p>
<p>4. Appointment, Reappointment, and Review of nontenure-track Faculty Members</p> <ul style="list-style-type: none">a. Secured Nontenure-Track Teaching Facultyb. Secured Nontenure-Track Teaching Facultyc. Short-term Nontenure-Track Teaching Facultyd. Nontenure-Track Research Professors	<p>Part Two, 8, Appointment, Reappointment, and Review of Nontenure-Track Faculty Members</p> <ul style="list-style-type: none">A. Secured Nontenure-Track Teaching FacultyB. Secured Nontenure-Track Teaching Faculty – Professors of PracticeC. Short-term Nontenure-Track Teaching FacultyD. Nontenure-Track Research Professors <p>Part Two, 9: Procedures and Criteria for Reappointment or Professors or Practice</p>

Chapter Two: Reorganization

LOCATION IN THE REORGANIZED HANDBOOK
5. Roles and Responsibilities, Initial Appointments, Reviews, and Reappointments of Department Heads a. Roles and Responsibilities b. Initial Appointment c. Performance Reviews d. Reappointment
6. Guidelines for Searches to fill Academic Administrative Positions a. Academic Administrative Positions b. Formation of the Search Committee c. Conducting the Search d. Evaluating the Candidates
7. Definitions, Conditions, and Procedures for Faculty Joint Appointments a. Dual Appointment b. Collaborative Appointment c. Procedure to Establish a Faculty Joint Appointment
8. Policy on Leaves a. Sabbatical Leaves b. Unpaid Leaves

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES

Part Two: I, C: Department Heads

1. Appointment of Department Heads
2. Performance Evaluation of Department Heads
3. Reappointment of Department Heads

Part Two, I, D. 3 Procedures for Promotion Nomination and Review

1 Eligibility and Time in Rank for Tenured and Tenure-Track Faculty

Part Two, I, G. Review of Tenured Faculty

Part Two, I: Guidelines for Searches to Fill Academic Administrative Positions

Part Two, H: Definitions of Joint Appointments of Tenured and Tenure-Track Faculty

Part Two: 3, C: Policy on Sabbatical Leaves

1. Basic Objectives
2. Financial Arrangements
3. Procedures for Review and Award

Part Two, 3, E: Unpaid Leaves

Chapter Two: Reorganization & Mapping

LOCATION IN THE REORGANIZED HANDBOOK
<p style="text-align: center;">5. Roles and Responsibilities, Initial Appointments, Reviews, and Reappointments of Department Heads</p> <p>a. Roles and Responsibilities b. Initial Appointment c. Performance Reviews d. Reappointment</p>
<p style="text-align: center;">6. Guidelines for Searches to fill Academic Administrative Positions</p> <p>a. Academic Administrative Positions b. Formation of the Search Committee c. Conducting the Search d. Evaluating the Candidates</p>
<p style="text-align: center;">7. Definitions, Conditions, and Procedures for Faculty Joint Appointments</p> <p>a. Dual Appointment b. Collaborative Appointment c. Procedure to Establish a Faculty Joint Appointment</p>
<p style="text-align: center;">8. Policy on Leaves</p> <p>a. Sabbatical Leaves b. Unpaid Leaves</p>

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES
<p>Part Two: I, C: Department Heads</p> <ol style="list-style-type: none"> 1. Appointment of Department Heads 2. Performance Evaluation of Department Heads 3. Reappointment of Department Heads <p>Part Two, I, D. 3 Procedures for Promotion Nomination and Review 1 Eligibility and Time in Rank for Tenured and Tenure-Track Faculty</p> <p>Part Two, I, G. Review of Tenured Faculty</p>
<p>Part Two, I: Guidelines for Searches to Fill Academic Administrative Positions</p>
<p>Part Two, H: Definitions of Joint Appointments of Tenured and Tenure-Track Faculty</p>
<p>Part Two: 3, C: Policy on Sabbatical Leaves</p> <ol style="list-style-type: none"> 1. Basic Objectives 2. Financial Arrangements 3. Procedures for Review and Award <p>Part Two, 3, E: Unpaid Leaves</p>

Chapter Two: Reorganization



LOCATION IN THE REORGANIZED HANDBOOK

Appendix A: Sample Appointment Letter for all Teaching Professors and Instructors Holding Secured Nontenure-Track Teaching Appointments

Appendix B: Sample Appointment Letter for all Professors of Practice

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES

Appendix A: Sample Appointment Letter for all Teaching Professors and Instructors Holding Secured Nontenure-Track Teaching Appointments

Appendix B: Sample Appointment Letter for all Professors of Practice

Chapter Two: Reorganization & Mapping

LOCATION IN THE REORGANIZED HANDBOOK
Appendix A: Sample Appointment Letter for all Teaching Professors and Instructors Holding Secured Nontenure-Track Teaching Appointments
Appendix B: Sample Appointment Letter for all Professors of Practice

LOCATION IN THE ORIGINAL HANDBOOK FROM WHERE REORGANIZED TEXT COMES
Appendix A: Sample Appointment Letter for all Teaching Professors and Instructors Holding Secured Nontenure-Track Teaching Appointments
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Revisions in Reorganized Academic Appts. Chapter

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- **Broadened/Generalized Wording to include Professors of Teaching as TTTs:**
 - Include/add “continuing professional growth and currency,” etc., as appropriate
 - Allow credit on the tenure clock for full-time academic experience while at WPI
- **Included Explicit Numerical Goals Concerning Faculty Categories**
 - Extracted from Part One: Appendix D of Current Faculty Handbook
- **Incorporated Process Clarifications/Improvements:**
 - Added the “appropriate Dean” explicitly in place to review of all new probationary appointments
 - Clarified “terms and conditions” to be included in letters of appts. for probationary faculty:
 - Rank, title, and probationary status;
 - Year of scheduled mandatory tenure review and number of years credit on the tenure clock
 - Statement that probationary faculty at the assoc. rank should first achieve tenure before seeking promotion to full rank
- **Clarified Minimum Time on a Probationary Appointment Before Tenure Review:**
 - **At the assistant rank, minimum time = three years**
 - Promotion to associate rank is granted when tenure is granted; AND
 - Three years required (in the same track) prior to review for promotion to associate rank
 - **At the associate or full rank, minimum time = two years**
 - No probationary faculty member may serve less than two years on the tenure clock prior to tenure review

Revisions in Reorganized Academic Appts. Chapter

G	T
A	P

- **Modified/Added Wording to Conform to Accepted Current Practice**

- **Formalize the administrative review process for faculty appointments with tenure:**
 - “An initial appointment of a faculty member with tenure is reviewed by the Department Head, the Dean of the appropriate school, and the Provost.”
 - Generalizes the review process for probationary appointments
- **Define “Terminal Appointments” (when tenure is not granted) -**
 - Appointments for one additional year at current rank and title on schedule used for regular reappointments
- **Broaden materials submitted for annual DTC review of probationary faculty –**
 - Materials submitted to DTCs for annual reviews will document faculty members’ efforts “up to that date” rather than just “for the preceding year...”
- **Align our policy with our practice of reviewing the teaching of tenured faculty members –**
 - Formation and reviews of teaching by **Departmental Peer Review Committees - at the discretion of each department** rather than required.
- **Allow internal Department Head searches to go forward with only one candidate**

Feedback to:

Committee on Governance

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Tanja Dominko (BBT)

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