

### III. J. INTERPRETATION AND AMENDMENT OF THE FACULTY HANDBOOK.

**Comment:** Formerly III.H & I

The official version of the *Faculty Handbook* is located on the Provost's Office website, [http://www.wm.edu/provost/faculty\\_handbook.php](http://www.wm.edu/provost/faculty_handbook.php). All instructional faculty will receive a print copy of the *Handbook* when they receive their initial appointment contract; however, all subsequent interpretations/amendments of the *Handbook* will be made to the version on the Provost's website, and the website version shall repeal and supercede all previous versions. Amendments/interpretations made subsequent to [date of approval of this Handbook] will be dated within the text.

**Comment:** New language.

Nothing in this *Faculty Handbook* is intended to limit the Board of Visitors' power as the ultimate institutional authority for the College.

**Comment:** Moved up from former IV.A.; I added "power" and changed "final" to "ultimate"

#### 1. Interpretation of the *Faculty Handbook* Sections II and III.

Should an academic dean or one of the committees designated in Section II. E. discover an ambiguity, the responsibility for interpreting the *Faculty Handbook* lies with the Provost, in consultation with the College's counsel and the Executive Committee of the Faculty Assembly. When such an interpretation is required, it shall normally be incorporated into the *Handbook* through the amendment process outlined in III.J.2 below.

**Comment:** New language, substantive—included because of past difficulties interpreting the Handbook

#### 2. Amendment of the *Faculty Handbook* Sections II and III.

All proposed amendments to the *Faculty Handbook* sections II or III shall be submitted in writing to the College's Personnel Policy Committee, which shall then

- a. forward the proposed amendment as is; or
- b. forward its modification of the amendment with a written explanation of the changes;
- c. or forward the amendment with a written explanation of why it rejects the amendment,

to the President of the Faculty Assembly, with a request that the proposal be brought before the Assembly for a vote. Members of the Assembly shall have at least four weeks to review the proposal before the vote. Assembly ratification of proposed changes to the *Faculty Handbook* Sections II and III shall require a two-thirds vote of the full Assembly membership. The results of the vote shall be reported to the Personnel Policy Committee by the President of the Faculty Assembly.

**Comment:** The current language describes something a little different than has been practice—typically, the PPC approves amendments—the old language allows proposed amendments that PPC does not endorse to go forward to the Assembly. My changes (I think) clarify what the PPC is to so acc. To the old language, that is, still allowing an amendmet to go to Assembly without PPC's approval.

Should the Assembly reject or seek to modify the proposed amendment, the Personnel Policy Committee will attempt to address the Assembly's concerns and return a revised proposal to the Assembly for further consideration and another vote (again, the Assembly shall have at least four weeks to review the proposal before the vote). If the Assembly does not ratify the second proposal, the Personnel Policy Committee, guided by the Assembly's comments, will prepare its final recommendation and vote to approve or reject the amendment.

**Comment:** Again, these next two paragraphs don't quite spell out what we do—the Assembly usually sends back an amended document along with the vote.

**Comment:** Used to say, "accommodate any reservations"

**Comment:** I think this needs clarification—the PPC isn't constrained by the Assembly, is it?

**Comment:** New language, to clarify that no amendment can go forward without PPC approval

**Comment:** Moved up one paragraph and revised to allow for amendment by the Faculty Assembly

If the Personnel Policy Committee approves the amendment, it shall forward the document to the President of the College for further consideration. If the change relates to the provisions in Sections III. A., B., C, or J., the proposal shall be forwarded via the President to the Board of Visitors for approval; the change shall not be official unless and until the Board of Visitors approves it. If the change relates to other portions of Section III or to Section II, the proposal shall be forwarded through the Provost to the President for approval; the change shall not be official unless and until the President approves it. All amendments shall bear the date of their approval; the Provost's Office shall then amend the official version of the *Handbook* on the Provost's website and shall notify all instructional faculty of the change .

**Comment:** Changed from "final recommendation", to clarify

**Comment:** I've added "J" here—this section

~~In no event shall any such change that is not approved by the Board of Visitors be binding upon the Board (or the College) should the Board conclude that such a change amounts to a substantial change in the provisions on Academic Freedom, Appointment Categories, Tenure and Due Process.~~

**Comment:** I've shown this deletion—I simply don't understand what this says—if the point is that you can't hide a change to III.B. in III.E, is that really necessary?

**Comment:** I've deleted the paragraph about "the absence of a functioning Faculty Assembly" because such an absence would necessitate a Handbook change anyway.

**Comment:** I've deleted Section IV altogether. I've deleted the paragraph about the faculty working cooperatively with the administration and the BOV because that's not a policy.

**Comment:** I've deleted the stuff about the effective date because that's already described by the procedures in this section

**Comment:** I've deleted the paragraph about repeal because it's already described in these procedures.