

# Faculty Handbook



## COLLEGE OF WILLIAM & MARY LAW SCHOOL

2004-2005

Editor: [Vice Dean Lynda Butler]  
Last revised on: [October 2004]  
Last revised by: [Vice Dean Lynda Butler]  
Last saved by: [Trotter Hardy]  
Last saved on: [2/16/2005 2:17 PM]  
Document location: [G:\DocumentLibrary\faculty\_handbook\_2004-2005.doc]

# Table of Contents

## I. CLASS SCHEDULING AND REGISTRATION PROCEDURES

- A. Class Scheduling
- B. Registration
- C. Add/Drop Period
- D. Auditors and Special Students
- E. Student Records
- F. Graduate and Joint Degree Programs
  - 1. LL.M. Graduate Program
  - 2. Joint Degree Programs

## II. ACADEMIC POLICIES AND PROCEDURES

- A. Class Attendance
- B. Withdrawal Policy
- C. Dropping Courses
- D. The Grade Conversion Option
- E. Grading Policies and Procedures
  - 1. Grading Policies
  - 2. Grade Changing Policy
  - 3. Grade Review and Appeal Policy
  - 4. Grading Procedures
  - 5. Grade Deadline
- F. Students with Special Needs

## III. EXAMINATION POLICIES AND PROCEDURES

- A. Examination Policies
- B. Examination Schedule
- C. Evaluation Procedures for Seminars and Independent Study Courses
  - 1. Due Dates
  - 2. The Writing Requirement
  - 3. Independent Legal Research (Law 704)
  - 4. Directed Reading (Law 703)
- D. Examination Format
  - 1. Length of Exam
  - 2. Take-Home and Self-Scheduled Examinations
- E. Retention of Examinations
- F. Examination Preparation
- G. Administration of Examinations
- H. Guidelines for the Use of Computers on In-Class Exams

## IV. COURSE EVALUATIONS

- A. Evaluation Process
- B. Review of Evaluations

## V. FACULTY SUPPORT

- A. Faculty Support Staff
- B. Faculty and Academic Support Center

[C. Library Photocopying](#)

[D. Travel Arrangements](#)

[E. Student Assistants](#)

[F. Computer Support Policy](#)

[For faculty and staff](#)

[For students](#)

[G. Policy to Mentor Junior Faculty](#)

[1. Teaching Obligations of Entry-Level Faculty](#)

[2. Research Support for Untenured Faculty](#)

[3. Governance](#)

[4. Mentoring](#)

[H. Policy to Promote Teaching and Scholarship](#)

[1. Basic Eligibility Requirements](#)

[2. Scholarly Projects](#)

[3. Core Curricular Needs](#)

[I. Faculty Web Services](#)

## [VI. LIBRARY SERVICES](#)

[A. Marshall-Wythe Law Library](#)

[1. Research and Instructional Services](#)

[2. Access Services](#)

## [VII. MISCELLANEOUS ADMINISTRATIVE MATTERS](#)

[A. Benefits](#)

[B. Book Orders](#)

[C. Course Materials](#)

[D. Email](#)

[E. Educational Technology Services](#)

[1. Computers](#)

[2. Audiovisual Services](#)

[Class Audio- and Video-Taping Policy](#)

[For faculty and staff](#)

[For students](#)

[d. Storage, Use, and Return of Equipment](#)

[3. Classroom Video Conferencing](#)

[F. Fax and Express Mail](#)

[G. First-Day Assignments](#)

[H. Guest Speaker Fund](#)

[I. Identification Card](#)

[J. Library Fund](#)

[K. Mail](#)

[L. Payroll](#)

[M. Professional Development Fund](#)

[Reprint Policy](#)

[O. Research Assistants](#)

[Research Grants](#)

[Q. Scheduling of Rooms and Events](#)

- [R. Seating Charts](#)
- [S. Supplies](#)
- [T. Telecommunications System](#)
- [U. Travel Expense Reimbursement Procedures](#)

#### [Appendices](#)

##### [Faculty By-Laws](#)

- [Article I Definition of the Faculty](#)
- [Article II Officers of the Faculty](#)
- [Article III Meetings of the Faculty](#)
- [Article IV](#)
- [Article V Responsibilities of the Faculty](#)
- [Article VI Elected Committees of the Faculty](#)
- [Article VII Other Committees of the Faculty](#)
- [Article VIII Amendments](#)
- [Article IX Effective Date](#)

##### [Procedures For Retention, Promotion And Tenure](#)

- [I. Faculty Status Committee](#)
- [II. Functions of the Faculty.](#)
- [III. Functions of the Dean.](#)
- [IV. Criteria for Retention, Promotion and Tenure.](#)
- [V. Evaluation Process.](#)
- [VI. Post-Tenure Periodic Reviews.](#)
- [VII. Periodic Reports and Interpretative Opinions.](#)

---

# I. CLASS SCHEDULING AND REGISTRATION PROCEDURES

Document ID: [ClassSchedulingProcedures]

Content manager: [Vice-Dean]

Last saved by: [Trotter Hardy]

Last saved on: [1/19/2005 1:05 PM]

Revision dates: [June 1, 2001; September 14, 2003; March 21, 2004]

Document location [G:\DocumentLibrary\ClassSchedulingProcedures.doc]

Questions about the registration process and student records should be directed to Lizbeth Jackson, Associate Dean for Administration.

## A. Class Scheduling

Each year in late December or early January, the Vice Dean requests information from faculty about teaching preferences for the following academic year. Once course assignments have been finalized, the Vice Dean and Associate Dean for Administration develop the following year's academic schedule. If you are aware of any circumstances that may impact on your availability for class assignment at certain times, please provide that information to them as soon as possible.

## B. Registration

Students register each semester for classes offered during the following semester. Registration usually occurs in October for the spring term and in March for the next fall. Students now register online.

Entering law students are pre-registered by a system that attempts to place each student in at least one "smaller" section and that allows the entire entering class to meet one another in the classrooms.

## C. Add/Drop Period

The Add/Drop period extends through the first full week of classes. This period allows students to attend classes at least once and to make decisions based on information they have received during the first week. Students' names are first added to waiting lists during preregistration. They may request that their names be added to a waiting list throughout the Add/Drop period. Students may only add into a class if their names appear on a list which is posted daily.

During the Add/Drop period students will often ask a faculty member for permission to add into a class ahead of their position on the waiting list. Faculty are asked not to allow students to do this. Students' names are put on the waiting list in the same order as their request is made. With a few exceptions, all of the students whose names are on the waiting lists are eventually offered admission into the classes they desire. If a faculty member wants to allow a student into a class ahead of others on the list, he or she should be prepared to accept all of those students whose names are listed ahead of the admitted student. Such a choice may adversely affect book supplies and may strain the limits of the classroom.

Class rolls are available through [my.wm.edu](http://my.wm.edu) (see pages 18-21) immediately following preregistration and again after the Add/Drop period.

## **D. Auditors and Special Students**

Occasionally students will seek permission to audit courses. Permission is given if there is space available in the class and only with the instructor's approval. Auditors are not expected to participate in class. They do not complete any written assignments and may not take examinations; they are expected, however, to keep up with reading assignments and to attend classes regularly.

Students who are enrolled as degree candidates in other graduate programs at the College may take law courses for credit, with the instructor's permission, provided they have obtained permission through their department and as long as the credit earned in the Law School course will be applied toward the student's degree program.

## **E. Student Records**

Student records are maintained on a student information system which is interconnected with essentially all administrative departments throughout the College. These include the University Registrar's Office, Residence Hall Life, and Financial Aid. A variety of information may be accessed through the computer system. Physical records of all Law School students are maintained in the Law School registrar's office and are available on a limited basis for faculty review. This is particularly useful when students ask a faculty member to provide a letter of reference.

## **F. Graduate and Joint Degree Programs**

### **1. LL.M. Graduate Program**

The American Legal System program is open to international students who have earned their first degree in law outside the United States. LL.M. students enroll in Law School classes and, with the help of Program Director Ronald Rosenberg, design a cohesive program of study.

### **2. Joint Degree Programs**

The Law School participates in three joint programs: one with the School of Business (JD/MBA), one with the Public Policy Program (JD/MPP), and one with the American Studies Program (JD/MA). Questions about program requirements can be directed to Liz Jackson.

William & Mary graduate students may take classes at the Law School as part of their degree program. Questions about this program can be directed to the Joint Degree Program Coordinator, Lynda Butler, or to the Public Policy Program Director Eric Jensen (1-2384). Questions about grading procedures for these students should be directed to the Vice Dean, Lynda Butler.

---

## II. ACADEMIC POLICIES AND PROCEDURES

Document ID: [AcademicPolicies]

Content manager: [Vice-Dean]

Last reviewed by: [Vice Dean]

Last reviewed on: [Aug. 23, 2004]

Revision dates: [June 1, 2001; September 14, 2003; March 21, 2004]

Document location [G:\DocumentLibrary\AcademicPolicies.doc]

### A. Class Attendance

Regular attendance in all courses is required. A student who is compelled by the instructor to withdraw from a course because of unsatisfactory attendance will receive a grade of “W” for the course.

An instructor may set specific attendance requirements for a course, e.g., permitting no more than two unexcused absences. These requirements must be announced at the beginning of the semester, preferably in writing, prior to the end of the Add/Drop period. If an instructor finds that a student is in violation of the stated requirements, the instructor should notify the Associate Dean for Administration and request that the student be dropped from the course and receive a “W.” A faculty member who is grading class participation also may consider class attendance in determining the grade. (For details see page 4.) If attendance is being considered as part of a class participation grade, the instructor must advise the students in writing during the first week of class.

The ABA requires that students attend class regularly and punctually. Students who must be absent from their courses for an extended period of time are encouraged to contact Dean Jackson who, in turn, will contact the students' professors. If you notice a student is frequently absent from class and have not been notified of the student's absence from class, please report this to Dean Jackson. It is possible that excessive absence from class or odd demeanor are signals of depression, family problems, or other external factors that could adversely affect performance.

### B. Withdrawal Policy

Students who desire to withdraw from the Law School following the commencement of classes during any term, or students who fail to register for classes for the fall or spring term, shall apply in writing to the Associate Dean for Administration for permission to withdraw. Any student who withdraws without having obtained the permission of the Associate Dean for Administration shall have his or her permanent record noted as having withdrawn unofficially and shall have no right to readmission except from petition, for good cause shown, to the Academic Advisory Committee. Readmission will be granted only with the approval of the Committee and the concurrence of the Associate Dean for Administration. Students withdrawing with permission shall have their permanent record noted as having withdrawn officially and shall have the right to be readmitted within one school year commencing from the end of the semester for which the request was made.

### C. Dropping Courses

A student may not drop a course or courses subsequent to the Add/Drop period and prior to the end of classes except in exceptional circumstances, and then only for good cause shown to the Vice Dean. Requests should be submitted in writing to the Associate Dean for Administration.

## D. The Grade Conversion Option

Students have the option of converting to a “pass” one letter grade earned in an elective course taken at William & Mary Law School subject to the following conditions:

1. Students may not convert a grade earned in any required class, including a course taken to meet the writing requirement.
2. The option to convert a grade must be exercised in the final semester of study (typically the spring semester of the third year). The request for a conversion must be submitted by the fifth week of the final semester.
3. Once exercised, the conversion is irrevocable.
4. The request for a conversion must be made in writing to the Law School Registrar.
5. A pass is defined to mean a grade of C or above.
6. Students exercising this pass/fail option must adhere to any other restrictions governing the eligibility for earning pass/fail credits.

## E. Grading Policies and Procedures

### 1. Grading Policies

- a. With the exception of Legal Skills, first-year grades are based wholly on the results of assigned written work.
- b. In calculating a final grade for a student in any second- or third-year course, faculty members may include classroom participation, which may include class attendance, in the grade and may use any reasonable method for doing so. When participation is to be graded in a given course, the faculty member must advise the students in the course, in writing during the first week of class, of that fact and of the details of the system to be employed. Faculty members shall ensure that any grades for participation are combined with grades for exams and/or papers by a process that is consistent with the policies underlying the anonymity requirement for grading.
- c. Grading policies in seminars and courses which are specifically designed for the LL.M. curriculum are determined by the instructors concerned. Grading policies in these courses, however, must be announced prior to the end of the Add/Drop period, preferably in writing.
- d. Examination papers are identified only by number and not by the name of the student. Grades earned are A+ (4.33 quality points), A (12 quality points), A- (11 quality points), B+ (10 quality points), B (9 quality points), B- (8 quality points), C+ (7 quality points), C (6 quality points), C- (5 quality points), D (4 quality points), and F (0 quality points and no credit).
- e. The Law School has a mandatory grade curve for classes of thirty or more students. The faculty’s resolution, passed on December 4, 2001 and amended December 12, 2002, reads as follows:

Each faculty member must adhere to the following grade curve in all classes with at least thirty students unless an exception is granted by the Vice Dean for good cause:

<b>A+/A/A-</b>	<b>15-25%</b>
<b>B+/B/B-</b>	<b>60-75% (B+: 25-35%; B: 20-30%; B-: 10-20%)</b>
<b>C+ or lower</b>	<b>5-15%</b>

An A+ may be awarded only in classes subject to the mandatory curve (30 or more students), and no more than one may be given in a class.

In calculating percentages within the B range, take the percentage of the whole class, not of the total percentage allowed in the B range. Faculty grading class participation in a course with at least 30 students need to be able to meet the mandatory curve after class participation grades are considered. These faculty need to allow additional time to modify their curves to ensure compliance before the final deadline for grade submission.

If, after careful consideration, you do not think you can or should comply with the curve, you will need to ask for an exception from the mandatory curve by filling out a Grade Distribution Form and submitting it to the Vice Dean. (See Appendix.)

- f. Faculty teaching sections of the same first-year course also must meet the following requirement:
- The distribution of grades in all sections of the same first-year courses should be essentially uniform (unless variations are required by pronounced and unusual characteristics of a particular class). To that end, all instructors teaching sections of the same course in the first-year curriculum are required to consult with each other prior to the submission of their grades with a view towards achieving an essentially uniform distribution of grades among the students in those sections. In the event that the instructors in a course are unable to agree upon such a uniform distribution of grades for any reason, each such instructor must notify the Vice Dean of the reasons for that lack of agreement prior to the submission of their grades.

## **2. Grade Changing Policy**

An instructor may change the grade of a student only with the Vice Dean's approval, which shall be given upon demonstration of adequate cause, including mathematical and substantive errors. Upon approval of a grade change, the Vice Dean will take steps to call the error to the attention of other members of the class so as to enable them to consider whether a review of their examination might be desired.

## **3. Grade Review and Appeal Policy**

### **a. Substantive Standards**

Every student has the right to examine his graded examination or seminar paper submitted in partial or complete satisfaction of the requirements for credit in any course or seminar offered in the William & Mary Law School. Every student is entitled, at his request, to meet with the faculty member concerned to discuss the quality of any examination or seminar paper submitted by the student for credit in any course or seminar offered in the William & Mary Law School. In meeting with a student to discuss his examination or seminar paper, it is not the obligation of the faculty member to justify or to document in detail the grade given a particular seminar or examination paper. It is within the sound discretion of a faculty member to decide in what manner a grade conference with a student will be conducted. The student, however, may properly inquire into the following specific subject areas:

- (1) The particular strengths and weaknesses of the student's seminar or examination paper.
- (2) The general grading scale utilized by the faculty member in evaluating a particular set of examination or seminar papers.
- (3) The relative ranking of the student's examination or seminar paper when measured against the quality of all the papers in the class.

The examination review shall be conducted in a timely manner.

### **b. Procedural Standards**

In the event a student believes a member of the faculty has not complied with the substantive standards prescribed above in some material respect, a formal notification of dissatisfaction may be filed in writing with the Vice Dean. Upon receipt of a formal notice of dissatisfaction, the Vice Dean will take immediate steps to ascertain whether (1) there has been a failure by a

particular faculty member to adhere to the substantive standards prescribed above, or (2) whether the formal notice of dissatisfaction is without reasonable foundation. In the event that a determination is made that a faculty member has not complied with the substantive standards prescribed above, the Vice Dean will make all reasonable efforts to secure compliance satisfactory to both the student and the faculty member concerned.

If a student is dissatisfied with a determination by the Vice Dean that a faculty member is in substantive compliance, or if the student believes that efforts to remedy an asserted noncompliance by a faculty member have not produced satisfactory results, the student concerned may, in writing, appeal to the Academic Advisory Committee of the Faculty. Such appeal must be filed with the Chairman of the Academic Advisory Committee and must include a full statement of the events which, in the student's view, justify his appeal.

In considering a properly filed appeal, the Academic Advisory Committee is limited to determining whether the student has been afforded the procedural rights provided in this regulation. The Committee is not authorized to review the justification for the particular grade given a student. The Committee may not direct any member of the faculty to change a grade. The Committee's function is to insure that the procedural rights outlined in this regulation are not denied to any student. The Committee must inform both the faculty member and student concerned whether the standards provided for in this regulation have been observed. If the Committee concludes that there has been a material noncompliance, the faculty member, subject to a right of protest outlined below, should take whatever action is necessary to effect compliance with this regulation as interpreted by the Academic Advisory Committee.

If either the faculty member or the student concerned are dissatisfied with the actions taken by the Academic Advisory Committee, a protest of the Committee's action may be filed in writing with the Dean of the Law School. After the filing of a protest, the Dean is empowered to review the entire case with a view to determining what action is appropriate under the circumstances. The Dean's decision will be the final adjudication of this dispute between the faculty member and student concerned.

## **4. Grading Procedures**

### **a. Inputting Grades**

- (1) Faculty subject to the mandatory curve must submit the Grade Distribution form to Dean Jackson (if you are complying with the curve) or to Dean Butler (if you are requesting an exception). (See Appendix.)
- (2) Instructors will enter grades directly to the SCT Banner system. Faculty will select "Final Grades" from the menu of Faculty Services after logging into my.wm.edu. Faculty then select to enter anonymous grades or grades by name, depending on the type of course.
- (3) Anonymous grades will be converted to an alphabetical class list, and the instructor can access this list through Banner Web once all Law School grades for the semester have been applied.

### **b. Posting of Grades**

Grades will be available to students on-line only after the last examination has been given.

## **5. Grade Deadline**

Each semester the Associate Dean for Administration will announce the deadline for the submission of all Law School grades. Typically this deadline will be at the end of the Add/Drop period of the following semester. Grades for graduating students are typically due at noon on the Wednesday prior to the Sunday of graduation.

## **F. Students with Special Needs**

The Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973 require that our courses, programs, and facilities be accessible to disabled students. Students at the Law School have had visual, hearing, learning, or motor disabilities. Responding to students with special needs sometimes requires use of auxiliary aids, such as sign language interpreters and recording equipment. In addition, examinations may need to be adjusted to provide reasonable accommodation. On occasion, a teacher may find that his or her presentation method is not conducive to learning for a student with a disability; for example, complicated blackboard diagrams may be incomprehensible to a visually-impaired student. If such a situation arises, the teacher should attempt to make the material available to the student in a way that will allow him or her to learn on an equal basis with other students. If such modification is not feasible or successful, please contact Dean Lizbeth Jackson at 221-3782.

---

End of [G:\DocumentLibrary\AcademicPolicies.doc] on [2/14/2005 1:54 PM]

---

---

## III. EXAMINATION POLICIES AND PROCEDURES

Document ID: [ExaminationPolicies]  
Content manager: [Vice-Dean]  
Last saved by: [Trotter Hardy]  
Last saved on: [6 December 2004]  
Document location: [G:\DocumentLibrary\ExaminationPolicies.doc]

### A. Examination Policies

Examinations take precedence over all activities outside the Law School. Changes in the posted examination schedule requested by an individual student or a group of students other than those provided for in C, below, will be made only in the most compelling circumstances. The following regulations bear upon administrative disposition of student requests for changes in the examination schedule:

1. An unexcused absence from a final examination will result in the student receiving a final grade of "F" in that course.
2. Approval of a request for a change in an examination date must be in writing. The student who has secured such written approval must arrange with the Associate Dean for Administration to take a rescheduled examination (at the earliest practicable time as determined by the Associate Dean) not later than the end of the fifth week following the date of the regularly scheduled examination of the course concerned. If the disabling condition continues past the fifth week, the student shall take the exam as soon as is reasonably practicable following the termination of the disability, but in no event later than the end of the examination period for the next succeeding fall or spring semester, and if the disability continues beyond that period the student shall receive a withdraw (W) for all courses for which the examination was not taken. If, however, the student is otherwise able to take the exam but fails to do so within the aforementioned periods, the missed examination will become unexcused, and the student will receive the grade of "F" in the pertinent course. The Law School does not authorize re-examinations.

Except as provided in C, below, a request for an individual change in the examination schedule must be made to the Associate Dean for Administration. Such requests must be based on sufficient documentation and will be approved only upon the following grounds:

- a. The student is suffering from a serious illness or other major physical disability which has effectively disabled the student from sitting for an examination at the regularly scheduled time.
  - b. An unforeseen emergency of a grave nature requires the student's absence from the Law School on the date of a scheduled examination.
3. A student will not be required to take two examinations during a single day or in two exam periods in a row. In the event of a conflict in scheduled exams or in the event a student has two or more exams scheduled during a single day or in a row, the exam schedule for the affected student will be modified by the Associate Dean for Administration so as to avoid the conflict. All conflicting examinations will be rescheduled on one or more of the make-up periods or, in the event this is impracticable, will be rescheduled by the Associate Dean for Administration to some other day within the exam period that does not require the student to have two exams within a 24-hour period before or after the rescheduling. *Under no circumstance is an exam to be rescheduled on a date prior to the scheduled date of the exam.*
4. Students for whom English is not their primary language will be entitled to extra time to take each exam, as necessary to make reasonable accommodation for their language difficulty. Students with disabilities will be entitled to extra time to take each exam as necessary to make reasonable accommodation for their disabilities. Requests for additional time should be made to the Associate Dean for Administration and will be handled on a case by case basis.

## **B. Examination Schedule**

The schedule of examinations is set prior to the Add/Drop period in each semester. The schedule is circulated to faculty for review before it is finalized.

## **C. Evaluation Procedures for Seminars and Independent Study Courses**

### **1. Due Dates**

Final papers for seminars and independent projects are due on the last day of the regularly scheduled examination period unless the faculty member sets an earlier date. Professors are not permitted to extend due dates for papers for individual students. Due dates for papers are as firm as the dates of examinations. The Vice Dean may grant an extension if cause is shown under the Law School's academic regulations. These policies are designed to ensure equal treatment for all extension requests. Grades for papers are due at the same time as other grades.

### **2. The Writing Requirement**

By the end of their third year, all students must complete the writing requirement. The idea behind this requirement is to replicate the ideal professional working relationship between senior and junior lawyers. The writing requirement is designed to encourage students not only to master a specific subject and reduce it to a thoughtful, well-organized, and useable written form, but also to understand the process of editing, revision, and reorganization that goes into any professional-quality written document.

The writing requirement can be satisfied by successfully completing Independent Legal Writing, a seminar that satisfies the writing requirement, or a note of publishable quality for any of the law journals for which credit is given. The faculty adopted mandatory guidelines for the major writing requirement. They require the development of a topic statement that sets out the paper's thesis, an outline or comparable writing, a first draft, and a final draft. (See Appendix for further detail.)

#### **a. Seminars**

Seminars are deliberately limited to 15 students or fewer to encourage close interaction between the professor and his or her students. This is particularly important to the professor's ability to guide students in formulating a research topic, researching issues in depth, and preparing their seminar papers.

Seminar teachers are expected to interact and consult throughout the students' research and writing process. The seminar teacher should comment upon and guide revisions to the preliminary documents, suggesting additional avenues for research, alternative arguments, and changes in structure. Attention should be given both to the substance and the form of the written product. A typical seminar paper ranges from 20 to 40 pages.

#### **b. Independent Legal Writing (Law 705)**

Students may earn two credits by researching and writing a paper on a topic approved by the professor. A typical Independent Legal Writing paper runs from 20 to 40 pages. If you agree to supervise an Independent Legal Writing paper, the student must submit an Independent Study form (signed by you) prior to the end of the Add/Drop period.

### **3. Independent Legal Research (Law 704)**

This is a one-credit, graded course that requires the completion of a scholarly paper on a subject selected by the student. As with Independent Writing, this course must be supervised by a faculty member. The paper for Independent Legal Research, however, is shorter (usually running between 10 to 20 pages) and does not satisfy the writing requirement.

#### **4. Directed Reading (Law 703)**

This course involves an examination of a specialized subject that generally is not offered as a course in our curriculum on a regular basis. The Directed Reading must be arranged between an individual student or group of no more than five students and the supervising faculty member. These parties agree on the readings and the discussion schedule. Prior approval by the Vice Dean is required. Students are limited to one Directed Reading credit per year. This one-credit course is graded on a pass/fail basis.

### **D. Examination Format**

#### **1. Length of Exam**

Ordinarily the number of hours scheduled for an exam equals the number of semester hours awarded for the successful completion of the course. If the format of an exam varies in any way from this guideline, students must be informed before the end of the Add/Drop period.

#### **2. Take-Home and Self-Scheduled Examinations**

Instructors who plan to give take-home exams or permit self-scheduled exams should notify their students, preferably in writing, and the Associate Dean for Administration prior to the end of the Add/Drop period.

### **E. Retention of Examinations**

The American Bar Association requires that instructors keep examinations for one year.

### **F. Examination Preparation**

Because it takes time to type, proof, and reproduce examinations, instructors are requested to submit drafts of their exams to the Faculty and Academic Support Center as far in advance of the scheduled date of the exam as possible. Once an examination has been finalized and duplicated, it will be stored in a secured area.

### **G. Administration of Examinations**

Instructors are encouraged to administer their own exams. If an instructor is unable to do so, the administrative staff will handle the process. Instructors who cannot administer their own exam are advised to leave contact information with Liz Jackson in the event there is a problem during the administration of the exam. It is suggested that instructors log in their exams, using the examination number grade report as a check list, as soon as the exams are collected. This process will help you to account for all exams. An instructor who includes a multiple choice section on an exam may wish to use Scantron answer sheets so that the answers can be evaluated by computer. Please contact Gloria Todd if interested. An Examination Information Sheet (see Appendix) and Guidelines for the Use of Computers on In-Class Exams (see Part III.H) are distributed to students prior to each exam period.

## H. Guidelines for the Use of Computers on In-Class Exams

The Faculty devised this policy to facilitate the use of computers to take in-class exams without changing the nature or scope of the Honor Code. Proportionality was considered as part of this policy to balance the interests of those who prefer to use computers with those who choose to write exams by hand. This policy is expected to be reviewed regularly by the appropriate student and faculty committees, especially as technology develops.

1. Students may use private equipment—computers and printer—to write in-class examinations. School computers may be used for take-home exams and/or papers. To the extent available, Law School printers may be used to print in-class exams.
2. Students who have their own computers and printers are not prohibited by Law School policy from using them to type exams. However, any individual faculty member may choose to prohibit their use for any particular exam, including take-home exams.
3. Students wishing to write their exams on a computer may turn in a diskette at the completion of the examination period instead of immediately submitting a paper copy of their answer. That diskette must be readable by a system using a Microsoft Windows operating system and the student's answer file must be written in either Word or WordPerfect.<sup>[1]</sup> Each diskette must have a label with the student's examination number, the title of the class, and name of the professor. *Any student failing to hand in either a written, printed, or electronic copy of his or her exam at the conclusion of the time allotted will be considered to have failed to complete the examination.* The diskette becomes property of the Law School.

In addition, within *ninety minutes* of the completion of the exam each student must submit a printed copy of his or her answer to Gloria Todd, who is located in the administrative suite outside the Courtroom on the first floor. *When handing in that copy, the student must follow the procedures for handing in a self-scheduled examination.* In addition, the text of the paper copy *must precisely match* the text of the electronic copy previously submitted. **ANY DEVIATION WILL BE REVIEWED UNDER THE HONOR CODE FOR A POSSIBLE VIOLATION AND WILL BE PROSECUTED ACCORDINGLY.**

Students are responsible for any problems—for example, the power goes out at a crucial time, or part of the answer is inadvertently erased before it is printed out, or the disk crashes five minutes before the exam is over, or the printer jams. Failure to turn in an exam on time will be penalized and may result in a grade of "F." Students are advised to take precautions, including, but not limited to, frequently saving the document both to the hard drive and to a "floppy" disk, printing the exam answer as it is completed, and having bluebooks and pens available should a terminal computer failure occur. Exceptions may be granted in rare circumstances.

4. **THE LAW SCHOOL DOES NOT GUARANTEE THAT SPACE WILL BE AVAILABLE FOR ALL STUDENTS WHO WANT TO USE COMPUTER EQUIPMENT FOR THEIR EXAMS.**

Students using computers may take their exams in designated "computer" rooms or in the authorized areas in the Library. Classrooms designated for computer use are available on a first-come, first-served basis.

In addition, students may type exams in the Library with the following restrictions:

Students may use any available carrel or table space that is located next to an outlet on the first and second floors of the Library. Students may not set up computer equipment in the basement level of the Library.

Students may not use equipment, wires, or extension cords in a manner that creates any kind of hazard. For example, wires or cords may not be run across aisles or walkways. The Library staff will determine whether a hazard exists.

Students may not reserve any space in the Library in advance for purposes of typing an exam.

5. Students must type their answers by hand during the examination period. Students may use “cut” or “copy” and “paste” functions within their answer, but they may not copy (“cut and paste”) material into their examination from any other source.
  6.
    - a. During an open-book examination, except as specified by the instructor, students may access and read material previously saved but may not copy previously saved material and may not use a search function to locate material from any source.
    - b. During a closed-book examination, students may not access or read any previously saved material and may not open any file other than the file in which the exam answer is being composed.
    - c. Under no circumstances may a student open an internet connection during any examination.
  7. Students may not use grammar-check but may use spell-check to aid them in writing the exam.
  8. In any examination that has restrictions on the length of answers, an exam written on a computer must be printed in type no smaller than 12-point type with one-inch margins and must not exceed the maximum number of lines permitted.
  9. Individual faculty members may add further restrictions on the use of computers for examinations, or may amend the restrictions listed above. In that case, the faculty member will communicate his/her policy to the students, and will provide specific, written exam instructions.
  10. Failure to follow these guidelines and restrictions may constitute a violation of the Honor Code.
- 

End of [G:\DocumentLibrary\ExaminationPolicies.doc] last saved on [12/6/2004 12:27 PM]

---

---

## IV. COURSE EVALUATIONS

Document ID: [CourseEvaluations]  
Content manager: [Vice-Dean]  
Last saved by: [Trotter Hardy]  
Last saved on: [14 February 2005]  
Document location: [G:\DocumentLibrary\CourseEvaluations.doc]

### A. Evaluation Process

Student evaluation of all courses takes place toward the end of each semester using a standard form. (See Appendix.) Evaluations are administered on a day convenient to the instructors. Evaluations must be handed out at the beginning of a class session.

### B. Review of Evaluations

The evaluation forms are sent to the Computer Center for processing and analysis. Instructors may review the evaluations for their courses only after they have turned in their grades for the semester.

---

End of [G:\DocumentLibrary\CourseEvaluations.doc] last saved on [1/19/2005 12:48 PM]

---

---

## V. FACULTY SUPPORT

Document ID: [FacultySupportServices]  
Content manager: [Vice-Dean]  
Last saved by: [Trotter Hardy]  
Last saved on: [19 January 2005]  
Document location [G:\DocumentLibrary\FacultySupportServices.doc]

### A. Faculty Support Staff

Faculty and Academic Support Center Staff:

Della Harris	1-3869
Felicia Burton	1-3813
Suzy Mulford	1-3816
Dana Otey	1-1026

Office Manager:

Gloria Todd	1-1423
-------------	--------

Dean's Assistant:

Cassi Fritzius	1-3789
----------------	--------

### B. Faculty and Academic Support Center

The Faculty and Academic Support Center is supervised by Della Harris and provides the faculty with the following services: text entry and editing of documents for publication; daily correspondence; letters of recommendation for students; textual and graphics scanning; preparation and photocopy production of class materials in-house and at the College Print Shop; fax transmissions; preparation of materials for mailing; and other general support functions.

### C. Library Photocopying

Photocopying of library materials is done by the Library staff. Faculty members are issued photocopy cards by the Library which enables them to use machines in the Library. In addition, photocopy machines are located in the Faculty Library, Room 248 of the North Wing, and the vestibule of Room 223 of the South Wing. They do not require a card to operate, but do require an access code.

### D. Travel Arrangements

Faculty wishing to book air or rail tickets for Law School guests should contact Virginia Kelly for assistance. Virginia will help you meet state guidelines and make the best travel arrangements possible. To plan other details of a Law School event including hotel accommodations for your guest, see Gloria Todd. If you will be seeking reimbursement for your expenses, you will need to get the approval of the Vice Dean and follow the procedures explained in Part VII.U.

## **E. Student Assistants**

Graduate fellows and undergraduate students are employed during the academic year to provide general office help. If you need assistance with photocopying, campus deliveries, or other miscellaneous tasks, see Della Harris in the Faculty and Academic Support Center or Gloria Todd in the administrative office area.

## F. Computer Support Policy

Document ID: [ComputerSupportPolicy]  
Content manager: [Assoc. Dean of Technology]  
Last saved by: [Trotter Hardy]  
Last saved on: [14 February 2005]  
Document location: [G:\DocumentLibrary\ComputerSupportPolicy.doc]

The Law School Information Technology staff (LSIT) supports the technology needs of the Law School faculty and staff, including hardware and software support. LSIT is directed by Trotter Hardy, Associate Dean for Technology and Professor of Law. Jessica Hughes is the Senior Departmental Liaison of Information Technology and can be reached at 221-1563. Peg Wagner is an IT specialist and can be reached at 221-1561.

### For faculty and staff

The law school's own I.T. staff provides hardware support for computers in the law school building that are on the College-negotiated computer leasing program and paid for with William & Mary funds. Hardware support means fixing broken hardware and arranging for the lessor to fix anything that the staff cannot.

The law school I.T. staff also provides reasonable assistance for those same computers in acquiring, installing, and helping users to use software. For example, it's reasonable for users to expect I.T.'s assistance with the use of Microsoft Word or Corel WordPerfect. It may not be reasonable to expect comparable help with Pagemaker or Quark or Photoshop.

Acquisition and installation of software requires reasonable notice: two weeks' notice is appropriate as a rule of thumb.

### For students

Tech support for law students and all other students is provided by the William & Mary [Technology Support Center](#) ("TSC"). The TSC commits to being available to support students during normal office hours.

The TSC can be reached by phone at 221-4357 (221-HELP) or by email at [support@wm.edu](mailto:support@wm.edu). Additional contact information for the TSC appears at the lower left of this page. at the bottom of this page.

Although the Law School's staff will help students when it can, it will not always be available. When computer problems happen, they often have a way of happening precisely when that staff is not available, so remember that the **primary source for law student tech support rests with the Technology Support Center, at 1-4357.**

W&M Technology Support Center  
221-4357 (221-HELP)  
[support@wm.edu](mailto:support@wm.edu)  
TSC Web site

Law School I.T. Department  
Jessica Hughes  
Senior Liaison Programmer, I.T.  
221-1563  
[jphugh@wm.edu](mailto:jphugh@wm.edu)  
Room 217-B

Peg Wagner

I.T. Support Engineer  
221-1561  
prwagn@wm.edu  
Room 217-C

---

End of [G:\DocumentLibrary\ComputerSupportPolicy.doc] last saved on [2/14/2005 2:32 PM]

---

## **G. Policy to Mentor Junior Faculty**

In the 1999-2000 academic year, the Law School faculty and administration generally agreed on the importance of promoting the development of untenured faculty through the following methods.

### **1. Teaching Obligations of Entry-Level Faculty**

The Dean and Vice Dean will, except in unusual or unforeseen circumstances, limit the teaching load of new faculty to three courses per academic year during their first two years. As long as curricular needs are met, the administration also will limit the size of any one class taught by beginning faculty during the first two years to no more than 70 students.

### **2. Research Support for Untenured Faculty**

During their first two years, entry-level faculty will automatically be awarded a full summer research grant. After that time and until their promotion to associate professor, beginning faculty will continue to receive a full summer grant if they submit a credible summer research proposal. Following their promotion to associate professor, junior faculty will fall under the Law School's general summer research grant policy.

Junior faculty also will receive a one semester research assignment the year following their promotion to associate professor.

### **3. Governance**

During the first three years of a beginning faculty member's appointment, the administration will limit the governance responsibilities of the faculty member (unless he or she affirmatively seeks such responsibilities). The key committee assignment for these new faculty will be the Enrichment Committee, where they will be encouraged to bring in colloquia speakers in their fields.

### **4. Mentoring**

The Dean and Vice Dean will assign to each assistant professor a faculty mentor to provide one-on-one guidance and support. Although the nature of this relationship will depend on the people involved, it is intended to be a flexible, informal relationship involving regular contact and open discussions of teaching, scholarship, and governance. The faculty mentor will periodically meet with the Dean or Vice Dean to discuss how the junior faculty member is doing. The Dean and Vice Dean also will regularly meet with mentored faculty to discuss their teaching and scholarship interests and needs.

## **H. Policy to Promote Teaching and Scholarship**

In 2001-02 the Dean and Vice Dean adopted a policy to enhance teaching and scholarship. This policy replaces the prior policy that allowed faculty to get a reduced teaching load for curricular reasons (for teaching a mandatory four credit course). The new policy will be reviewed periodically to determine

whether it should be continued, modified, or abandoned.

## 1. Basic Eligibility Requirements

Reduced teaching loads may be awarded under this policy for qualifying scholarly or core curricular projects. In any given academic year, about one-half of the full-time faculty with full teaching loads may receive a reduced teaching load of three courses. (The scholarship and teaching needs of untenured faculty generally are met by the Law School's mentoring policy for junior faculty.) A full teaching load is normally four courses and 11 or 12 credits. If, in any given year, more than half the eligible faculty qualify for a reduced teaching load under this policy, the overall curricular needs of the Law School will be important in determining which faculty members actually receive a reduced teaching load. The Vice Dean will administer the policy in a way that minimizes adverse effects on the curriculum.

Faculty are eligible for a reduced course load every other year, subject to the following limitations:

- a. A reduced course load may not be taken in an academic year if it would give an otherwise qualifying faculty member three consecutive academic years of reduced teaching obligations at the Law School.
- b. A reduced course load may not be taken in the same academic year in which the faculty member takes any sort of leave of absence except a faculty research assignment.

Depending on curricular needs, a faculty member may be able to receive a reduced course load under this policy and "cash in" a banked course in the same academic year. The Dean or Vice Dean will determine which courses constitute a faculty member's reduced course load package based upon the curricular needs of the Law School. *A faculty member receiving a reduced course load under this policy continues to have governance responsibilities during the reduced course load semester.*

## 2. Scholarly Projects

To qualify for a reduced teaching load because of a scholarly project, a tenured faculty member must:

- a. submit a scholarship proposal, and
- b. either (a) demonstrate substantial completion of each scholarly project that has received financial or reduced teaching load support from the College or Law School during the past three years or (b) submit a memorandum satisfactorily explaining why a funded or supported project has not been completed, including, when appropriate, reasons why the project requires further work (for instance, the project is extraordinarily ambitious, will result in a complex, long, and significant piece of original work, or involves mastery of a new discipline).

Normally a scholarly project proposed for a reduced teaching load must be different from a scholarly project submitted for a summer research grant or other research grant. A faculty member, however, will be able to propose the same scholarly project for a reduced teaching load and another grant project if the faculty member submits a memorandum satisfactorily demonstrating that the scholarly project is extraordinarily ambitious (for example, a first edition of a book), will result in a complex, long, and significant piece of original work, involves mastery of a new discipline, or otherwise justifies support from more than one source.

"Completion" is a flexible concept tailored to the nature of the faculty member's project. Completion often will mean submission of the funded article to law reviews. It also may occur when a faculty member has finished a manuscript but decides to delay submission to law reviews. If the project is a major law review article, the project will be deemed completed upon submission of a polished manuscript suitable for distribution for comment. For a book or extraordinarily ambitious project, completion may be submission of a substantially complete draft of selected chapters.

## 3. Core Curricular Needs

To qualify for a reduced teaching load because of a core curricular need, a faculty member must be willing to teach for three (not necessarily consecutive) years a course that is identified by the Dean or

Vice Dean as a core curricular need and that has not been previously taught by that faculty member. The Dean or Vice Dean will determine whether there is a core curricular need justifying a reduced teaching load. As a general matter, a faculty member who is looking for a new course to teach (e.g., because of low enrollment, loss of interest in a subject taught in prior years, or the need to pick up a fourth course) is not entitled to a reduced teaching load under this policy. If a faculty member is awarded a reduced teaching load because of curricular needs, the reduction must be taken in the year in which the new course is taught for the first time.

## I. Faculty Web Services

Faculty can access many web services by entering a new campus portal called *myWM*. This portal is a personalized entry point on the web for easy access to commonly used content and services, such as email and news feeds. The *myWM* portal will also be integrated with the new student system known as Banner, which will allow faculty to view class rolls and information about their courses, and input grades.

### **ACCESS TO *myWM***

- Go to <http://my.wm.edu>.
- Log in using your W&M userid and password (the same userid and password you use when checking your William and Mary email and logging into the CAMPUS domain on your computer).

### **PRIMARY PORTAL FEATURES**

**Email** – The web-based email can be found within *myWM*.

**Calendar** – A web-based personal scheduling program, this feature allows the days and times for courses in which students are registered to appear on their calendars. Faculty also have the ability to schedule events for students who are enrolled in their courses.

**Groups** – The Groups application gives students, faculty, and staff the ability to create and manage homepages for clubs and other affiliations and interests. Other features available to specific groups include a message board, chat, email, and calendar.

### **PRIMARY CHANNEL FEATURES**

**Announcements** – Users can receive personal, targeted, and campus-wide announcements.

**Web Services** – This channel currently provides access to Banner Web, Blackboard, and the Registrar's Course Schedule.

- *Banner Web for Faculty* – Some features include the ability to view course schedules and student rosters, submit grades, allow registration overrides, and view student information.
- *Banner Web for Students* – Some features include the ability to register for classes, view class schedules, view grades, and view and accept financial aid awards.
- *Blackboard* – Blackboard courses are accessible within *myWM*, eliminating the need to log in twice.

### **PREFERENCES**

**Channels** – Users can add, remove, and relocate channels to meet their specific needs. Personal Announcements, Campus Announcements, and Web Services are considered "permanent" and cannot be removed.

**Tabs** – Users can create and name their own tabs and add the desired content within them. Users can delete all tabs with the exception of the *myWM* tab.

### **BANNER WEB FOR FACULTY**

The options available via Banner Web for Faculty have been determined by the University Registrar and the Director of Academic Advising. Some of the options that Banner provides will not be available immediately due to the set-up requirements and training involved. These options will be phased in gradually.

### **PERSONAL INFORMATION**

This is an option that will not be available to faculty until Banner Human Resources goes live in 2005. It allows faculty to view and/or update various personal data, such as addresses and telephone numbers. The Banner Human Resources Implementation Team will determine which options will be available.

**FACULTY SERVICES**

The following options will appear when a faculty member logs in to the secure area of the Banner Web:

**Term Selection** – This will allow faculty to select a term for which to view information. Typically, the term should be selected before using other links. For example, during the registration period in April, a faculty member will select Fall 2004 as the term. All information displayed in the other options will be for Fall 2004. If the term is not selected at the beginning of the session, the faculty member will have to enter it for each option he or she selects. It can be changed at any time.

**CRN Selection** – CRN is the abbreviation for “Course Reference Number.” In Banner, every course will have a unique CRN in addition to a course number and section number. This option works in the same way as the Term Selection option. It allows the faculty member to view information about a specific course section. For example, if a faculty member has several registration overrides to process for a particular course section, the faculty member should select the CRN first.

**Faculty Detail Schedule** – This option displays information about each course that a faculty member is teaching for the selected term:

Course title, number, and section

Credits hours

College (i.e., Arts and Sciences, School of Business, etc.) and department

Part of Term - Banner allows multiple “sessions” within a term to accommodate courses that begin or end on different schedules.

Primary Instructor – This is a yes/no indicator. There will always be one primary instructor, even when courses are taught collaboratively.

Cross List - This will list other CRNs that are cross listed with the course displayed.

Actual enrollment and maximum capacity

Meeting days, times, and location

Beginning and ending dates for the course

**Faculty Schedule by Date and Time** – This option looks like a weekly calendar. It displays each CRN that a faculty member is teaching for the selected term with meeting time and location. By clicking on the CRN, the faculty member can see the same information that is available in the Faculty Detail Schedule option (for this course section).

**Detail Class List** – This option displays the class roll (for the CRN selected) with detailed information about each student who is registered. It includes the following:

Student’s name, program, level, college, department, degree, major, academic class, and number of credits registered for this CRN

How the student registered (i.e., whether the student web registered or instead was registered by someone in an administrative office)

The order in which the student registered (i.e., 1 for 1st, 2 for 2nd, etc.)

**Summary Class List** – This option displays most of the information included in the Detail Class List, but in a condensed format.

**Mid Term Grades** – This option, which may only be displayed during the mid-term grading period, allows faculty to submit mid-term grades electronically. Although the option will be displayed for all courses, mid-term grading currently only applies to undergraduate students.

**Final Grades** – This option allows faculty to submit final grades electronically and may only be displayed during the final grading period. Banner Web is the ONLY way faculty submit grades.

**FACULTY SERVICES - STUDENT MENU**

**Term Selection** – This works in the same way that Term Selection works in the main Faculty Services menu.

**ID Selection** - This works similarly to CRN Selection in the main Faculty Services menu, but it allows a faculty member to enter a student's ID number and use the options below to view specific information about that student.

**View Student Information** - This option allows faculty to view such information as whether the student is registered for the selected term, first term attended, status, matriculation term, residence, citizenship, student type, academic standing, primary advisor, primary advisor type, program, admit term, catalog term, level, degree, college, campus, and first major.

**View Student Address and Phones** - This option allows a faculty member to view address information and phone numbers for the selected student.

**View Student E-mail Address** - This option allows a faculty member to view email addresses for the selected student.

**View Student Schedule** - This option allows a faculty member to view the selected student's class schedule for the selected term.

**Registration Overrides** - This option replaces registration permission forms. Using this option, a faculty member can enter a student's ID and give him or her permission to enroll in a class that is full or one that requires instructor permission. The student then has the ability to log onto the web registration system and register for that CRN. (This option does not apply to Law Faculty. Because of our commitment to maintaining the integrity of the wait list system, registration overrides must be done by Dean Jackson.)

**FACULTY SERVICES - ADVISOR MENU** *(These options are not available to Law Faculty.)*

**Term Selection** - This works in the same way that Term Selection works in the main Faculty Services menu.

**ID Selection** - This works similarly to CRN Selection in the main Faculty Services menu, but it allows a faculty member to enter a student's ID number and use the options below to view specific information about that student. It will also allow the faculty member to search for his or her advisees.

**Student Academic Transcript** - This option allows a faculty member to view his or her advisee's academic history (unofficial transcript).

**Degree Evaluation** - This allows a faculty member to view his advisee's degree progress. The Banner degree audit module is called CAPP (Curriculum, Advising and Program Planning). It will be phased in to replace DARS.

---

End of [G:\DocumentLibrary\FacultySupportServices.doc] last saved on [2/14/2005 2:34 PM]

---

---

## VI. LIBRARY SERVICES

Document ID: [LibraryServices]  
Content manager: [Library Director]  
Last reviewed by: [Vice Dean]  
Last reviewed on: [Fall, 2004]  
Document location: [G:\DocumentLibrary\LibraryServices.doc]

### A. Marshall-Wythe Law Library

#### 1. Research and Instructional Services

The staff of the Marshall-Wythe Law Library provides a variety of informational services in support of faculty teaching and research. Typical services include assisting law faculty and their research assistants with online and print research, creating course or subject bibliographies, tracking issues or current events, providing alerts to new resources, making class room presentations on specialized legal resources, and arranging Lexis, Westlaw or other database training. The needs of law school faculty take priority over all other requests for services.

Each professional librarian is assigned to several faculty members as their library liaison. The liaison librarian serves as an initial contact to resolve any library issues a faculty member may have. Of course, all of the librarians are available to answer questions and provide assistance to any faculty member. Please see or contact Chris Byrne 221-1736 or <cdbyrn@wm.edu> for more information about the Faculty Liaison program.

For reference assistance, contact the following librarians located on the first floor of the Library: Chris Byrne, 221-1736 <cdbyrn@wm.edu>; Fred Dingley, 221-6351 <fwding@wm.edu>; Shelley Dowling, 221-7868 <sldowl@wm.edu>; Martha Rush, 221-3253 <mwrush@wm.edu>; Jennifer Sekula, 221-3256 <jeseku@wm.edu>. A professional reference librarian is on duty Monday through Thursday 8:00 a.m. to 9:00 p.m., Friday 8:00 a.m. to 5:30 p.m., and Sunday 5:00 p.m. to 9:00 p.m. during the academic year while classes are in session.

#### 2. Access Services

The Law Library's Access Services Department provides faculty and students with materials to support their curriculum, research, and educational requirements. The Department provides circulation, reserve, interlibrary loan, document delivery, stack maintenance, and ready reference services.

Martha Rush oversees access services operations, including ID access to the Law School and the Library. She may be reached at 221-3253 or <mwrush@wm.edu>. Steve Blaiklock coordinates circulation and reserve services. He may be reached at 221-3258 or <snblai@wm.edu>. Becky Mazzarella coordinates interlibrary loan, photocopy, and document delivery services. She may be reached at 221-3259 or <ramazz@wm.edu>. Sharon Burkhamer (morning), John Vajda (afternoon), and Suzi Smethurst (evening) provide desk coverage and perform various other circulation/reserve department duties. They may be reached at 221-3260 or <skburk@wm.edu>, <jevajd@wm.edu>, or <sssmet@wm.edu>.

##### a. Building/Library Access

Law faculty have twenty-four hour access to the Law School and Library via their College ID card. Magnetic ID card readers are located on the automatic door outside the building and on the Library front door. A magnetic ID card reader is also located on the door between the

faculty wing and the Library on the second floor. Any problem with ID access should be reported to Martha Rush at 221-3253 or <mwrush@wm.edu>.

## **b. Faculty Publications Displays**

There are two faculty publications display cases. The case on the ground floor contains current copies of books and article reprints. The large case on the second floor is a permanent display. Books and article reprints, when removed from the ground floor case, are placed permanently in the second floor case. If you would like your publications displayed, please contact Martha Rush at 221-3253 or <mwrush@wm.edu>. The Library will purchase one copy of any treatise still in print for the display, but requests article reprints when available. If you have extra copies of any treatises, we can place a personal copy in the display, then order a copy for the stacks. As you publish new articles, please send Martha Rush one reprint for the current display and a second for the permanent display cabinet. You may leave reprints in the library mail box in the law school administrative office, or bring them directly to Martha Rush in Room 132D in the Library.

## **c. Faculty Materials Stipend**

Law Faculty receive an annual materials stipend. Faculty may use the stipend for the purchase of books, journals, magazines, newspapers, and other library materials for their offices. Although the items reside in a faculty member's office, they remain the property of the Law Library. Faculty may also suggest purchases for the general collection.

## **d. Circulation Services**

Law faculty may check out Law Library books and journals until January 2 of the following year, with renewals available. Reference, reserve, and special subject materials are checked out for one week, unless a special request is made for an extended circulating period. Document delivery provides a courier service for picking up and returning materials from other William and Mary campus libraries. Contact Steve Blaiklock at 221-3258 or <snblai@wm.edu> for information. You may also use the departmental e-mail at <lawcir@wm.edu> for questions concerning circulation and reserve.

## **e. Reserve Services**

Faculty may request that books and photocopies be placed on temporary reserve for current class use. Class reserve materials may be checked out by W&M students for a period of four hours unless a shorter/longer period is requested by the faculty member. Reserve materials are housed behind the circulation desk.

To place materials on reserve, complete the Law Library Reserve List Form (see Appendix) and return the form along with the original material to Gloria Todd. Additional Forms are available in a file outside Room 132-I in the Library and in the file outside Room 230 across from the Faculty Library. If the Library owns the material requested, we will place our copy on reserve. Up to three photocopies from Library owned law reviews or reporters will be made and placed on reserve. If the Library does not own the item requested, we will attempt to obtain a copy on interlibrary loan for reserve. If you have specific questions concerning class reserve materials, you may contact Steve Blaiklock at 221-3258 or <snblai@wm.edu>. Please send your list of materials to be placed on reserve at least two weeks prior to the beginning of the semester, and one week in advance of any special assignment during the semester to ensure the Library staff has sufficient time to process the materials for reserve.

If you wish to place material on reserve that is not available in the Library, the item will be purchased if it is available at a reasonable price. Please note, however, that the regular purchasing process may take as long as six weeks. If you need materials sooner, please indicate so. If you wish to place personal material on reserve you may do so. Personal materials and photocopies placed on reserve for a class will be returned to you at the end of each semester.

In addition to materials that are placed on temporary reserve for particular classes, the Library maintains heavily used materials on permanent reserve. These materials include hornbooks,

nutshells, and current editions of Virginia treatises, manuals, handbooks, and CLE coursebooks. These materials generally circulate for four hours, and may be renewed unless a hold has been placed on the item. Videos shelved in reserve circulate for one day (educational) or two days (popular). Due to the heavy demand for reserve materials, students are charged \$1.00 per hour for overdue reserve materials.

#### **f. Past and Practice Exams on the Web**

If a professor agrees, the Law Library will place past or practice exams on the password-protected website for W&M law students to access. Circulation solicits sample exams from Professors each semester before the exam period. Should a Professor wish to make sample exams available for students they should drop off a floppy disk or e-mail a copy of the exam(s) in Word or WordPerfect format to the Circulation & Reserve supervisor, Steve Blaiklock at 221-3258 or <snblai@wm.edu>. Professors may send paper copies, but electronic formats are preferable for transfer to the web. In addition to the web, print versions of exams may be placed on reserve at the Professor's request.

#### **g. Class Handouts**

Class handouts are placed on the shelves across from the circulation desk if not distributed in class. Gloria Todd will take care of duplicating class handouts.

#### **h. Interlibrary Loan Services**

If the Law Library does not have a book, journal article, or other item that you need for course-related or research use, or if the material is missing from the collection, we will request it from other libraries via interlibrary loan (ILL). Books from other libraries are normally lent for 30 days. ILL Request Forms (see Appendix) are available in a file outside Room 132-I in the Library and in the file outside Room 230 across from the Faculty Library. Photocopies of materials needed immediately may be obtained through FAX transmission by designating on the form that the material is needed within twenty-four hours. We will do our best to obtain the item within that time period. Faculty are not charged for course and research related interlibrary loan services. Requested materials will be placed in your faculty mail box upon receipt, or a notice will be sent if we are unable to locate a library willing to lend the item. Inquiries should be addressed to Becky Mazzarella at 221-3259 or <ramazz@wm.edu>.

#### **i. Photo-Duplication Services**

Within the constraints of the Copyright Act, the Library will provide, free of charge to Law Faculty, photo-duplication of materials at the Law Library or other William & Mary libraries. The Library will provide a single copy of an article or other item related to the subject matter of your course and/or research from the collection, usually within one business day of the request. To utilize this service, please contact Becky Mazzarella, at 221-3259 or <ramazz@wm.edu>, or use the Document Delivery Photocopy/Fax Request Form (see Appendix). Additional photocopy forms are available in a file outside Room 132-I in the Library and in a file outside Room 230 across from the Faculty Library. Completed copies will be placed in your faculty mail box.

If you need multiple copies of cases, articles, etc. for distribution to students, please follow the procedure explained in the Photocopying section of this handbook.

#### **j. Swem Library--Main Campus**

Faculty may check out materials from Swem Library on the Main Campus. The Law Library will obtain books and provide photocopies of Swem materials for you, if you wish. Complete a Swem Request Form (see Appendix) and return it to the Library. Additional forms are available in a file outside Room 132-I in the Library and in a file outside Room 230 across from the Faculty Library. Swem materials will be checked out to the faculty member and delivered to your mailbox or office. You may return Swem materials to the Law Library to be taken back to the Swem Library. Please contact Becky Mazzarella at 221-3259 or <ramazz@wm.edu> for further details.

### **k. Online Catalog**

The Law Library participates in the College's online catalog called LION. Faculty may access the LION database from several locations in the Library, from office or home computers via a link through the World Wide Web at <<http://lion.swem.wm.edu>>. You may also access the catalog through a link on the Law Library's home page at <<http://www.wm.edu/law/lawlibrary/>>. Please contact Jessica Hughes at 221-1563 or <[jphugh@wm.edu](mailto:jphugh@wm.edu)> if you have problems connecting to the online catalog.

### **l. U.S. Government Documents**

As a selective U.S. Government Depository, the Law Library selects many government publications for addition to the collection. Most government documents are classified and integrated into the main collection. Items that do not have permanent value to the collection are maintained in the documents collection on the second floor under the Superintendent of Documents classification number. Please contact the Reference Department at 221-3257 for help in accessing these materials.

### **m. Forms**

Current copies of these forms are included in the Appendix:

Temporary Reserve Form  
ILL Request Form  
Document Delivery Photocopy/Fax Request Form  
Swem Request Form

---

End of [G:\DocumentLibrary\LibraryServices.doc] last saved on [12/6/2004 12:28 PM]

---

## **VII. MISCELLANEOUS ADMINISTRATIVE MATTERS**

### **A. Benefits**

Questions about health coverage, retirement, insurance, and other benefits should be directed to the College Human Resources Office (Rita Metcalf at 221-3158 or Kay Shaw at 221-3151).

### **B. Book Orders**

Several months prior to the beginning of each semester, faculty are asked to select books for their courses. Book order forms are distributed by Chris Creech and should be returned to her by the announced deadline. Questions about book orders should be addressed to Chris Creech (1-7540). A current list of law book publishing companies is included in the Appendix.

### **C. Course Materials**

Sometimes no appropriate published materials are available for classroom use. When that happens, you

may need to compile the equivalent of a casebook for your students. Do not underestimate the time necessary to do this work. Assembling the appropriate materials (and keeping the number of pages to a manageable number) is a huge task and should not be undertaken lightly. If you must or want to do so, please keep in mind that federal copyright law applies to many of the materials you will be assembling. You must get permission to use copyrighted items in your course materials, even if those materials are handed out for free. The College Bookstore has a procedure and form for obtaining needed copyright permission. If you are interested in preparing a course pack, please see Della Harris for the required form.

## **D. Email**

Each faculty and staff member has an email address on the university's email system. Messages can be sent and received within the College and on the Internet. Questions about how to use the email system should be directed to Jessica Hughes at 221-1563.

## **E. Educational Technology Services**

In conjunction with the College's Information Technology (CIT) support structure, the Law School's Information Technology unit (LSIT) supports two computer labs in the Law Library. Together with the Law Library, LSIT coordinates access to electronic information resources. LSIT also provides Law School audiovisual support and maintains the Law School's web site. As a backup, the College's Technology Support Center can be reached at 221-HELP (221-4357).

### **1. Computers**

Students may take advantage of interactive instructional programs distributed by the Center of Computer Assisted Legal Instruction (CALI). You may also ask LSIT to install specific software necessary for your class instruction. Such requests should be received one month before the class begins. For assistance, contact Jessica Hughes at 221-1563.

If you are interested in creating a web site to supplement your course, there are two, easy-to-use systems available. Blackboard and TWEN are secure web sites that allow you to: (1) post documents such as a syllabus or handouts, (2) enable threaded discussions, (3) link to other web sites, and (4) make class announcements. The TWEN system also allows you to create links to any document in the Westlaw system by simply typing in the citation. These systems enable your students to have access to course materials 24 hours a day throughout the semester. If you are interested in using one of these tools, contact Jessica Hughes at 221-1563.

### **2. Audiovisual Services**

#### **a. Equipment**

The LSIT coordinates support of classroom technology, which includes audiovisual services. We have equipped each classroom with a computer, a VCR, and a data/video projector to display the computer and VCR images on a large screen. We have also equipped each classroom with an overhead projector for transparencies. Further, we have video cameras that can be placed in a classroom to videotape a class, guest speakers, or student projects.

Microphones are available for your personal use or for the use of guest speakers, including audio setup for panel discussions. A complete listing of audiovisual equipment is available through LSIT. For other types of equipment, we can coordinate with College audiovisual services to either borrow the equipment or outsource the service to a local production company. Please note that there is a fee for renting equipment from the College AV department and from outside sources. In order to guarantee equipment availability, we ask that requests for audiovisual equipment be made by email, phone, or in writing at least seven days prior to need. Audiovisual Services Request forms are available on Jessica Hughes's door

(room 217).

**b. Services**

LSIT staff will help set up and wire all AV equipment that you need for your class. If needed, staff can stay and operate the equipment. We can also provide you or your students with training on the proper operation of all classroom technology equipment, including computer presentation systems and software.

# Class Audio- and Video-Taping Policy

Document ID: [ClassTapingPolicy]  
Content manager: [Assoc. Dean of Technology]  
Last saved on: [19 January 2005]  
Last saved by: [Trotter Hardy]  
Document location: [G:\DocumentLibrary\ClassTapingPolicy.doc]

## For faculty and staff

The law school's technology staff will audio-tape or video-tape classes at a faculty member's request with reasonable advanced notice. Forty-eight hours is reasonable; the staff will try its best to accommodate requests with a shorter lead time. Note that audio-only taping requires less set-up and often provides a higher-quality, more usable record of class discussion than does video-taping.

## For students

The law school's technology staff will make every effort to videotape or audiotape classes, upon request by a student and with the permission of the faculty member. Students may request videotaping under the following circumstances: (1) non-regularly scheduled make-up or exam review classes; or (2) classes in which the instructor has arranged for a special guest speaker.

---

End of [G:\DocumentLibrary\ClassTapingPolicy.doc] last saved on [1/19/2005 11:33 AM]

---

### d. Storage, Use, and Return of Equipment

Use of the Law School's audiovisual equipment is normally limited to the Law School building. For Law School programs outside the Law School building, please consult with Jessica Hughes, 221-1563.

During regular business hours on weekdays, LSIT staff will set up and return to storage all audiovisual equipment. For weekend or evening services, a faculty member or student may check out equipment from the Library Circulation Desk. The person who borrows audiovisual equipment assumes the responsibility for the condition and security of the equipment until it is returned to the Library Circulation Desk. Equipment checked out for evening or weekend use must be returned to the circulation desk before it closes or by 9:00 a.m. the next morning.

## 3. Classroom Video Conferencing

Courtroom 21 offers video conferencing capabilities. This is a great way to "bring in" a guest lecturer for a class session at relatively little money. The College's Washington DC office also has video conferencing facilities which can be scheduled to allow speakers in the DC area to appear in the Courtroom. In addition, Courtroom 21 has the ability to deliver live or archived web-based "distance learning." Faculty wishing to arrange a video conference should contact Nancy Archibald of the Courtroom 21 office at 1-2494.

## F. Fax and Express Mail

The Law School fax number is 221-3261. Faxes are received by the Law School receptionist. The fax is placed in the recipient's mailbox located in the work room off the reception area. If you wish to have a fax sent, please bring the document to the Faculty and Academic Support Center (FASC).

An express mail courier stops at the Law School every afternoon by 4:00 p.m. If you have something to send out, please give it to FASC by 3:30 p.m. FASC staff will prepare your express mail packages and deliver them to the pickup location in Room 100. Express mail can be expensive; please reserve its use for special circumstances.

## **G. First-Day Assignments**

Prior to the beginning of each semester, faculty members are asked to submit first-day assignments. Chris Creech will collect and post these assignments.

## **H. Guest Speaker Fund**

Each semester money is available to support guest lecturers, up to \$100 per visit. Requests for this support should be submitted to Lynda Butler and are granted on a first-come, first-served basis.

## **I. Identification Card**

College identification cards are made in the ID Office located in the Atrium at the Campus Center. An ID card is necessary to gain access to the building after hours and to the Library from the faculty office wing. Gloria Todd can assist you with this process.

## **J. Library Fund**

The Director of the Law Library annually provides each full-time faculty member with funds for the purchase of books or subscriptions for your office. The Library will order and process these materials, which will be shelved indefinitely in your office. Any purchases must conform to state procurement policies and become the property of the Law School. The materials revert to the general collection when you cease working for the Law School. Each fall the Vice Dean will announce the amount of your library stipend.

## **K. Mail**

Each faculty member has a mailbox in the first floor administrative office area (room 100). Outgoing mail bins are located in the mailroom. Mail is delivered and picked up once a day - usually around 11:30 a.m.

## **L. Payroll**

William and Mary employees are paid twice a month, on the 1st and 16th (or on the preceding Friday if the 1st or 16th falls on the weekend). You may elect to have your paycheck deposited directly into your account. Contact Gloria Todd for more information.

## **M. Professional Development Fund**

Each full-time faculty member has funds available for professional development. These funds may be used to attend conferences, purchase office materials, or provide other support for your professional activities. Any purchases must conform to state procurement policies and become the property of the Law School. All purchases must be coordinated through Gloria Todd or Terri Lorincz.

At the beginning of each academic year, the Dean will determine the amount available for faculty development. Faculty may request additional support for professional activities through Vice Dean Lynda Butler.

The money that each faculty member receives in his or her Professional Development Fund (“PDF”) will be disbursed, upon request, strictly in compliance with state reimbursement guidelines. That is, faculty may be reimbursed up to 100% of the cost of membership dues, conference registrations, hardware and software purchases, and the like, but will be reimbursed only the amount authorized by the state for travel, accommodations, and meals, which is in almost every event less than the true cost to the traveler.

In addition to your individual PDF, you may apply for funding out of the professional development “pool.” Some of the money in this pool will come from state funds and some from private funds, but all of it will be distributed as if it were state money. That is, some expenditures may be reimbursed at the 100% level, but all travel reimbursements will be limited to state per diems. Because of budgetary constraints, travel expenses may not be fully supported. Funds in the pool will be allocated as follows:

- First, to faculty members invited to give a paper or a talk at a scholarly conference for which the sponsor provides less than full support.
- Second, to faculty members invited to participate as a commentator at a scholarly conference for which the sponsor provides less than full support.
- Third, to faculty members wishing to attend a professional meeting or conference at which the faculty member is meeting as a member of a committee or task force or the like.
- Fourth, to faculty members wishing to attend a professional meeting or conference (such as the AALS, AHA, ABA, ALI, specialty bar associations, and CLE programs).
- Fifth, for good cause shown, other professional aids, including specialized hardware and software not fundable from other sources and otherwise.

As soon as you know you will be seeking support from the pool, you should submit a written request to the Vice Dean, who will work with Terri Lorincz to make decisions throughout the year. Requests for pool funds implicating the first three priorities are highly likely to be approved. Requests for pool funds implicating the fourth and fifth priorities are less likely to be approved absent special circumstances.

For each request, please explain in some detail what the opportunity is and why it is important (1) to your professional development and (2) to the Law School.

## Reprint Policy

Document ID: [ReprintPolicy]

Content manager: [Vice-Dean]

Last reviewed by: [Vice Dean]

Last reviewed on: [Fall, 2004]

Document location: [G:\DocumentLibrary\ReprintPolicy.doc]

The Law School will reimburse permanent, full-time faculty members who purchase reprints of their newly released articles to send to interested colleagues in academia or other areas according to the following guidelines.

1. Order only a few more reprints than you plan to distribute. To ensure a reasonable approximation of the number of reprints that will be mailed, decide how many reprints you need by first compiling a list of those to whom the reprints will be sent. A reserve of 25 reprints may be kept by the faculty member.
2. Faculty seeking reimbursement under this policy must promptly send out their reprints.
3. If you are uncertain about whether the number you plan to request is unduly large, check first with Lynda Butler or Terri Lorincz. The number of reprints ordered must be within reason. What is reasonable, of course, will vary with the circumstances.

4. When presenting an invoice to Terri Lorincz, a faculty member must verify that the reprints have, in fact, been mailed to the list of interested recipients. This requirement is a condition precedent to payment.

---

End of [G:\DocumentLibrary\ReprintPolicy.doc] last saved on [12/6/2004 12:30 PM]

---

## O. Research Assistants

The Law School receives funds from the State each year for student research assistants. Faculty who would like assistance with research will be assigned one or more Graduate Fellows to assist with research during the academic year. Faculty who would like to employ students during the summer months to assist with research may contact Rob Kaplan, Associate Dean for Career Services, if they wish assistance in posting a notice, or may communicate directly with interested applicants. Gloria Todd handles the documentation necessary to add students to the payroll.

## Research Grants

Document ID: [ResearchGrantPolicy]  
Content manager: [Vice-Dean]  
Last reviewed by: [Vice Dean]  
Last reviewed on: [Fall, 2004]

Document location: [G:\DocumentLibrary\ResearchGrantPolicy.doc]

### 1. Semester Research Grants

Each year in the fall, faculty members are invited to submit proposals to the College Research Committee for semester research grants, using the form provided by the College Committee. Eligible Law School faculty are encouraged to participate in this process. See Della Harris for an application.

### 2. Summer Research Grant Policy

Summer research grants will be awarded and funded according to the following guidelines. The Dean and Vice Dean will periodically review the guidelines to determine whether they should be continued, modified, or abandoned.

- a. Grants will be paid in two installments, a first installment of two-thirds the grant at the time the grant is awarded, and a second installment of the remainder at the time of completion of the funded project. Completion will be a flexible concept, tailored to the nature of the particular project undertaken. Completion often will be the submission of a manuscript to law reviews or a publisher. Occasionally, a faculty member may have completed work on a manuscript but elected to delay submitting the paper to law reviews. If the manuscript is a major law review article, the project will be presumed to be completed upon submission to the Vice Dean of a polished manuscript suitable for distribution for comment. For a project such as a book or other extraordinarily ambitious project, submission of a substantially complete draft or selected chapters may constitute completion. In all instances, the faculty member must submit the work product and an explanatory memorandum regarding completion to the Vice Dean. When a project already has received support from the Law School or College (e.g., from a prior summer grant project, course reduction proposal, or faculty research assignment), the faculty member must identify what was completed for the current summer project and demonstrate that the work submitted for completion warranted the devotion of the current summer grant period. Failure to complete the funded project or a substantially equivalent alternative project disqualifies the faculty member from the next year's grant process.
- b. Grants will come in two varieties, full summer grants and half summer grants. A half summer

- grant will obligate the faculty member to devote full energy to the project for approximately six weeks, leaving the faculty member free to engage in other remunerative activities, such as summer teaching at William & Mary or elsewhere. A full summer grant shall obligate the faculty member to devote full energy to the project for the entire summer. Requests to engage in remunerative activity by a faculty member working on a full summer research grant shall be considered under the College's External Paid Employment Policy. The distinction between full grants and half grants is not based on type of scholarship, but rather on the scope of the project and the time appropriately dedicated to it.
- c. Full summer grants will be awarded for ambitious, original scholarship, including law review articles, an adequate combination of shorter law review pieces, a university press or other comparable original book, a first edition of a treatise or casebook, a body of work that the Vice Dean determines is equivalent in effort to a major law review article (such as some combination of works that, when taken alone, would justify a half summer grant), or other similarly ambitious scholarly projects. Such projects warrant the devotion of a full summer.
  - d. Half summer grants of six weeks duration will be awarded for more confined original scholarship such as a single short law review piece, or second and subsequent editions of casebooks or treatises, substantial supplements to treatises or casebooks, and the like.
  - e. The presumptions indicated in paragraphs c and d are subject to a faculty member's opportunity to persuade the Dean and Vice Dean that a particular work product ordinarily fitting into the half grant category ought in the particular instance be treated as a full grant work product (e.g., a second edition of a casebook done at a time of great change and upheaval in the subject matter of the book). In all such instances, the faculty member must submit a memorandum explaining why the project warrants full summer grant treatment.
  - f. For summer 2004, half summer grants are being funded at \$7,500 and full summer grants at \$15,000. Both types will be paid in two installments as indicated in paragraph a (i.e., the first installment of a full grant will be \$10,000, while the initial payment of the half grant will be \$5,000).
  - g. Applications for summer 2005 grants should be submitted to the Vice Dean by March 18, 2005. The Dean and Vice Dean may, with the concurrence of the faculty member applicant, make a half-summer grant based on an application for a full summer grant.
  - h. One faculty member each year, as determined by the Dean, shall be named the Cabell Professor. The Cabell Professor's stipend will include his or her summer grant. The Cabell Professor need not apply for a research grant.
  - i. Faculty members should submit progress reports on summer funded projects to the Vice Dean no later than October 1 each year.

---

End of [G:\DocumentLibrary\ResearchGrantPolicy.doc] last saved on [12/6/2004 12:26 PM]

---

## **Q. Scheduling of Rooms and Events**

### **1. Reservation of Classrooms and Conference Rooms**

Faculty wishing to reserve classrooms or conference rooms for special meetings or make-up classes should contact Gloria Todd. She keeps a master calendar and will process your request.

### **2. Scheduling of Events**

To schedule a Law School event, faculty, staff, and students should go to Gloria Todd to fill out an event request form. After determining the availability of rooms and times for the event, Gloria will tentatively schedule the event on the Master Calendar located on the Cardozo web site and then forward the request to the Vice Dean, Lynda Butler. The Vice Dean will review the event form and ensure that

scheduling does not create a serious, avoidable conflict. Once both the approval of Lynda Butler and Gloria Todd are obtained, the event will be placed on the Law School Master Calendar as a scheduled event.

## **R. Seating Charts**

Seating charts for all classrooms are available in the mail room.

## **S. Supplies**

Office supplies are available from a number of sources. General supplies (such as pens, paper clips, and rubber bands) are available from the storage cabinet in the mailroom (room 100). Please talk with Della Harris or Gloria Todd about other supply needs.

## **T. Telecommunications System**

The telephones in each faculty office are equipped with "voice mail." To retrieve your messages dial "\*5," then follow instructions. Local calls require that you dial "7" to get an outside line. To place a long-distance telephone call, even within our own area code, you must dial "8," "1," the area code, and then the number.

Please restrict direct long-distance calls to business calls only. If you need to make a personal long-distance call, use your credit card, charge it to your home phone, or use the long-distance access code provided by the College.

If you are experiencing difficulties with your office telephone, please contact Gloria Todd.

## **U. Travel Expense Reimbursement Procedures**

Faculty who travel on Law School business should follow the following guidelines:

1. If you are seeking reimbursement from pool funds, you must submit a written description of the nature and purpose of your trip to the Vice Dean before incurring any obligations.
2. Virginia Kelly can use a travel card to make Internet reservations and can also work with College's approved travel agency to assist in making travel arrangements.
3. When you have confirmed your reservations, please turn in a Travel Authorization Request form to Virginia Kelly. She must have this form before reservations may be finalized.
4. Keep careful records of your expenses when you travel and submit your receipts with the Travel Reimbursement Voucher (Form DA-02-041; see Appendix) to Virginia Kelly. The Law School will reimburse for travel expenses only up to the limits set by the state.
5. Travel of any kind must be approved by the Vice Dean.
6. Faculty should make their own arrangements for accommodations while traveling.
7. Gloria Todd will help to coordinate events involving Law School guests.

## **Appendices**

## POLICY ON EXTERNAL PAID EMPLOYMENT

### The Formal Policy

External paid employment is defined as any outside professional activity (e.g., consulting, teaching, research which is outside the normal scope of employment, training, or service) that is undertaken for compensation by faculty, administrative, and professional staff members with full-time appointments.

The first obligation of faculty, administrative, and professional staff members is to fulfill their duties to the College. External paid employment must not interfere with this obligation, and approval therefore must be obtained by staff members before any commitments are made.

**A system of precise time accounting is not consistent with the basic character of academic work because the activities performed are multifaceted, closely related, and they do not conform to any simple definition of a standard work week. Accordingly, this policy does not impose a maximum amount of time that can be devoted to external paid employment. Rather, it relies on the professionalism of faculty, administrative, and professional staff members to ensure that such employment is not excessive.**

To assist those engaged in or having responsibility to oversee external paid employment at the College, the following general guideline is offered:

- While the particulars of each individual case will need to be considered carefully, external paid employment normally should not involve more than one day per calendar week, on average, during the term of annual employment (academic year or twelve months). This includes preparation time as well as the time required for travel to and from the location of external paid employment.

Such activity during the summer months by staff members on academic year contracts is exempt from this policy, but any other external paid employment that involves more than a single and small honorarium (more than \$500) must be approved in advance.

In addition, any use of College facilities and resources in external paid employment requires prior approval by the Provost, as does any use of the College's name if it implies an endorsement by the College of any product or service resulting from external paid employment. Finally, faculty, administrative, or professional staff members engaged in external paid employment must be in compliance with the College's related policy on financial conflict of interest. External paid employment must be approved in writing by the President or, as has been the customary delegation, by the Provost.

Approval of external paid employment is subject to the following expectations:

- The external paid employment may not interfere with the obligations of the staff member to the College or create any conflicts of interest.

- A staff member's private office and the College's libraries may be used in conjunction with the external paid employment, after hours or during regular hours if it does not interfere with a staff member's duties. All other uses of College facilities and resources (e.g., classrooms, secretarial assistance, postage, fax machines, copy machines, telephone charges, laboratories, Computer Center resources and services) are not allowed unless approved in writing by the Provost. Such approval may be contingent on payment to the College of some or all costs related to the use of its facilities and resources.
- The College's name may not be used or implied in conjunction with the external paid employment unless the Provost approves in writing.
- If a staff member's external paid employment involves undergraduate or graduate students of the College who are being academically supervised and/or evaluated by that staff member, the work should be of educational value and must not exploit the students financially or otherwise.
- The College reserves the right to consider fairly any relevant information, such as the staff member's performance record at the College and the demands of the external activity.

The above policy does not modify or contravene any section of the Virginia Code. It is the responsibility of faculty, administrative, and professional staff members to be familiar with and to comply with the State and Local Conflict of Interest Act. That Act, for instance, generally prohibits staff members from accepting anything of value, other than the compensation paid by the College, for services performed within the scope of official duties owed to the College. The Act also prohibits accepting any business or professional opportunity that may reasonably tend to influence the performance of official duties, or using confidential information for personal gain, or having certain personal financial interests in College contracts (see Virginia Code, Section 2.1-639.1 et.seq.).

#### Implementation Procedure

Questions about any of the expectations of this policy should be discussed by staff members with their immediate supervisors before petitions for external paid employment are submitted. However, supervisors have no authority to modify or waive any of the provisions in this policy, the final interpretation of which lies with the President or his or her designee. Staff members should provide all relevant information that will assist the College in making a fair judgment as to the best use of its resources or the impact of external paid employment on its operation.

Copies of the approval form are available in the Provost's Office. Before the form is sent to the Provost's Office for approval, faculty must seek endorsement signatures from the department chair (where relevant) and the appropriate dean; and administrative and professional staff members must seek endorsement signatures from the relevant administrative officer. Copies of approved petition forms are sent to the petitioner and those who have endorsed the form. Every reasonable effort must be made to decide such petitions within five work days so that the staff member may make appropriate commitments. It is in the staff member's interest to file such petitions in a timely manner.

Approval for an external paid employment must be sought in advance of the beginning date of the commitment. A separate petition must be submitted for each identifiably distinct employer or client and activity. In the case of activities with an open duration, a new petition for approval must be sought annually by the staff member. Also, if the nature of the activity changes significantly after an approval is given (e.g., new tasks are to be performed, more time commitment is required), another petition must be submitted promptly to the signatories above. The College reserves the right to revoke any approval at any time if the activity in fact interferes with the staff member's

obligation to the College.

If approval of external paid employment is denied by the staff member's immediate supervisor, that action may be appealed to the next highest level and ultimately to the Provost. When relevant, procedures from the Faculty Handbook may be applied.

This policy is subject to amendment by the Board of Visitors. Amendments will be applied prospectively unless otherwise required by law.

Approved by the Board of Visitors

2 February 1996

---

Taken from <http://www.wm.edu/grants/HANDBOOK/expaypolicy.htm>

---

# Faculty By-Laws

Document ID: [FacultyByLaws]

Content manager: [Vice-Dean]

Last revised: [November 1988]

Last saved by: [Trotter Hardy]

Last saved on: [19 January 2005]

Document location: [G:\DocumentLibrary\FacultyByLaws.doc]

## Article I Definition of the Faculty

- §1. All references in these By-Laws to the College shall be deemed to mean the College of William and Mary in Virginia, all references to the Law School shall be deemed to mean the Marshall-Wythe School of Law of the College of William and Mary in Virginia and all references to the Board of Visitors shall be deemed to mean the Board of Visitors of the College of William and Mary in Virginia. The term "Faculty of the Law School" or "Faculty" shall mean the President of the College (hereafter designated President), the Dean of the Law School (hereafter designated Dean), the Vice Dean of the Law School, the Law Librarian, and all persons holding teaching or research appointments, active or emeritus, as professors, associate professors, assistant professors, and full-time instructors in the faculty of the Law School exclusive of those holding such appointments in a separate formally organized school or branch of the College of William and Mary.
- §2. All members of the Faculty hereinafter specified shall be entitled to vote in meetings of the Faculty. Those members of the Faculty entitled to vote shall be: (a) All members of the Faculty holding active tenure track positions with the rank of assistant, associate or full professor; or (b) Those other individual members of the Faculty specifically empowered to vote by a two-thirds majority of those members of the Faculty entitled to vote.
- §3. The President or the Dean may at his discretion invite other persons to attend meetings of the Faculty.

## Article II Officers of the Faculty

- §1. The officers of the Faculty shall be a Chairman, Vice-Chairman and a Secretary. The Dean shall hold the office of Chairman. The Vice Dean shall hold the office of Vice Chairman. The Secretary shall be elected from among the members of the Faculty for a term of one year.
- §2. The President may preside at any meeting of the Faculty, in accordance with the By-Laws of the Board of Visitors. In his absence the Chairman shall preside. In the absence of the President or Dean the Vice-Chairman shall preside. In the absence of all three the Faculty entitled to vote may elect a temporary presiding officer.
- §3. The Secretary shall record the minutes of each meeting, and read them at the following meeting unless they are theretofore distributed to each faculty member entitled to vote. He shall make at least five copies of the minutes: one for the archives of the College, one for the President, one for the Vice-President, one for the Dean, and one for the Secretary. The copy in the possession of the Dean may be consulted by any member of the Faculty entitled to vote.

## Article III Meetings of the Faculty

- §1. Regular monthly meetings of the Faculty shall be held from September through May, unless the Dean determines that there is insufficient business to justify a meeting. Notice of these meetings shall be given at least seventy-two hours in advance unless waived by unanimous consent of the present. Only

- members of the Faculty entitled to vote shall be permitted to attend executive sessions of the Faculty meetings.
- §2. Special meetings of the Faculty entitled to vote may be called by the President, the Dean or by a majority of the Faculty entitled to vote on the same notice provided in Article III §.
- §3. A majority of the members of the Faculty entitled to vote shall constitute a quorum.
- §4. No motion or resolution affecting the educational policy of the Law School shall be voted on in a meeting unless it shall have been submitted in writing to the Dean and copies thereof sent by him to all members of the Faculty entitled to vote at least one week prior to the date of the meeting. This provision may be waived by unanimous consent of those present.
- §5. Meetings shall be conducted in accordance with Robert's "Rules of Order Revised for Deliberative Assemblies."

### **Article IV**

The Dean of the School of Law shall be responsible through the Provost to the President for the administration and coordination of the School of Law, and shall make recommendations accordingly through the Provost to the President.

### **Article V** **Responsibilities of the Faculty**

- §1. It is the general responsibility of the Dean and Faculty of the Law School entitled to vote to formulate, develop, maintain and from time to time appropriately revise the institutional policies of the Law School, and make recommendations through the Provost to the President regarding all matters related thereto.
- §2. The Faculty of the Law School entitled to vote shall determine the academic requirements for any earned degree awarded under its authority and which is not specifically assigned to the jurisdiction of another formally organized school or branch of the College of William and Mary; and, subject to the approval of the President and the Board of Visitors, shall determine the earned degrees to be offered by the Law School.
- §3. With respect to the degrees authorized in the preceding section, the Faculty of the Law School entitled to vote shall:
- (a) Certify the names of those students who have fulfilled the academic requirements for the degrees.
  - (b) Determine the academic prerequisites for admission of students to courses and to candidacy for degrees.
  - (c) Determine the policy to be followed in the evaluation of credits transferred from other institutions.
  - (d) Determine academic standards for continuation in residence, for academic classification, and for participation in extracurricular activities.
  - (e) Determine the system of grading, and the policy regarding examinations.
  - (f) Determine the regulations governing attendance of students in classes and regulations governing conduct of those enrolled in the Law School.
- §4. The Dean and the Faculty of the Law School entitled to vote shall have authority to:
- (a) Award general academic honors to students and recommend the award of scholarships and prizes.
  - (b) Advise and recommend through the Provost to the President concerning employment, retention, promotion and the granting of tenure to faculty members according to the procedures set forth in section VI (4-5) of these By-Laws and in the Faculty Policy Statements.

- (c) Recommend to the President, through appropriate channels, candidates for honorary degree.
- (d) Exercise exclusive control, under the direction of the President, of the selection of all visiting speakers or lecturers who may appear under the auspices or sponsorship of the Law School.
- (e) Perform such other functions as may come within the province of its duties and responsibilities as defined by the By-Laws of the Board of Visitors.

## **Article VI**

### **Elected Committees of the Faculty**

- §1. Only members of the Faculty entitled to vote may be members of the elected committees of the Faculty. The Faculty Status Committee, however, shall be comprised solely of tenured faculty members. The elected committees of the Faculty shall be as follows:
- (a) The Curriculum Committee;
  - (b) The Advisory Committee;
  - (c) The Faculty Appointments Committee; and
  - (d) The Faculty Status Committee
- §2. The Curriculum Committee shall consist of three members, each of whom will serve a term of three years. At the first meeting of the committee it shall be decided by lot which member shall hold office for one year, which for two years, and which for three years. Thereafter, the Faculty entitled to vote shall elect from its numbers at its May meeting one person to serve on this committee for a term of three years beginning the following September. The Committee shall annually elect its Chairman who shall hold office for one year. The duties of the Curriculum Committee shall be to review regularly the general educational policy of the Law School, insofar as it concerns curricular matters, and to make recommendations to the Faculty entitled to vote.
- §3. The Advisory Committee shall consist of three members, each of whom shall serve for a term of one year. They shall be elected at the May meeting of the Faculty entitled to vote for a term beginning the next September. The duties of the Advisory Committee shall be as follows:
- (a) Represent the Law School Faculty when invited by the Board of Visitors or a subcommittee of the Board; and,
  - (b) When requested by the President to serve in an advisory capacity in regard to any matter which may involve the Law School.
- §4. The Faculty Appointments Committee shall consist of six members, each of whom shall serve a two-year term. However, three of the initial terms shall be one year determined by lot; thereafter, three members shall be elected at the May meeting for terms beginning the next September. In addition, the Dean shall serve ex officio as a committee member with vote in case of ties. The committee membership shall reflect the composition by rank of the faculty to the extent feasible. The Chairman, chosen by the committee for a one-year term, shall be a full Professor.

According to rules and procedures established by the faculty entitled to vote, the committee shall guide and advise in writing the faculty entitled to vote supporting those recommendations concerning employment of faculty members including the law librarian.

If in agreement with the written faculty recommendation, the Dean shall communicate the recommendation in writing to the President.

If in disagreement with a faculty recommendation, the Dean shall, in writing, fully inform the faculty entitled to vote of the nature of the disagreement and shall thereafter meet with the faculty entitled to vote at regular or special meetings in an effort to resolve the disagreement. If the disagreement thereafter persists, both the recommendation of the faculty entitled to vote and the Dean's recommendations shall be forwarded by the Dean to the President.

- §5. The Faculty Status Committee shall consist of five members, each of whom shall serve a two-year term. Two of the initial terms, however, shall be for one year. Members shall be elected by the faculty at the May meeting for terms beginning the next September. The chair, chosen by the committee for a one-year term, shall be a full professor. Should any member of the Committee be the subject of its actions, the member shall resign. All vacancies on the committee shall be filled by a special election of the faculty.

Upon an application for tenure or promotion, the Faculty Status Committee shall forward to the faculty, a written report recommending either for or against tenure or promotion. Thereafter, a meeting of the faculty, including, if he or she desires, the applicant for promotion or tenure, shall be held to consider the recommendation. A recommendation to grant tenure or promotion requires a majority vote of the tenured faculty members who have achieved the rank to which the applicant aspires. In computing the required majority, faculty members excused for good cause shall not be counted. Only members present at the meeting shall be entitled to vote. A quorum for the faculty meeting on a promotion or tenure application shall consist of three-fourths of the faculty members eligible to vote, less any faculty members excused for good cause. A faculty meeting to consider a tenure or promotion application shall conclude in executive session (absent the candidate), to discuss the merits of the application and to cast a vote by secret ballot.

A subcommittee selected by the voting tenured faculty, shall prepare a written report recommending for or against tenure or promotion. Upon approval by the voting tenured faculty, the report (including a record of the faculty vote) shall be included in the applicant's file and forwarded to the Dean. The Dean shall submit the faculty recommendation, along with his or her detailed recommendation, to the President. The Dean's recommendation shall be included when available in the applicant's file, subject to inspection by the applicant and any member of the voting tenured faculty.

## **Article VII Other Committees of the Faculty**

- §1. The Dean may establish such other committees as he or the Faculty entitled to vote deems proper. The Dean may appoint the members of such Committees. The Committees established and appointments thereto shall conform to the established policies of the President and the Board of Visitors.
- §2. The President may establish such additional committees of the Law School Faculty as he deems proper and appoint their members.
- §3. All Faculty Committees shall report to the Faculty entitled to vote regarding existing policy and its application in each area at such times as may be appropriate.

## **Article VIII Amendments**

- §1. Subject to the approval of the President and the Board of Visitors, these By-Laws may be amended by a two-thirds vote of those Faculty members entitled to vote present constituting a quorum at any meeting of the Law School Faculty, provided a copy of the proposed amendments shall have been sent to every member of the Faculty entitled to vote at least one week in advance of said meeting.

## **Article IX Effective Date**

- §1. These By-Laws and any amendments thereto shall become effective upon approval by the President and the Board of Visitors.



---

# Procedures For Retention, Promotion And Tenure

Document ID: [ProceduresForRPT]  
Approved on: [November, 1987]  
Approved on: [May, 1993]  
Approved as revised on: [February, 1994]  
Recorded on: [April 12, 1994]  
Approved as revised on: [March, 1996]  
Approved as revised on: [February 27, 1997]  
Recorded on: [April 17, 1997]  
Approved as revised on: [January 28, 1998]  
Document location: [G:\DocumentLibrary\ProceduresForRPT.doc]

## **I. Faculty Status Committee**

A. Composition. Beginning with the 1988-89 academic year, the Faculty Status Committee (the "committee") shall consist of five tenured faculty members elected for two year terms. The terms of the committee members shall be staggered so that no more than three members are elected each year. Committee members shall be elected by the faculty in May of each year for terms commencing the following August. The chairperson, chosen by the committee for a one year term, shall be a full professor. The chairperson shall appoint a secretary who will maintain records of committee meetings. The dean shall be an ex officio member of the committee with the right to attend all committee meetings, but without the right to vote.

B. Functions. According to the procedures and criteria hereinafter set forth, and in accordance with the standards and procedures prescribed by the by-laws, the committee shall make recommendations to the faculty concerning retention, promotion and tenure. The committee shall prepare a written report reflecting its deliberations, recording votes of committee members, setting forth its recommendations, and containing findings with respect to the criteria for retention, promotion and tenure, as applicable. The committee shall act by majority vote. The individual views of committee members may be appended to the committee report.

The committee shall, in conjunction with the dean, conduct post-tenure periodic reviews as provided in Section VI.

C. Procedures. The procedures hereinafter set forth are intended to direct the committee in the performance of its functions. Failure by the committee to follow the prescribed procedures shall not deprive the faculty of its ultimate authority to make recommendations regarding retention, promotion and tenure. Such failure may be considered by the faculty in determining the weight it accords a recommendation by the committee. All reviews shall include, at the beginning of the review process, a written self-evaluation statement by the person being reviewed. Any person reviewed shall have the right to append an additional statement to the record and report of the committee.

## **II. Functions of the Faculty**

According to the procedures and criteria hereinafter set forth, upon receipt of the committee's recommendation and report, the faculty shall make recommendations to the appropriate university officials concerning retention, promotion and tenure.

## **III. Functions of the Dean**

According to the procedures and criteria hereinafter set forth, the dean shall make independent recommendations to the appropriate university officials concerning retention, promotion and tenure.

## **IV. Criteria for Retention, Promotion and Tenure**

A. General Criteria. All decisions regarding retention, promotion and tenure will be based on an evaluation of a candidate's achievements with respect to the following factors:

1. Teaching Effectiveness. Retention, promotion and tenure decisions will be based, in part, on an evaluation of a candidate's competence as a teacher, including teaching related activities outside the classroom. Evaluation of teaching effectiveness will be based on both peer and student opinion. Evaluation of teaching effectiveness will involve class visitations by faculty members and solicitation of written student opinion. The committee shall establish class visitation guidelines designed to minimize classroom disruption.

2. Scholarship. Retention, promotion and tenure decisions will be based, in part, on an evaluation of a candidate's contributions to the body of legal or other scholarly literature. Evaluation of scholarly works will be based on both internal and external professional comment.

3. Other Factors. Retention promotion and tenure decisions will be based, in part, on an evaluation of a candidate's contribution to the internal governance process of the law school and the university. While not required as a condition for retention, promotion or tenure, a faculty member's positive scholarly or service contributions to the law school (including helpfulness to students), the university, the legal profession, the judicial system or local, state or national government will be considered in the evaluation process.

B. Application of Criteria. The burden of demonstrating fulfillment of the criteria for retention, promotion or tenure shall be upon the candidate. Application of the criteria will necessarily involve a higher standard of performance for faculty members considered for promotion to the rank of professor and/or for an award of tenure than for retention. The criteria shall be applied in such a manner that improvement in the overall quality of the faculty will be fostered. Therefore, retention, promotion and tenure decisions shall not necessarily reflect a comparative judgment in relation to decisions made in prior years.

1. Tenure. The award of permanent tenure signifies the attainment of academic excellence, and shall be based on the criteria specified in Section IV(A). A recommendation for the award of tenure requires a judgment that the candidate has achieved excellence in teaching or scholarship, and has achieved proficiency with respect to all other applicable criteria. A recommendation for the award of tenure requires a judgment that the scholarly publications of the candidate constitute a significant contribution to the body of legal or other scholarly literature.

Consideration for permanent tenure normally shall be made during the candidate's sixth year of credited teaching experience. Permanent tenure will be granted to a faculty member upon the faculty member's continuation beyond seven years credited teaching experience, including authorized leaves of absence; provided, however, that the law school may require a faculty member to spend at least two years as a member of the William and Mary faculty, regardless of the number of years of credited teaching experience, prior to consideration for an award of tenure to become effective at the beginning of the faculty member's fourth year on the faculty. The term "credited teaching experience" means that number of years a faculty member has taught full-time at William and Mary or any other accredited law school, plus the number of years credit for experience in lieu of actual teaching experience given to a faculty member at the time hired at William and Mary.

Consideration for tenure shall be made when requested by a faculty member by written notice given to the dean not later than August 15.

2. Promotion to Professor. No faculty member shall be recommended for promotion to professor who is not a tenured member of the faculty or who is not concurrently recommended for tenure by the faculty.

Consideration for promotion to the rank of professor shall be made when requested by a faculty member by written notice given to the dean not later than August 15.

A recommendation of promotion to the rank of professor requires achievement over and above that required for tenure. A finding that this level of accomplishment has been attained requires a judgment that the candidate:

(a) has achieved excellence as both a scholar and a teacher; or

(b) at the time of application satisfies the criteria for an award of tenure and has demonstrated, over a sustained period, excellence as either a scholar or a teacher; or

(c) at the time of application satisfies the criteria for an award of tenure and has achieved a substantial national reputation for excellence as a scholar or a teacher; or

(d) at the time of application satisfies the criteria for an award of tenure and has demonstrated leadership in and produced a significant impact upon the development of law or public policy.

3. Promotion to Associate Professor. Promotion to the rank of associate professor signifies the attainment of academic proficiency and shall be based on the criteria specified in Section IV(A). A recommendation for promotion to the rank of associate professor requires a judgment that the candidate has achieved proficiency as a teacher, a scholar and with respect to all other criteria for retention, promotion and tenure, and has demonstrated potential for excellence as a scholar or a teacher.

Consideration for promotion to associate professor shall occur when requested by a faculty member by written notice delivered to the dean not later than August 15; provided, however, that any assistant professor who fails to obtain promotion to associate professor by the end of his or her fourth year of full time teaching at the law school shall not be retained.

4. Retention. An untenured faculty member shall be considered for retention upon request by the dean or three members of the faculty. The review process will begin September 1 of the following year. Unless previously or concurrently reviewed for promotion, all untenured faculty members shall be reviewed for retention in the second semester of their second year of teaching at William and Mary. A decision not to retain an untenured faculty member shall reflect a judgment that the faculty member has not achieved and is not likely to achieve proficiency as a teacher, a scholar and with respect to all the other criteria for retention, promotion and tenure.

5. Clinical Director. Retention, promotion and tenure determinations for the Director of Clinical Programs shall be made in accordance with the memorandum of the Faculty Appointments Committee dated March 2, 1977, a copy of which is attached hereto.

## V. Evaluation Process.

A. Committee Review. Not later than August 15, the dean shall notify the faculty of the names of faculty members to be considered for retention, promotion and tenure. On such date, the dean also shall give notice to faculty members subject to or requesting review. Candidates shall submit to the chair person of the committee all materials deemed relevant to the review process. Materials for outside review must be submitted in complete form no later than September 1. The candidate may submit additional relevant material for committee consideration until October 1. The committee shall solicit written comment from students and other faculty. Prior to making its final recommendation, the committee shall provide the candidate an opportunity to review and respond to all documentary material which will be considered by the committee and to appear personally before the committee to present his or her case for retention, promotion or tenure. The committee may request and shall permit students and faculty members to appear personally before the committee to comment upon their written materials regarding the merits of a case for retention, promotion or tenure. The candidate shall be permitted to be present during such appearances and shall have an opportunity to comment thereon.

The committee's review process and recommendation to the faculty shall be made by November 15, at which time it shall file its written report with the dean, the candidate, and the faculty authorized to vote. The committee report shall contain findings with respect to the criteria for retention, promotion and tenure, as applicable. Supporting data shall be available to the faculty for review.

B. Faculty Review. The ultimate responsibility for faculty recommendations regarding retention, promotion and tenure shall reside in the law school faculty authorized to vote on such matters ("the participating faculty") as prescribed in the by-laws of the faculty. Upon receipt of the recommendation and report of the committee, the participating faculty shall, not later than December 1, assemble in executive session to consider the recommendation and report of the committee. Prior to the meeting, participating faculty members shall review the committee report and supporting data and may independently undertake such teaching and scholarship review as they deem appropriate. At the meeting, the candidate may appear personally to present his or her case for retention, promotion or tenure. The participating faculty may also make whatever additional inquiry it deems appropriate under the circumstances, including additional classroom visitations, solicitation of additional student and expert professional comment, and may accept or reject, in whole or in part, the findings and/or

recommendation of the committee. According to the standards and procedure prescribed by the by-laws, the participating faculty shall, no later than December 15, make its recommendation and report to appropriate university officials.

C. Dean Review. According to the criteria for retention, promotion and tenure set forth in Section IV(A), the dean shall make an independent recommendation and report to appropriate university officials. In making the recommendation and report, the dean shall consider all data and information developed during the committee and faculty review process, including the recommendation and report of the committee, and may attend all faculty meetings regarding the matter; provided, however, the dean shall not be bound by the recommendation and reports of the committee or the faculty. Prior to reaching a final decision on the matter, the candidate shall be afforded the opportunity to present his or her case for retention, promotion and tenure to the dean, and the dean may, in his or her discretion, solicit additional student, faculty and outside expert professional comment. The dean shall make his or her recommendation not later than January 15, and copies of the recommendation and report shall be given to the candidate and made available to all participating faculty members.

D. Related Matters. Faculty members who, under the by-laws, are not authorized to vote on matters involving retention, promotion and tenure ("non-participating faculty"), shall not formally participate in the evaluation process. Non-participating faculty shall not be furnished evaluation data or reports or attend executive sessions except upon express direction or invitation of the particular faculty member being evaluated.

## **VI. Post-Tenure Periodic Reviews.**

A. Purpose. The purpose of post-tenure review is to encourage, support and monitor the continued career development of tenured faculty.

B. Scheduled Reviews. The committee and the dean shall conduct periodic reviews of each tenured faculty member not less than once every six years. The review shall be conducted in accordance with the standard for tenure as to teaching, scholarship, and other factors. The review shall be conducted by the committee and the dean without submission to the faculty. In evaluating a tenured faculty member's performance, "other factors" shall include, in addition to those factors already considered under the tenure standard, the faculty member's performance in advising and mentoring of students, involvement in faculty governance and service related to the mission of the Law School and the College, mentoring of junior faculty, and leadership in collegial interactions. Factors such as the tenured faculty member's mastery of new disciplines and/or materials, and his or her creation of new professional relationships within or beyond the College, may also be considered. The committee and the dean shall determine whether such criteria have been met during the preceding six years. The review may result in a commendation, in recommendations for improved performance or in suggestions for faculty development. If, however, the review results in an express finding that the faculty member's overall performance is unsatisfactory (overall performance fails to meet expectations under applicable standards), he or she must submit to the committee and dean prior to September 1 following the review a detailed plan for improving performance. The plan must adequately address deficiencies and be approved by the committee and dean by October 1. Acceptance of the plan occurs upon approval. The committee shall conduct an assessment of progress made in implementing the plan two years after its acceptance. If the assessment results in a finding that the faculty member has failed to show adequate improvement (overall performance remains unsatisfactory) the dean may consider sanctions, including salary adjustments, reassignment of duties or a recommendation that dismissal proceedings be instituted in accordance with College procedures as stated in the Faculty Handbook.

C. Unscheduled Reviews. The dean annually conducts merit evaluations of each faculty member in such manner and with such consultation with others, if any, as he deems appropriate. If a faculty member receives an overall unsatisfactory evaluation, such finding shall be communicated in writing to the faculty member, and the committee will be so advised. If a faculty member receives such a negative evaluation twice in a three year period the committee shall be directed by the dean to perform an unscheduled post-tenure review before the end of the academic year. Such unscheduled review shall be conducted in accordance with the standards applicable to scheduled reviews (Para. B., above). If such review results in an express finding that the faculty member's overall performance is unsatisfactory, a plan for improving performance must be submitted by the faculty member by September 1 and approved by the committee and dean prior to October 1. The committee will assess progress on this plan after one year. If such assessment results in a finding that performance has not improved satisfactorily, sanctions, including institution of dismissal proceedings, may be imposed.

D. Related Matters. The dean shall report to the provost findings that a faculty member's overall performance is unsatisfactory or that a faculty member has received an overall unsatisfactory merit evaluation, and shall inform the provost of the nature of the deficiency, and proposed remedial action and the results of subsequent monitoring. Where a performance plan is required to be submitted or developed by a faculty member, failure of that faculty member to cooperate in timely submitting and developing a plan acceptable to the committee and dean may be a basis for imposition of sanctions.

## **VII. Periodic Reports and Interpretative Opinions.**

The committee and the dean shall promptly communicate to the faculty any changes made in student evaluation procedures, peer evaluation procedures, and significant changes in interpretation of the criteria for retention, promotion and tenure. The committee may render an interpretative opinion on the procedures and criteria upon request of a faculty member.

---

End of [G:\DocumentLibrary\ProceduresForRPT.doc] last saved on [12/6/2004 12:29 PM]

---

---

End of overall document, located at: [G:\DocumentLibrary\faculty\_handbook\_2004-2005.doc]

---

---

[1] If not able to save in Word or Word Perfect, save in a text (.txt) or rich text (.rtf) file.