

# The College of William and Mary

## Part –Time Faculty Handbook

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*Amended 1 August 2002*  
INTRODUCTION

The College of William and Mary is committed to providing the highest possible quality instruction to undergraduate, graduate and professional students, and a collegial environment for all its faculty. Part-time faculty play an important role in fulfilling the instructional mission of the College. As members of the college community, part-time faculty share with their full-time colleagues the right of academic freedom and the obligation of professional and personal responsibility.

The College of William and Mary's *Faculty Handbook* outlines the general policies and procedures of the university. The Office of the Provost can provide copies of that handbook; it is also available in Swem Library and through the College's home page on the Web. While it contains much that is pertinent to all faculty members, regardless of status or term of employment, it deals primarily with matters pertaining to full-time faculty. This handbook is intended to provide information on the policies, procedures, expectations and service that pertain particularly to part-time faculty.

I. GENERAL STATEMENT OF POLICY

Within the limits of its facilities and its obligations as a state university, the College of William and Mary opens the possibility of admission and participation in its educational programs, educational policies, financial aid or other school-administered programs to all qualified persons without illegal discrimination based on sex, race, color, age, religion, national origin, sexual orientation or disability. The university will seek to provide reasonable accommodations to qualified individuals with disabilities. The policy is enforced by federal law under Title IX of the Educational Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Inquiries regarding compliance with the College's equal opportunity and affirmative action programs and procedures may be directed to the Assistant to the President, Director of Affirmative Action, Office of Equal Opportunity and Affirmative Action, Old Dominion Hall, College of William and Mary, Post Office Box 8795, Williamsburg, Virginia 23187-8795, (757) 221-2615, (757) 221-2613 TDD.

II. MISSION STATEMENT

The College of William and Mary, a public university in Williamsburg Virginia, is the second-oldest institution of higher learning in the United States. Established in 1693 by British royal charter, William and Mary is proud of its role as the Alma Mater of generations of American patriots, leaders and public servants. Now, in its fourth century, it continues this tradition of excellence by combining the best features of an undergraduate college with the opportunities offered by a modern research university. Its moderate size, dedicated faculty, and distinctive history give William and Mary a unique character among public institutions, and create a learning

environment that fosters close interaction among students and teachers.

The university's predominantly residential undergraduate program provides a broad liberal education in a stimulating academic environment enhanced by a talented and diverse student body. This nationally acclaimed undergraduate program is integrated with selected graduate and professional programs in five faculties -- Arts and Sciences, Business, Education, Law, and Marine Science. Masters and doctoral programs in the humanities, the sciences, the social sciences, business, education, and law provide a wide variety of intellectual opportunities for students at both graduate and undergraduate levels.

At William and Mary, teaching, research, and public service are linked through programs designed to preserve, transmit, and expand knowledge. Effective teaching imparts knowledge and encourages the intellectual development of both student and teacher. Quality research supports the educational program by introducing students to the challenge and excitement of original discovery, and is a source of the knowledge and understanding needed for a better society. The university recognizes its special responsibility to the citizens of Virginia through public and community service to the Commonwealth as well as to national and international communities. Teaching, research, and public service are all integral parts of the mission of William and Mary. Goals In fulfilling its mission, William and Mary adopts the following specific goals:

- to attract outstanding students from diverse backgrounds; to develop a diverse faculty which is nationally and internationally recognized for excellence in both teaching and research;
- to provide a challenging undergraduate program with a liberal arts and sciences curriculum that encourages creativity, independent thought, and intellectual depth, breadth, and curiosity;
- to offer high quality graduate and professional programs that prepare students for intellectual, professional, and public leadership;
- to instill in its students an appreciation for the human condition, a concern for the public well-being, and a life-long commitment to learning; and
- to use the scholarship and skills of its faculty and students to further human knowledge and understanding, and to address specific problems confronting the Commonwealth of Virginia, the nation, and the world.

### III. ACADEMIC FREEDOM

The College of William and Mary endorses the principle of academic freedom and subscribes to the Statement of Principles on Academic Freedom and Tenure, adopted jointly in 1940 and interpreted in 1970 by the Association of American Colleges and by the American Association of

University Professors,<sup>1</sup> the main points of which are:

- . Faculty members are entitled to freedom in research and in the publication of the results subject to the adequate performance of their other academic duties and compliance with College policies.
2. Faculty members are entitled to freedom in the classroom in discussing their subjects. Controversy is at the heart of free academic inquiry. Faculty members should be careful not to introduce into their teaching controversial matter which that has no relation to their subjects.
- 3 Faculty members are entitled to their political rights and should be free from institutional censorship or discipline for exercising them; but their special position in the community imposes special obligations. They should remember that they are members of a learned profession and officers of an educational institution. Hence, they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinions of others, and should make every effort to indicate that they are not institutional spokespersons.

The protection of academic freedom applies to all faculty members and to all others who exercise teaching or research responsibilities while they are fulfilling their responsibilities as faculty members.

#### IV. HIRING AND EMPLOYMENT

1. Conditions Affecting Faculty Employment.
  - a. The College recruits, retains and promotes faculty members in accordance with all federal and state non-discrimination laws and policies. While a formal search is not necessary for hiring part-time faculty, all affirmative action guidelines established by the College will be followed in making positive efforts to recruit minorities and women faculty the College will make positive efforts to recruit minorities and women part-time faculty.
  - b. Part-time faculty are appointed at the College of William and Mary for a specified and limited term to teach less than a full load of academic courses, or to provide other stipulated academic responsibilities. A rank and discipline are assigned appropriate to the appointee's academic qualifications, but the title is modified to differentiate such appointments from those of full-time faculty. Depending on the practice of the Faculty or professional schools in which the appointment is made,

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<sup>1</sup>American Association of University Professors, *Policy Documents and Reports* (1990), pp 3-10.

modifying terms such as "part-time", "adjunct" and "visiting" may be used with one of the following base titles: Lecturer, Instructor, Assistant Professor, Associate Professor, and Professor.

- c. Persons in such appointments must carry one of the following titles: Lecturer, Senior Lecturer, Research Assistant Professor, Research Associate Professor, Research Professor, Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor, Visiting Instructor, Visiting Assistant Professor, Visiting Associate Professor, and Visiting Professor.
- d. No person in a part-time specified-term appointment may receive a tenure-eligible or tenure-track appointment unless selected as a result of a formal search to fill such an appointment.
- e. Part-time faculty are ineligible for major benefits applicable to full-time positions (e.g., retirement, medical and insurance benefits, research leaves).

## 2. Contracts and Notices

- a. Contracts for part-time faculty specify the fundamental conditions of employment and their contractual duration (usually one or two semesters). A specified-term faculty appointment is one with a written contract that states that the appointment is not tenure-eligible and terminates on the dates specified in the contract. An appointment may be renewed for a subsequent term, but only after mutual negotiations and appropriate administrative approval of a new contract. There is no presumption of continuance or renewal regarding prior service in a part-time capacity, and a determination of non-renewal by the College is made without implication or explanation of cause.
- b. The terms and conditions of all initial appointments and reappointments to a faculty of the College shall be stated in a written contract, one signed copy of which must be in possession of the College and the other in the possession of the faculty members before the appointment is effected.
- c. The College may, but is not required to, renew part-time appointments for additional terms. There is no limit, however, on the number of terms an individual may be employed on such appointments.

## V. TEACHING RESPONSIBILITIES

- 1. Any faculty member teaching a course at the University must perform satisfactorily the teaching requirements set by the individual department or school including

- a. meet all scheduled classes. The department chair or dean must be notified, in advance, of planned absences; the faculty member must work with the chair or dean to arrange appropriate coverage of the class in such an instance. In the event of an emergency absence, the faculty member must notify the chair or dean as soon as possible.
- b. keep definite office hours for student conferences.
- c. provide students with a syllabus for each course.
- d. administer student course and instructor evaluations at the time designated by the department, Faculty, or School.

Other policies and procedures pertaining to teaching and academic policies are set out in the manuals or handbooks of the separate Faculties. Part-time faculty should request a copy of the appropriate manual or handbook from the dean's office.

2 The Americans with Disabilities Act applies to employees and students at the College of William and Mary. If a student requests an accommodation and you have a question about it, contact the Assistant Dean of Students for Disability Services (221-2510) or the dean or department chair.

3. Religious Accommodations.

The College of William and Mary urges its administrators, faculty members, and staff to be sensitive to the religious holidays of organized religions. All persons should be able to participate in the essential practices of their faith without conflict with academic requirements, as long as such practices are in accordance with state and federal regulations and consistent with safety regulations of the College. The College offers the following guidelines.

As soon as possible, and no later than the end of the drop/add period, each student has the responsibility to inform his or her instructor of religious observances that are likely to conflict directly with classes and other required academic activities. Each student has the responsibility to arrange his or her course schedule to minimize conflicts. It is understood that when scheduling options exist for religious observances, the student has the responsibility to minimize conflicts.

Based upon prior agreement between the instructor and student, a student who misses a class meeting because of a scheduling conflict with religious observances should be allowed, whenever possible, to complete without penalty the work missed because of such absences. A student who is absent from a test or presentation because of the observance of a religious holiday should be able to reschedule it without penalty. Graduate students should make arrangements with the course instructor.

If a scheduling conflict with a student's planned absence cannot be resolved between the instructor and the student, students should contact the Dean.

Faculty members and administrators in charge of scheduling campus-wide events should avoid conflicts with religious holidays as much as possible.

## VI. EVALUATION

Part-time faculty are evaluated by the department chair and/or dean each semester or, if their the appointment is for both semesters, each year. Evaluation will include review of student teaching evaluations, course materials, and, in some departments and schools, peer visitation of classes. Further information on evaluation procedures is available in the manuals and handbooks of the separate Faculties.

## VII. PARTICIPATION IN GOVERNANCE

The role of part-time faculty in governance is defined by each department, Faculty or School. Policies are available from the department or dean's office. Part-time faculty also may attend monthly meetings of the university-wide Faculty Assembly but may not participate in discussion unless invited to do so and may not vote. Faculty Assembly participation is governed by the Constitution and Bylaws of the Faculty Assembly. Only Faculty Assembly members may vote at Assembly meetings.

## VIII. SEXUAL HARASSMENT POLICY

The College of William and Mary is committed to an environment in which students, faculty, staff and guests are free from sexual harassment. Sexual harassment threatens the legitimate expectation of all members of the campus community that academic achievement or employment progress is determined by classroom and job performance. Particularly unacceptable in a college setting, sexual harassment seriously undermines the atmosphere of trust essential to the academic enterprise. Sexual harassment is prohibited at The College of William and Mary and in its programs, activities and functions. Sexual harassment may also constitute violations of the criminal and civil laws of the Commonwealth of Virginia and the United States.

### a. Definition of Sexual Harassment.

For the purpose of College policy, sexual harassment is defined as unwelcome 1) sexual advances or 2) requests for sexual favors, or 3) other behavior of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation in a College sponsored program or activity,

- Submission to or rejection of such conduct by an individual is or may be used as the basis for an academic, employment or other College decision affecting that individual, or
- Such conduct unreasonably interferes with an individual's academic and/or work performance, participation in College sponsored programs or activities, or it creates an intimidating, hostile or offensive working, educational, or residential environment provided by the College.

Conduct alleged to be sexual harassment will be evaluated by considering the totality of the particular circumstances, including the nature, frequency, intensity, location, context and duration of the questioned behavior. Unwelcome conduct of a sexual nature can form the basis of a sexual harassment claim if a reasonable person, similarly situated, would consider it so unreasonable, severe or pervasive as to interfere with academic, educational, or employment performance or participation in a College program or activity or residential environment.

Sexual harassment can occur when one person has power or authority over another; however, it may also occur between individuals of equal status or rank within the College. Sexual harassment may occur between males and females and between persons of the same sex.

b. General Information.

All members of the College community are required to act in accordance with this policy.

The College's Director of Affirmative Action is authorized to take steps as necessary so that a person who in good faith reports, complains about, or participates in an informal resolution or formal investigation of a sexual harassment allegation will not be subjected to retaliation.

In the absence of the Director of Affirmative Action (or Chair of the Sexual Harassment Committee), the Director may delegate the responsibility to implement any provision of this policy, or the President shall designate another College representative to do so.

Students, faculty, staff or guests who believe that they have been subjected to harassment by a student at the College are advised to use the procedures described in the *Student Handbook*.

Classified employees of the College may use either the procedures set forth in this policy or those described in *Grievance Procedures for State Employees* administered by the Office of Personnel Services, which will specify the time within which a complaint must be filed.

An **informal or formal complaint** of sexual harassment is initiated when an individual who feels injured submits a signed written complaint alleging sexual harassment (see Sections VIII.f., VIII.g., VIII.h.).

A **report** of sexual harassment is initiated when a person who feels injured or a third party reports an alleged incident but, after reviewing existing avenues for redress, the person who feels injured declines to file a complaint (see Section VIII.j.).

Inquiries about and complaints or reports of sexual harassment shall generally be treated with confidentiality. Only when required by law or when personal safety is at risk will confidential information normally be disclosed to others outside the process. However, an investigation may require disclosure of information to obtain relevant details, as from witnesses.

c. Prevention and Education.

This policy will be published and disseminated to the College community, included in orientation materials for new students, faculty, and staff, and made available in the College's Office of EO/AA and other appropriate locations on campus. In addition, appropriate educational sessions will be conducted by the College's Office of Equal Opportunity/Affirmative Action and other campus offices to 1) inform the campus community about identifying sexual harassment and the problems it causes, 2) advise members of the campus community about their rights and responsibilities under this policy, and 3) train personnel in the administration of this policy.

d. Sexual Harassment Committee.

A Sexual Harassment Committee, consisting of individuals with training and/or experience or special awareness of the issues in question, is appointed by the Provost. Members of the Committee receive training regarding the College's sexual harassment policy and complaint procedures to enable them to carry out their duties and responsibilities.

The Committee is chaired by the Director of Affirmative Action/Assistant to the President. Its membership includes at least: two tenured faculty members recommended by the Faculty Assembly, one administrative/professional faculty member, one classified employee recommended by the Hourly and Classified Employees Association, the Dean of Students, one member of the professional counseling staff of the College, and two students (one graduate, one undergraduate) recommended by the Vice President for Student Affairs. Student members do not participate in the complaint and resolution procedures. Members of the Sexual Harassment Committee may recuse themselves from serving on the Investigative Team and participating in committee deliberations when their impartiality might reasonably be questioned. Members of the Committee serve three-year staggered terms as appropriate and may be reappointed. Former committee members may also be appointed to serve as investigators.

e. Reporting Requirements.

Sexual harassment complaints to the College must be submitted in writing (see Sections VIII.f., VIII.g., and VIII.h.) within thirty calendar days of the alleged incident or when the complainant knows or should have known of the circumstances giving rise to a violation of this policy, whichever time is later. The complaint must be made timely to the person(s) authorized in this policy under the procedures governing complaints or reports of sexual harassment. The Director of Affirmative Action reserves the right to extend time limits when there are justifiable circumstances.

In the event a student alleges that she or he was penalized with respect to a grade as a consequence of an incident that she or he alleges constituted sexual harassment, but is not informed of the grade within the thirty day period, she or he may still file a complaint but must do so within thirty days after receipt of the final semester course grade.

The complainant has the burden of providing evidence of the alleged sexual harassment. The complainant and the accused will be kept apprised on request of the progress of any investigation as well as the outcome.

It is a violation of College policy for any member of the campus community to make an intentionally false accusation of sexual harassment.

To assure college-wide compliance with this policy and federal and state law, the College's Office of Equal Opportunity and Affirmative Action (EO/AA) must be advised of all complaints or reported incidents (see Section VIII.j.) of sexual harassment. The Office of EO/AA will monitor repeated complaints or reports within the same units or against the same individual, where appropriately identified, to assure that such allegations are fairly and properly handled.

The College reserves the right to use previous complaints (see Sections VIII.f., VIII.g., and VIII.h.) or credible reports (see Section VIII.j.) of sexual harassment to identify patterns of behavior. In such cases, the College's Office of EO/AA, on its own motion, may initiate an investigation after having informed the individual against whom the complaints or reports have been made.

f. Procedures Governing Complaints of Alleged Sexual Harassment.

The prevention of sexual harassment is a responsibility of the entire campus community. Accordingly, the administration of the College has made this a priority, but ultimately no satisfactory investigation or resolution of a complaint can occur without the initiative and continuous cooperation of the person who feels injured.

Listed below are the internal procedures to be used by any member of The College of

William and Mary community to pursue complaints alleging sexual harassment where a member of the faculty (instructional, administrative or professional) or a classified employee is accused.

Members of the campus community who believe they have been subjected to sexual harassment should be aware that there are a variety of different ways to bring it to the attention of the College. If an individual wishes to file a complaint of sexual harassment, she or he should submit a signed written complaint in a timely manner to any one of the following:

- The Director of Affirmative Action/Assistant to the President,
- The Director of Personnel,
- The Dean of Students,
- The immediate supervisor of the alleged harasser, or
- Any Academic Dean.

The Director may extend the time limits for filing sexual harassment complaints when there are justifiable circumstances. When any College administrator or supervisor receives a complaint of sexual harassment, she or he will promptly notify the Director of Affirmative Action. The Director will manage and coordinate all matters relating to informal and formal complaints. Individuals who witness possible sexual harassment should encourage the potential complainant to report the incident to one of the individuals identified above.

The College also may respond to complaints by persons external to the College community about conduct of College employees alleged to be sexual harassment as defined by this policy. A complainant has the option of filing an external complaint with the State's Office of Equal Employment Services (EOS), or the following federal agencies: the Equal Employment Opportunity Commission (EEOC) or the Office for Civil Rights (OCR). She or he should consult with the appropriate agency with respect to the guidelines and timetables for initiating a complaint.

These procedures are not intended to impair or limit the right of anyone to seek remedies available under state or federal law. Since federal and state procedures require that complaints be filed within specific deadlines from the onset of the behavior construed as sexual harassment, individuals who pursue the internal complaint procedures described below may fail to meet state and federal guidelines for filing a complaint. Accordingly, a complaint may be filed with an external agency in order to meet state and federal agency deadlines without jeopardizing one's right to a College hearing. However, if relief is sought outside the College, the College is not obliged to continue processing a grievance while the

case is being considered by an outside agency or criminal/civil court.

In all cases, a person who 1) makes a complaint, 2) participates in an investigation, or 3) is accused of sexual harassment may be accompanied by a support person of her or his choice.

g. Informal Complaint and Resolution Procedures.

The purpose of this informal procedure is to provide assistance and guidance to both the complainant and the accused in the functioning of the College's sexual harassment procedures. It provides an opportunity for the complainant and the accused to resolve the problem in an informal manner, without the necessity of disciplinary action or of the more formal procedures for processing a complaint.

Many sexual harassment complaints can be resolved through an informal process. Discussing the problem in an informal, non-adversarial atmosphere often provides the opportunity to educate the parties about what actually constitutes sexual harassment and encourages the parties to identify the problem. However, if parties are unable to reach a mutually satisfactory agreement, the option of filing a formal sexual harassment complaint is still available.

An informal complaint is initiated when an individual submits a signed written complaint of an alleged incident of sexual harassment. Generally within five working days, the Chair of the Sexual Harassment Committee (Director of Affirmative Action), or a committee member designated by the Chair meets with the complainant, to discuss that individual's concerns, to clarify the College's policy and internal complaint procedures, and if appropriate, to remind the individual that professional counseling is available inside and outside the College. The committee member also provides the complainant with sources of information regarding federal and state sexual harassment complaint procedures.

The College must respect the due process rights of the complainant and the accused. Accordingly, when an informal complaint has been initiated, the Chair of the Sexual Harassment Committee or a committee member designated by the Chair meets separately with the parties to discuss the complaint, to clarify the College's policy and internal complaint procedures, and to determine the facts and respective positions of the parties.

The committee member prepares a brief summary of the meetings. The summary is forwarded to the Chair of the Committee in order for the Chair to assess whether the alleged behavior would constitute sexual harassment. If the alleged behavior does not constitute sexual harassment, the complainant will be informed; if the alleged behavior would constitute sexual harassment, the process may continue. If the complainant disagrees with the decision of the Chair that the behavior does not constitute sexual harassment, she or he may still file a formal complaint within thirty days (see Formal Complaint and Resolution Procedures below).

The resolution procedure used may depend upon the complainant's willingness to have her or his identity disclosed to the individual alleged to have committed the unwelcome behavior covered by these procedures.

- i. If the complainant does not agree to the disclosure of her or his identity, the committee member, after meeting with the complainant and accused as described above, contacts the complainant to confirm that a meeting was held with the accused and to summarize the outcome of that meeting. Further action on the complaint normally will not occur if the complainant does not disclose her or his identity. The committee member also prepares a written summary report of the complaint procedures followed and files the report with the Chair of the Committee, generally within ten working days after the meeting with the individual accused of violating College policy.
- ii. If the complainant agrees to the disclosure of her or his identity, the committee member prepares a written resolution agreement, based on the information obtained from the complainant and the accused. The proposed resolution agreement is forwarded to the Chair for review on behalf of the College. If the resolution is agreeable to all parties, a final copy of the resolution agreement will be sent to the complainant and the accused. A copy is also filed with the Chair of the Committee, normally within three working days after the resolution agreement has been signed by both parties.

If the resolution agreement proposed by the committee member is unacceptable to the complainant or to the accused, each is advised in writing of that fact by the committee member and of the formal internal procedures for addressing sexual harassment complaints. A copy of this letter is also sent to the Chair of the Committee.

Within ten calendar days from the date of the notification of the unsuccessful resolution of the informal complaint, the complainant may elect to file a formal complaint under the procedures outlined in Section VIII.h.

The written record of the informal complaint and resolution procedures described above will be retained by the Director of Affirmative Action, as required by law or while the accused party continues in the College's employ, whichever is longer.

h. Formal Complaint and Resolution Procedures.

The purpose of this procedure is to investigate alleged sexual harassment where a formal complaint is made against a member of the instructional, administrative or professional faculty or a classified employee. The College will investigate all formal charges of sexual harassment.

Formal charges under this policy's procedures must be made in writing (with signature) to the Director of Affirmative Action (Chair of the Sexual Harassment Committee) within thirty calendar days from the date of the alleged incident or when the individual knows or should have known of the circumstances giving rise to a violation of this policy, whichever is later, or within ten calendar days from the date of notification of the unsuccessful informal resolution. When a formal investigation is initiated, the person accused of sexual harassment must be notified of the charge and given the opportunity to respond to any allegations before final disciplinary actions are taken. The Director reserves the right to extend the time limits when there are justifiable circumstances.

The purpose of the investigation, which will include interviewing the parties and available witnesses, is to gather and verify facts about the case. Formal investigations will be conducted in consultation with the College's Office of EO/AA by a gender-mixed (if possible) two-member team consisting of members from the Sexual Harassment Committee. Within ten working days of receipt of the complaint, the investigation team, appointed by the Chair, meets separately with the complainant and the accused to advise them of 1) the College's policy on sexual harassment and 2) the formal complaint procedures, and to determine the facts relevant to the complaint.

Generally within ten working days after meeting with the parties and available witnesses, the investigators present their written findings to the Chair. Within five working days of receiving that document, the Chair sends a copy of the investigation team's written report to the complainant and the accused, with an invitation to comment in writing within five working days. The Chair reserves the right to extend time periods when there are justifiable circumstances.

The Chair timely convenes a meeting of the Sexual Harassment Committee, except for the student members, to consider the report of the investigation team and any written comments offered by the complainant or the accused. The Chair may supplement the substance or procedures of the initial investigation to ensure adequate consideration of the matter. Possible outcomes of the formal investigation are 1) a finding that the allegations are not warranted or could not be substantiated, 2) a negotiated settlement of the complaint, 3) a finding that the allegations are substantiated, and 4) recommendations to the appropriate supervisor.

The report of the formal investigators and any recommendations together with the investigation team's initial report are then transmitted by the Chair to the complainant and the accused as well as the accused's dean or senior level administrator for consideration, and if appropriate, for resolution under the relevant faculty or administrative procedures for sanctions or dismissal. Pending a final disposition, the dean or senior level administrator may take such interim action as is reasonable to manage the complaint, including restricting further contacts between the parties. The complainant and the accused will be notified in writing of the final disposition of a formal complaint.

If the accused party is not exonerated, the written record of the formal complaint and resolution procedures described above will be placed in the accused party's personnel file.

i. Disciplinary Action and Grievance Procedure.

The disciplinary procedures taken will depend on all the facts and circumstances specified in the final report. The relevant procedures for faculty are in the *Faculty Handbook*, Section III.B.7., III.B.12. and III.B.13.; for students, in the *Student Handbook*, section on Student Affairs; for classified staff, in the *Grievance Procedures for State Employees*; and for Administrative and Professional Faculty, in the *Policies and Procedures Regarding Employment and Performance Review of Administrative and Professional Faculty*.

Disciplinary action pursuant to College procedures may include, but is not limited to:

- a requirement not to repeat or continue the harassing conduct,
- separation of the parties,
- attendance at sexual harassment education programs,
- a reprimand,
- reassignment of duties,
- denial of pay increase,
- reduction in rank or salary,
- suspension or termination of employment.

The Director of Affirmative Action/Chair of the Sexual Harassment Committee will be informed of any disciplinary action taken by the College.

Those against whom disciplinary action is taken, whether because an allegation has been substantiated or because an intentionally false accusation was made, may use the relevant grievance procedure to appeal the disciplinary action and the procedures followed

j. Procedures Governing Reports of Sexual Harassment Without an Informal or Formal Complaint.

Neither the informal nor formal procedures described above can be initiated in the absence of a complaint from a person who feels injured. It is possible that a person who feels injured or a third party may report an alleged incident but, after reviewing existing avenues

for redress, the person who feels injured declines to file a complaint. In this case, the College administrator or supervisor to whom the report is made should discuss the report with the accused party if the administrator or supervisor considers the report to be credible. The College administrator or supervisor will first inform the person who made the report of the possibility that the report will be discussed with the accused and respect, to the extent practicable, a request for anonymity.

If the College administrator or supervisor decides the report is credible, she or he should do the following within fifteen working days from receiving the report: 1) meet with the accused party to discuss the report; 2) compile a written summary of when the meeting occurred and what was discussed; 3) provide the accused party a copy of the summary and give that individual an opportunity for written response; 4) submit a copy of the written summary and any response from the accused party to the Director of Affirmative Action; and 5) inform the person reporting the alleged incident that a record is being maintained and provide him or her a briefing on the accused person's position. The written summary and any response from the accused party will not be included as part of the accused party's personnel record. However, the written summary and any response from the accused party will be retained by the Director of Affirmative Action, as required by law or while the accused party is in the College's employ, whichever is longer.

If the College administrator or supervisor decides the report is not credible, she or he should do the following within ten working days of receiving the report: 1) note the reason(s) for that decision in writing to the person who has reported the alleged incident, and 2) provide copies of the written statement of the reason(s) to the accused party and to the Director of Affirmative Action. The written statement recording a decision that the report is not credible will not be included as part of the accused party's personnel record. However, the written statement will be retained by the Director of Affirmative Action, as required by law or while the accused party is in the College's employ, whichever is longer.

k. The College's Investigative Authority.

Nothing in this policy shall be interpreted as preventing the College from investigating any complaint of misconduct in violation of federal or state law even if it is untimely reported, providing further proceedings shall respect the due process rights of anyone accused and any disciplinary action shall be subject to appeal following appropriate College procedures.

IX. CONSENSUAL AND AMOROUS RELATIONSHIPS POLICY  
(Approved by Faculty Assembly on 23 October 2001)

**Introductory Remarks**

The College's educational mission is promoted by professionalism in faculty-student relationships. Faculty-student romantic and/or sexual relationships, even mutually consenting ones, are a basic

violation of professional ethics when the faculty member has any professional responsibility for the student's academic performance or professional future.

Faculty members' unbiased evaluation of students is an integral part of the College's mission. An amorous relationship between a faculty member and a student, even if consensual, creates the potential for favoritism (or the appearance thereof), thereby undermining the actual or perceived fairness of the evaluative process. Even when the faculty member has no current direct professional responsibility for a student, consensual amorous relationships may limit the educational opportunities or options for the student's future academic, co-curricular, and extra-curricular activities.

Accordingly, the College prohibits consensual romantic and/or sexual relationships between faculty members and undergraduate students, as well as between faculty members and those graduate students for whom the faculty member has direct professional responsibility.

The College's policy derives from the following principles that, in part, define the ethical and professional relationship of faculty members to their students.

- i. Faculty members must support the unfettered pursuit of learning in their students.**
- ii. Faculty members must adhere to their proper professional roles as instructors and counselors.**
- iii. Faculty members must ensure that their evaluations of students fairly reflect each student's true merit.**
- iv. Faculty members must be aware that even when they have no direct professional responsibility for students, consensual amorous relationships may still be asymmetrical and/or disruptive to the community.**

### **Consensual Amorous Relations Policy and Procedures Affecting Consensual Amorous Relationships**

#### **a. Policy**

The College prohibits consensual romantic and/or sexual relationships (hereinafter referred to as "amorous" relationship) between faculty members and undergraduate students, as well as between faculty members and those graduate students for whom the faculty member has direct professional responsibility.

For the purposes of this policy, "faculty" shall include all full- or part-time college personnel who teach or carry out research and administrators with faculty status. The term "direct professional responsibility" refers to many faculty roles, both within and outside of the classroom, including, but not limited to: teaching, academic advising, coaching (athletics, drama, etc), service on evaluation committees (awards, prizes, etc.), graduate of undergraduate thesis committee, etc. In effect, "direct professional responsibility for

students” includes the supervision of all college-sponsored academic, co-curricular, and extra-curricular activities.

b. Exemptions

Following the principles outlined above, the Deans of the Schools and of Arts and Sciences may grant exemptions from this policy in exceptional circumstances.

c. Complaints

Members of the university community who believe that violations of this policy have occurred may initiate a complaint with the appropriate department chair or academic dean. A complaint alleging that a dean or other academic administrator has violated this policy may be filed with the Provost or President. Complaints must be filed no more than two years after an alleged violation.

d. Sanctions and Procedures

Violations of this policy will be considered misconduct on the part of the faculty member and will be subject to institutional sanctions, including possible termination of the faculty member’s appointment. Treatment of allegations and imposition of sanctions will be governed by procedures specified in sections III (B)(13) and III (B)(8) of the *Faculty Handbook*.

Nothing in this policy shall be deemed as supplanting or otherwise affecting the College’s sexual harassment policy. Unsolicited and unwelcome advances of a sexual nature may violate the College’s sexual harassment policy. (See section III (C) of the *Faculty Handbook*.)

## X. GENERAL SERVICES

a. Library Facilities.

Library privileges at Swem Library and the School of Marine Science for part-time faculty are the same as full-time faculty. A William and Mary identification card (obtained at the ID Office located in the Campus Center) serves as a library card. The checkout period is 120 days with no borrowing fee. Part-time faculty are given privileges at the Marshall-Wythe School of Law Library with no borrowing fee for 30 days.

b. Bookstore.

Textbooks for courses are ordered from the College Bookstore through the chair of

departments or deans of schools. A ten percent discount on all merchandise is given to all part-time faculty members. You must provide your William and Mary identification card to receive this discount.

c. Parking.

Faculty intending to park on the campus should register their vehicle with Parking Services, which will issue an identification decal. The decal permits parking in any area reserved for faculty and staff. Contact Parking Services for information on current rates.

d. Recreational Sports Privileges.

Part-time faculty may use the Recreational Sports Center by showing a William and Mary ID. This includes the Student Recreation Building, Adair Gymnasium, William and Mary Hall auxiliary gymnasium and tennis courts, and Lake Matoaka Boathouse. The use of these facilities must be restricted to times not used by classes, varsity and club sports practices and intramural events.

e. Sarah Ives Gore Child Care Center.

On a space available basis, the College provides day care opportunities for the minor dependents of all William and Mary and Virginia Institute of Marine Science employees. Preference is given to full-time employees.

## XI. GENERAL INFORMATION

a. Pay Schedules.

During the academic year, part-time faculty are paid on the 1st and 16th of each month. For summer session, part-time faculty are paid on July 1 and August 1.

b. Payroll.

Federal law requires that every new employee complete the Immigration Naturalization Service employment eligibility form (Form I-9) and several tax forms. The Immigration I-9 form requires that you produce documents that establish your identity (such as a driver's license or birth certificate) and your employment eligibility (such as a social security card) for examination by the personnel officer within three business days of hiring an individual.

c. Clerical Assistance.

To the extent possible, part-time faculty will be provided with clerical support for teaching activities. Information about procedures for such assistance is available from the department chair or dean.

d. Emergency Weather Closing (Inclement Weather).

Courses taught on-campus meet in inclement weather unless canceled by the Provost. The Office of University Relations is responsible for contacting the media when the decision is made to close the College due to snowfall or for any other reason. Announcements will be made on local radio stations and television channels. In addition, tape recorded information is provided at 221-1766 or 221-4000 when the College is closed.

e. Writing Resource Center.

The Center is staffed by a Faculty director and graduate and undergraduate writing consultants from several departments. The Writing Resources Center provides students with individual assistance with their writing and oral communication. Faculty recommend the consultants who go through intensive training. The Center is open Monday-Friday, 9:00 a.m. - 4:00 p.m. and Tuesday, Wednesday and Thursday evenings from 7:00 - 9:00 p.m.

f. Dean of Students.

The Office of the Dean of Students provides important academic support services to students and works closely with the Faculty on issues related to student academic performance and personal conduct.

The Dean of Students monitors the academic progress of all undergraduate students and administers, on behalf of the Faculty, many of the undergraduate academic regulations (including overload and underload requests, late adjustments to course registration, compliance with retention requirements and approvals for deferred final examinations.) The Dean provides academic counseling and referrals to other College resources, develops and directs fall and spring orientation activities, administers student conduct regulations and provides administrative support for the Honor System. **Questions related to class attendance, academic achievement, academic integrity, classroom behavior, general student welfare and other matters affecting student success should be addressed to the Dean of Students' Office.**

The Dean's Office provides individual counseling **on study skills enrichment** topics including time management, reading and note-taking techniques, test-taking strategies, and others. Study skills development topics are also presented through a series of college-wide workshops and residence hall presentation. In addition, a peer tutoring program is coordinated by the office.

**Services for students with disabilities** are provided by the Dean of Students. A specially trained disability services coordinator provides assistance to students with disabilities and to the faculty who teach such students to insure reasonable accommodation for students with disabilities. A specially equipped laboratory is provided for students with visual impairments and the Dean's Office can provide testing services and access to equipment for students with a broad array of other physical and learning disabilities.

See also: *Disability Services at the College of William and Mary and Teaching Students with Disabilities: A Guide for Faculty* available from the Office of the Dean of Students.

g. Counseling Center.

The Counseling Center offers a range of professional services for William and Mary students wanting/needing help with psychological problems, personal issues, problematic situations, and stressful events. Staff members are available to discuss personal concerns a student may be facing and to work with that student to develop new ways of resolving the problem or mastering the concern. Couple, family, or group meetings are available depending on what best matches the students' needs.

Psychiatric consultations can also be arranged if necessary. All services at the Counseling Center are strictly confidential. The members of the **Counseling Center staff are available to consult with faculty members about a particular student or to accept referrals of distressed students. Faculty members should contact Counseling Center staff about any student whom they believe may be in crisis.**

See also, *How to Recognize and Handle Students in Distress-A Guide for Teaching Faculty* available from the Counseling Center.

## CONCLUSION

Part-time faculty are an important and valued resource of the College of William and Mary. Part-time faculty who encounter problems or need advice should feel free to talk with their department chair or dean.