

WPI Faculty Handbook

Table of Contents

Chapter One - Governance	6
Constitution of the WPI Faculty	6
Section One: Definition and Governance of the Faculty	6
Definition of the Faculty	6
Governance of the Faculty	6
Section Two: Duties, Responsibilities, Authority, and Academic Free- dom of the Faculty	8
I. General	8
II. Duties	8
III. Responsibilities	8
IV. Authority	8
V. Academic Freedom	8
Section Three: The Roles and General Balance of the Faculty in Car- rying Out WPI's Mission	10
Section Four: Faculty Meetings	11
Section Five: Committees of the Faculty	12
Section Six: Amending the Constitution of the WPI Faculty	13
Bylaws of the WPI Faculty	14
Bylaw One: General Standing Rules for Faculty Meetings	14
I. Participation and Quorum	14
II. Advanced Distribution of Meeting Agendas	14
III. Agenda Items Requiring One-Week Notice	14
IV. Agenda Items Requiring Two-Week Notice	14
V. Consent Agenda	15
VI. Length of Regularly Scheduled Faculty Meetings:	15
VII. Special Circumstances:	15
Bylaw Two: General Rules for Committees of the Faculty	16
I. General Duties of Faculty Committees	16
II. Membership and Officers of Faculty Committees	16
III. General Obligations of Committee Members and Commit- tee Officers	17

	IV. Special Attendance and Participation	17
	V. Guarantee of Sufficient Administrative Support	18
	VI. Special Circumstances	18
Bylaw	Three: Roles, Responsibilities, and Membership of Standing Committees and Sub-Committees of the Faculty	18
	I. The Committee on Governance (COG)	18
	I.a The Committee on Information Technology Policy (CITP)	19
	II. The Committee on Tenure and Academic Freedom (CTAF)	20
	III. The Committee on Appointments and Promotions (COAP)	21
	IV. The Committee on Academic Policy (CAP)	22
	IV.a The Undergraduate Outcomes Assessment Committee (UOAC)	23
	V. The Committee on Academic Operations (CAO)	23
	VI. The Committee on Graduate Studies and Research (CGSR)	24
	VII. The Committee on Advising and Student Life (CASL)	24
	VIII. The Committee on Financial and Administrative Policy (FAP)	25
	VIII.a The Fringe Benefits Committee (FBC)	25
	IX. The Faculty Review Committee (FRC)	26
Bylaw	Four: Election Procedures for Committees of the Faculty	28
	I. Rules for Terms of Office on Standing Committees	28
	II. Election Procedures for Committees of the Faculty (except COG, CTAF, and COAP)	29
	III. Special Election Procedures for COG	29
	IV. Special Election Procedures for CTAF	30
	V. Special Election Procedures for COAP	30
	VI. Vacancies and Unexpired Terms - Appointment and Elec- tion of Replacements	30
Bylaw	Five: Appointments by the Provost and the President to the Standing Committees and Sub-Committees of the Faculty	31
	I. Appointments by the Provost	31
	II. Appointments by the President	31
Bylaw	Six: Development Councils for Education and Research	32
	I. Educational Development Council	32
	II. Research Development Council	32
Bylaw	Seven: Secretary of the Faculty	33
	I. Roles and Responsibilities of the Secretary of the Faculty:	33
	II. Election of the Secretary of the Faculty	34
	III. Guarantee of Sufficient Administrative Support	35
Bylaw	Eight: Membership of Faculty Members on Committees of the WPI Board of Trustees and Faculty Participation at Board of Trustees' Meetings	35
Bylaw	Nine: Adopting and Amending Bylaws of the WPI Faculty	36

Bylaw Ten: Policy on Creating, Merging, Realigning or Eliminating Academic Programs, Academic Departments, and Research Facilities	36
Appendix - the Instant Run-off Voting (IRV) Method	36
I. Casting Ballots	36
II. Counting Votes for Each Vacancy	36
III. Temporarily Setting Aside Ballots	37
IV. Breaking Ties	37
V. Filling More Than One Vacancy	37
Chapter Two - Academic Appointments	38
1. Categories, Roles, and Titles of Faculty Members at WPI	38
a. The Roles and Titles of Tenured and Tenure-Track Faculty Members	38
b. Categories, Roles, and Titles of Nontenure-Track Faculty Members	38
i. <i>Secured Nontenure-Track Teaching Faculty Members</i>	38
ii. <i>Short-term Nontenure-Track Teaching Faculty Members</i>	39
iii. <i>Nontenure-Track Research Faculty Members</i>	39
iv. <i>Adjunct Nontenure-Track Faculty Members</i>	40
v. <i>Others with Teaching and Research Responsibilities at WPI</i>	40
2. Balance of the Faculty At WPI: Faculty Populations	40
3. Policies on Tenured and Tenure-Track Faculty Appointments	41
a. Probationary Appointments and Periods, Initial Appointments, Reappointments, Reviews, Non-Reappointments, Terminal Appointments, and Resignations of Tenure-Track Faculty Members	41
i. Probationary Appointments of Tenure-Track Faculty Members	41
Initial Probationary Appointments of Tenure-Track Faculty Members	42
Reappointments of Tenure-Track Faculty Members	43
ii. Annual Review of Tenure-Track Faculty Members	44
iii. Non-Reappointments, Terminal Appointments, and Resignations of Tenure-Track Faculty Members	44
Non-Reappointments	44
Terminal Appointments	45
Resignations	45
b. Initial Appointments, Resignations, and Terminations of Faculty Members with Tenure	45
i. Initial Appointments of Faculty Members with Tenure	45
ii. Review of Faculty Members with Tenure	46
iii. Resignation of Faculty Members with Tenure	46
iv. Termination of Faculty Members with Tenure	46
4. Appointment, Reappointment, and Review of Nontenure-Track Faculty Members	46

a.	Secured Nontenure-Track Teaching Faculty Members: Instructors; Senior Instructors; and Assistant, Associate, and (full) Teaching Professors	46
i.	Probationary Appointment(s)	47
ii.	Lengths of Subsequent Appointments	47
iii.	Three-year Appointments	47
iv.	Five-year Appointments	48
v.	Performance Reviews	48
vi.	Reappointment Decisions	48
vii.	Notifications	49
viii.	Just Cause for Disciplinary Action or Terminations During the Term of Any Appointment	49
b.	Secured Nontenure-Track Teaching Faculty Members: Professors of Practice	49
i.	Term(s) of Appointment	49
ii.	Initial Appointment	50
iii.	Performance Reviews	50
iv.	Reappointments (beyond the first five-year appointment)	50
	Reappointment Criteria	50
	Reappointment Process	51
v.	Just Cause for Disciplinary Action or Terminations During the Term of Any Appointment	51
c.	Short-term Nontenure-Track Teaching Faculty Members: Instructors; Senior Instructors; and Assistant, Associate, and (full) Teaching Professors	51
i.	Term(s) of Appointment	51
ii.	Initial Appointment	52
iii.	Performance Reviews	52
d.	Nontenure-Track Research Professors: Assistant, Associate, and (full) Research Professors	52
i.	Term(s) of Appointment	52
ii.	Initial Appointment	52
iii.	Performance Reviews	53
5.	Roles and Responsibilities, Initial Appointments, Evaluations, and Reappointments of Department Heads	53
a.	Roles and Responsibilities of Department Heads	53
b.	Initial Appointment of Department Heads	53
i.	Term of Initial Appointment	53
ii.	Appointment Process	53
c.	Performance Evaluations of Department Heads	54
i.	Purpose and Responsibility	55
ii.	Schedule of Evaluations	55
iii.	Evaluation Process	55

d. Reappointment of Department Heads	56
i. Term and Limits of Reappointment	56
ii. Reappointment Process	56
e. Appointments and Terms of Interim Department Heads	56
i. Appointments of Interim Department Heads	57
ii. Term Limits of Interim Department Heads	57
6. Guidelines for Searches to Fill Academic Administrative Positions	57
a. Academic Administrative Positions	57
b. Formation of the Search Committee	58
c. Conducting the Search	58
d. Evaluating the Candidates	59
7. Definitions, Conditions, and Procedures for Faculty Joint Appointments	59
a. Dual Appointment	59
b. Collaborative Appointment	59
c. Procedure to Establish a Faculty Joint Appointment	60
8. Policies on Leaves	60
a. Policy on Sabbatical Leaves	60
i. Basic Objectives	60
ii. Financial Arrangements	61
iii. Procedures for Review and Award	61
b. Unpaid Leaves	62
Appendix A	62
Appendix B	66

Chapter One - Governance

Constitution of the WPI Faculty

Section One: Definition and Governance of the Faculty

Definition of the Faculty

(Approved by the Faculty, *May 6, 2021*)

(Approved by the Board of Trustees, *May 14, 2021*)

(Amended by the Faculty, *May 7, 2024*)

The Faculty of Worcester Polytechnic Institute consists of all those individuals who hold tenured, tenure-track, or full time nontenure-track faculty appointments. Tenured and tenure-track faculty members are the President, the Provost, and those individuals holding full-time appointments with the following exact titles and ranks: Professor, Associate Professor, Assistant Professor, Professor of Teaching, Associate Professor of Teaching, and Assistant Professor of Teaching. Full-time nontenure-track faculty members are those individuals holding full-time appointments with the following exact titles and ranks: Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor, Senior Instructor, Instructor, Professor of Practice, Research Professor, Associate Research Professor, and Assistant Research Professor. Any faculty member who also holds the administrative title of President, Provost, Associate or Vice Provost, Dean, or Associate Dean is also a member of the Administration.

Governance of the Faculty

(Approved by the Faculty, *May 6, 2021*)

(Approved by the Board of Trustees, *May 14, 2021*)

The governance of the Faculty is carried out under the provisions of this Constitution, under the Bylaws adopted pursuant thereto, and consistent with the procedures and policies contained throughout this Faculty Handbook.

Governance of the Faculty, including voting at faculty meetings and membership on committees as described in this Faculty Handbook, is the responsibility given specifically to all full-time faculty members who are tenured, are on the tenure-track, or hold non-temporary secured nontenure-track teaching appointments that are made with provisions for a long-term institutional commitment from WPI.

Secured nontenure-track teaching appointments are those that establish conditions of employment (including for contract renewals) that guarantee that faculty members can act without reprisals in all that they do for the university and its governance.

Such appointments are guaranteed by the provisions and protections described in Chapter Two: Academic Appointments, Section 1.b.i, Section 4.a, and Section 4.b of the Faculty Handbook, and approved by those faculty members responsible for the governance of the Faculty.

Section Two: Duties, Responsibilities, Authority, and Academic Freedom of the Faculty

I. General

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

II. Duties

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

III. Responsibilities

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

IV. Authority

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

V. Academic Freedom

(Amended by the Faculty, *May 6, 2021*)

(Approved by the Board of Trustees, *May 14, 2021*)

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

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

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

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

D. All members of the WPI Faculty, whether they are tenured, are on the tenure track during their probationary period, or hold secured or short-term nontenure-track appointments, have academic freedom as defined in this Constitution. As members of the WPI Faculty, they are guaranteed non-retaliation with respect to appointment decisions and other conditions of employment for exercising the full range of academic freedom in all their contributions to the University including participation in its governance. Their right to express their views without reprisal is secured by access to all procedures described in this Faculty Handbook.

Section Three: The Roles and General Balance of the Faculty in Carrying Out WPI's Mission

(Approved by the WPI Faculty, *January 28, 2021*)

(Approved by the Board of Trustees, *May 14, 2021*)

WPI's mission requires a Faculty that conducts both research and teaching at the highest levels.

Consistent with this mission, the University is committed to maintaining an appropriate balance of faculty members who combine both research and teaching, and faculty members who primarily serve the educational mission as teachers and experts in pedagogy, course design, and course delivery.

These appropriate balances are and will be based on WPI's teaching and research mission, its priorities and aspirations, and its institutional resources and strategy.

The University is committed to maintaining a Faculty of sufficient size and balance to allow faculty members the time required to develop professionally and to carry out their responsibilities at the highest level. WPI meets this commitment by ensuring that the number of faculty members at WPI increase in their proper balance at a rate that is commensurate with the University's growth and strategic needs.

The University should periodically revisit these commitments and relevant quantitative goals (described in Chapter Two: Academic Appointments, Section 2) through campus-wide discussions that either affirm their soundness or develop an understanding and a consensus concerning changes in mission, priorities, resources, or strategy that would require them to change.

Early each fall, the Provost will provide a report to the Committee on Governance detailing the numbers of faculty in each category (described in Chapter Two: Academic Appointments, Section 1) across the institution and within each department, division, and school. In collaboration with the Provost, the Committee on Governance will disseminate a final report to the Faculty and present the results for open discussion at a faculty meeting during the same year.

Section Four: Faculty Meetings

The Faculty holds scheduled monthly meetings throughout the academic year. The Faculty also holds special meetings as the occasion may arise. Special meetings of the Faculty are called by the Secretary of the Faculty or upon petition of ten or more members of the Faculty.

The officers of the Faculty are the Secretary of the Faculty and the Chair of the Committee on Governance. The Secretary of the Faculty normally presides at faculty meetings; in the Secretary's absence, the Chair of the Committee on Governance serves in that capacity.

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

Section Five: Committees of the Faculty

Committees of the Faculty are established by Bylaws of the Faculty and are responsible to the Faculty. Standing Committees are charged with broad issues of continuing faculty concern, and, once created, maintain their existence until expressly abolished by the Faculty.

Ad hoc Committees may be established by the Faculty to serve specific purposes and to exist for a designated period of time. Upon completion of its charge or upon the termination of its specified term of existence, an ad hoc Committee is required to report to the Faculty, whereupon it ceases to exist unless its term of existence is extended for a designated time and purpose by action of the Faculty.

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

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

Section Six: Amending the Constitution of the WPI Faculty

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

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

Bylaws of the WPI Faculty

Bylaw One: General Standing Rules for Faculty Meetings

The rules of order for all faculty meetings are Robert's Rules of Order (latest edition), except as amended by the Faculty, as described below. The primary standing rules for faculty meetings are enumerated as follows.

I. Participation and Quorum

Participation in meetings of the Faculty is limited to members of the Faculty, student members of faculty committees, and members of the Administration. Attendance is open, except when the Faculty votes to go into executive session. Voting privileges are restricted to all full-time faculty members who are tenured, are on the tenure-track, or hold non-temporary secured nontenure-track teaching appointments that are made with provisions for a long-term institutional commitment from WPI (as described in Chapter Two: Academic Appointments, Section 1.b.i, Section 4.a, and Section 4.b of the Faculty Handbook) and to such other members of the WPI community as may be designated by a two-thirds majority vote of the entire Faculty. Twenty-five percent of the faculty membership constitutes a quorum.

II. Advanced Distribution of Meeting Agendas

The agenda for each scheduled monthly faculty meeting will include opportunities for business and reports from standing committees as regular items, as well as special reports when appropriate, and should be distributed to the Faculty at least one week in advance of the meeting.

III. Agenda Items Requiring One-Week Notice

All motions presented by the standing committees of the Faculty must appear in final form in the notice of the meeting distributed by the Secretary of the Faculty at least one week prior to the meeting. Motions specifically exempted from this requirement are approval of degree candidates and the waiving of degree requirements for individual students. (Adopted *March 6, 1984*.)

IV. Agenda Items Requiring Two-Week Notice

A. Motions that change either the University-wide undergraduate or graduate degree requirements must be distributed to the Faculty in final form a minimum of 14 days prior to their introduction for discussion at a faculty meeting.

B. Motions that represent major changes in academic policy or academic operations that are, or are intended to be, published in the current version of the undergraduate catalog, graduate catalog, or Faculty Handbook must be distributed to the Faculty in final form a minimum of 14 days prior to their introduction for discussion at a

faculty meeting. In cases of dispute on whether an item represents a major change, the Secretary of the Faculty will decide.

V. Consent Agenda

(Approved by the Faculty, *October 7, 2010*)

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

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

C. Items that require two-week's notice will not be included on the consent agenda. These are motions that change University-wide degree requirements or represent major changes in academic policy or academic operations that will be published in the undergraduate catalog, the graduate catalog, or the Faculty Handbook. To preserve the tradition of formally voting to approve the undergraduate and graduate student graduation lists, these lists will also not be placed on the consent agenda.

VI. Length of Regularly Scheduled Faculty Meetings:

Any regularly scheduled faculty meeting shall adjourn within 90 minutes of its scheduled starting time.

VII. Special Circumstances:

These rules governing faculty meetings may be set aside for the duration of the meeting in special circumstances by a two-thirds vote of the Faculty present at any legally constituted faculty meeting.

Bylaw Two: General Rules for Committees of the Faculty

The following rules govern the organization and operation of all standing and ad hoc Committees of the Faculty, with any exceptions noted elsewhere in this Faculty Handbook.

I. General Duties of Faculty Committees

Beyond the establishment and fundamental responsibilities already described in Section Five of the WPI Faculty Constitution, the general duties of faculty committees are as follows.

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

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

Committees are responsible for their own agendas, except that they will be responsive to such duties as may be delegated to them by the Faculty or requested by Members of the Administration. Items deserving of Faculty consideration may be brought to the attention of any Committee by any member of the WPI community.

Committees should review their roles, responsibilities, and membership described in Bylaw Three at least once every three years to either affirm that the charge and membership need no changes or to propose modifications based on evolving needs and circumstances. Committees that identify such modifications work with the Committee on Governance to bring proposed modifications approved by both committees to the Faculty for its consideration.

In addition to the oral and written reports of committees to the Faculty, standing committees submit written annual reports of their academic-year activities to the Secretary of the Faculty by no later than June 30 of the current year.

II. Membership and Officers of Faculty Committees

(Amended by the Faculty, *May 7, 2024*)

Committees of the Faculty, whether standing or ad hoc, may consist of members of the Faculty, members of the Administration, and WPI students. Faculty members of committees are elected by the Faculty or appointed by the President or Provost or a committee of the Faculty charged with this responsibility. In any case, the majority of faculty members on any committee must be elected by the Faculty. All full-time faculty members (including Department Heads) who are tenured, are on the tenure track, or hold non-temporary secured nontenure-track teaching appointments that are made with provisions for a long-term institutional commitment from WPI who are

not members of the Administration are eligible to be elected. Faculty members who are also members of the Administration are ineligible to be elected. If the membership of a committee is to include members of the Administration, such members are either explicitly identified as ex officio or may be appointed when the appointed member is explicitly identified as a representative of the Administration or of an Administrative Division or Office, according to the appropriate procedure described in this Faculty Handbook. Student members of faculty committees are selected annually by the students, with the students determining the procedures.

The terms of Standing Committees begin on July 1.

Each Committee is responsible for its own organization, and annually elects a Chair and a Secretary from among the elected faculty members for the year beginning July 1. This election will normally take place before the end of D-term. Newly elected members participate in electing the new officers. Outgoing members do not participate in electing the new officers. Committee chairs may succeed themselves except where expressly forbidden in the Bylaws.

Ex officio, appointed, and student members have voting privileges on all faculty committees, although they do not serve as committee chairs.

III. General Obligations of Committee Members and Committee Officers

WPI faculty members who accept election or appointment to a committee are expected and obligated to participate in the work of that committee. Committee members are expected to vote on committee business in accordance with their concepts of the best interests of WPI.

It is the responsibility of each committee Chair to give advance notice of committee meetings and to attempt to resolve scheduling conflicts. It is the responsibility of each committee Secretary to note attendance in preparing the minutes of a committee meeting and to forward them to the Faculty and to the office of the Faculty Governance Office on a regular basis. If a problem arises, the Committee on Governance will consult with the committee chair on how the matter will be resolved within the committee.

IV. Special Attendance and Participation

The Secretary of the Faculty may attend and participate in all meetings of standing and ad hoc Committees, excluding deliberations on specific individuals by the Committee on Tenure and Academic Freedom, Joint Tenure Committees, the Committee on Appointments and Promotions, and Joint Promotion Committees.

The President and the Provost are invited to attend and participate in all meetings of standing and ad hoc Committees, excluding deliberations of the Committee on Tenure and Academic Freedom, Joint Tenure Committees, the Committee on Ap-

pointments and Promotions, Joint Promotion Committees, and the Faculty Review Committee on specific individuals regarding tenure, promotion, or matters of academic freedom prior to a Committee recommendation. They will receive published minutes of all other committee meetings.

At their discretion, Committees may invite the participation of non-members whose interest and special knowledge may contribute to their activities.

V. Guarantee of Sufficient Administrative Support

Faculty committees should receive sufficient administrative and clerical support to permit them to carry out their functions in a satisfactory manner.

VI. Special Circumstances

The rules of order for all committee formation and procedures may be set aside in special circumstances by a two-thirds vote of the Faculty present at any legally constituted faculty meeting.

Bylaw Three: Roles, Responsibilities, and Membership of Standing Committees and Sub-Committees of the Faculty

The roles and responsibilities, membership, and election (and appointment) procedures of the Standing Committees (and Standing sub-Committees) of the Faculty are the following described in this section.

I. The Committee on Governance (COG)

Roles and Responsibilities:

COG is responsible for the formulation of recommendations to the Faculty on changes and additions to the Faculty Rules and Bylaws, and to the faculty committee structure. On behalf of the Faculty, COG coordinates its efforts and those of all other faculty governance committees, as appropriate, in the formulation of recommendations to the Faculty on changes to all parts of the Faculty Handbook. COG is also responsible for the resolution of questions of jurisdiction of the faculty governance committees relative to each other.

COG is responsible for offering nominations and for conducting the election of faculty members to standing and ad hoc Committees (as described in Bylaw Four, Section II, except for the election of its own membership and that of the Committee on Tenure and Academic Freedom and the Committee on Appointments and Promotions. COG conducts the election by the Faculty for of the Secretary of the Faculty (as described in Bylaw Seven, Section II). COG has the jurisdiction to fill vacancies that may occur during the year in committees that come under its electoral jurisdiction according to Bylaw Four, Section VI.

COG conducts critical reviews of all proposals from the Administration to create, merge, realign or eliminate academic programs, academic departments, or major academic or research facilities, which may include referring it to other committees for consideration. Upon receipt of all relevant information, the COG will frame a recommendation to the Administration and present it to the Faculty for its approval. (See Bylaw Ten)

COG, in collaboration with the Provost, each year disseminates a final report (described in Section Three) detailing the numbers of Faculty in each category across the institution and within each department, division, and school to the Faculty and presents the results for open discussion at a faculty meeting each year.

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

The Chair of COG serves as one of the faculty representatives to the Board of Trustees.

Membership:

COG consists of four elected tenured and tenure-track faculty members, two elected secured nontenure-track faculty members, one faculty member appointed annually by the President in collaboration with COG to balance committee representation, and, ex officio, the Provost and the Secretary of the Faculty. Membership on this Committee is limited to no more than two faculty members from any one academic department. The full term for elected members is three years. The committee will select its Chair from its elected tenured members. A member may not serve as Committee Chair in more than two successive years.

Election Procedures:

(Amended by the Faculty, *February 17, 2022*)

The election of COG members is conducted by the Secretary of the Faculty according to Bylaw Four, Section III.

Vacancies that occur during the academic year are filled for the unexpired term by the next highest vote getter in the previous COG election who is willing to serve.

I.a The Committee on Information Technology Policy (CITP)

Roles and Responsibilities:

CITP is a permanent subcommittee of COG that shall have purview over all Infor-

mation Technology policies, procedures, and practices that affect WPI's academic and research missions. The committee works with representatives from the Information Technology Services (ITS) division and other departments, as needed, on all matters related to computing at WPI.

It will be the responsibility of the faculty members of the CITP to update the appropriate faculty committees, including COG, CAP, and CTAF, on any new or modified policies proposed in their work. The Committee may propose new technology-related policies for consideration by COG. With COG's approval, any such proposal will be forwarded to the Faculty for its consideration.

The members selected by COG, CAP, and CTAF serve as the three faculty members appointed to IT's Academic Computing Policy Committee and Working Group. The elected Chair of CITP also serves on the IT Governance Committee.

Membership and Appointment Procedures:
(Approved by the Faculty, *December 18, 2015*)

The five-person CITP includes three faculty members: one selected by COG; one selected by CAP; and one selected by CTAF. In addition, the sub-committee will include a member appointed by the Provost from the Division of Academic Affairs, and, ex officio, the Chief Information Officer. The members selected by COG, CAP, and CTAF serve staggered three-year terms. The Provost's appointment to CITP is made each year, with consideration given to the advantages of having members serve longer than one year. The sub-committee elects its Chair from among the three faculty members selected by COG, CAP, and CTAF. (Because CITP is not a standing committee of the Faculty, Bylaw Four, Section I prohibiting committee members from succeeding themselves do not apply.)

Although the faculty members appointed to CITP need not be members of the standing committees that select them, each individual should have a sound appreciation for the issues with which those committees and other standing committees deal on a regular basis. In addition, each should have the technical background required to provide constructive input when dealing with the issues that the CITP will likely confront.

II. The Committee on Tenure and Academic Freedom (CTAF)

Roles and Responsibilities:
(Amended by the Faculty, *March 13, 2024*)

CTAF is given the authority and responsibility for overseeing tenure recommendations to the Provost. The committee is in charge of the process by which tenure recommendations to the Provost are reached for each tenure-track probationary faculty member. In the case of Assistant Professors, each recommendation is either for tenure with promotion to Associate Professor or against tenure. In the case

of Assistant Professors of Teaching, each recommendation is either for tenure with promotion to Associate Professor of Teaching or against tenure. In the cases of Associate Professors, Associate Professors of Teaching, Professors, and Professors of Teaching, each recommendation is for or against tenure with no consideration given to or recommendation made concerning promotion.

CTAF is also concerned with questions relating to academic freedom, and the committee is charged with the responsibility of reviewing problems involving the academic freedom of all faculty members - whether they are tenured, non-tenured, full-time, or part-time. In cases where faculty members allege that their academic freedom has been violated, the Committee on Tenure and Academic Freedom shall follow the process described in Chapter Five: Faculty Grievance Procedures, Section 1.

Membership:

CTAF consists of nine faculty members having tenure. There will not be more than one committee member from any one academic department. The term of office for this Committee is four years. No member may serve successive terms. Department Heads, Deans, and the Provost are not eligible to serve on CTAF.

The Chair of CTAF shall be the member who has served the longest among the members in their current terms. In the case of ties in length of current service, CTAF will select the Chair from among those tied. The Chair shall rule on all matters of procedure and shall be responsible for interpreting all faculty rules regarding tenure. The Chair's rulings are subject to review by the Faculty only. The Secretary of CTAF shall be the member aside from the Chair who has served the longest among the members in their current terms. In the case of ties in length of current service, CTAF will select the Secretary from among those tied.

Election Procedures:

Nominations and elections for CTAF are conducted by the Secretary of the Faculty according to Bylaw Four, Section IV. Vacancies to unexpired terms will be filled by the same nominating and election procedure as for full terms.

III. The Committee on Appointments and Promotions (COAP)

(Amended by the Faculty, *January 19, 2017*)

(Amended by the Faculty, *April 16, 2020*)

Roles and Responsibilities:

COAP is concerned with criteria for academic appointments and promotions. In collaboration with COG, COAP makes recommendations to the Faculty for changes in criteria for promotion from Associate Professor to full Professor, criteria for promotion from Associate Professor of Teaching to full Professor of Teaching, and for

changes in criteria for appointment and promotion of secured non-tenure track faculty members.

COAP makes recommendations to the Provost on academic promotions from Associate Professor to full Professor, from Associate Professor of Teaching to full Professor of Teaching, from Assistant Teaching Professor to Associate Teaching Professor, from Associate Teaching Professor to full Teaching Professor, from Assistant Research Professor to Associate Research Professor, and from Associate Research Professor to full Research Professor.

COAP makes recommendations to the Provost on initial appointments of Associate and (full) Professors, Associate and (full) Professors of Teaching, secured Associate and (full) Teaching Professors, and Associate and (full) Research Professors. COAP also makes recommendations to the Provost on initial appointments and reappointments of Professors of Practice.

COAP represents the Faculty to the President and Provost on appointment, reappointment, and performance evaluation of academic Department Heads.

Membership:

COAP consists of seven elected tenured faculty members holding the rank and title of (full) Professor, with no more than one representative from any one academic department. The term of office for this committee is three years, and no member may serve successive terms. Department Heads, Deans, and the Provost are not eligible to serve on COAP.

Election Procedures:

Nominations and elections for COAP are conducted by the Secretary of the Faculty according to Bylaw Four, Section V. Vacancies in unexpired terms will be filled by the same nominating and election procedure as for full terms.

IV. The Committee on Academic Policy (CAP)

Roles and Responsibilities:

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

Membership and Election Procedures:

CAP consists of six elected faculty members, two undergraduate students, and a representative of the Provost's Office appointed by the Provost. The Provost's appointee serves one-year renewable terms. The election of faculty members to the Committee is conducted by COG following the procedures described in Bylaw Four, Section 1

and Bylaw Four, Section 2 for electing faculty members to standing committees.

IV.a The Undergraduate Outcomes Assessment Committee (UOAC)

Roles and Responsibilities:

(Amended by the Faculty, *April 13, 2017*)

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

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

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

Membership and Election Procedures:

UOAC consists of the following members: four faculty members elected for staggered, three-year terms; a member appointed annually by the Committee on Academic Policy (CAP) from among the Faculty; one undergraduate student appointed by the Student Government Association; a representative of the Provost's Office appointed annually by the Provost; the Director of the Morgan Teaching and Learning Center (ex-officio); and the Director of Institutional Research (ex-officio).

One of the four elected faculty members shall be elected from the Faculty at-large. The other three shall be elected by the entire Faculty but shall be chosen from among the following groupings: one chosen from the School of Engineering; one chosen from the departments in the School of Arts and Sciences excluding the Humanities and Arts Dept. and the Social Science and Policy Studies Dept.; and one chosen from either the Business School, the Global School, the Social Science and Policy Studies department, or the Humanities and Arts department. The election of faculty members to the Committee is conducted by COG following the procedures (described in Bylaw Four, Section 1 and Bylaw Four, Section 2[(handbook.html#bylaw-4-section-2)]) for electing faculty members to standing committees.

V. The Committee on Academic Operations (CAO)

Roles and Responsibilities:

CAO is responsible for monitoring procedures for administering existing undergrad-

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

Membership and Election Procedures:

CAO consists of six elected faculty members, two undergraduate students, a representative of the Provost's Office appointed by the Provost, and, ex officio, the Registrar. The Provost's appointee serves one-year renewable terms. The election of faculty members to the Committee is conducted by COG following the procedures (described in in Bylaw Four, Section 1 and Bylaw Four, Section 2) for electing faculty members to standing committees.

VI. The Committee on Graduate Studies and Research (CGSR)

(Amended by the Faculty, *May 10, 2016*)

Roles and Responsibilities:

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

Membership and Election Procedures:

CGSR consists of six elected faculty members, one graduate student, and two ex officio members: Vice Provost for Research; and Dean of Graduate Studies. The election of faculty members to the Committee is conducted by COG following the procedures (described in Bylaw Four, Section 1 and Bylaw Four, Section 2) for electing faculty members to standing committees.

VII. The Committee on Advising and Student Life (CASL)

Roles and Responsibilities:

CASL is responsible for the continuing development of the student advisory and counseling programs. It reviews the effectiveness of the programs, evaluates current

practices in the areas of student environment, residential advising systems, and extracurricular activities as they affect the academic performance of the student body, and recommends changes as appropriate.

Membership and Election Procedures:

CASL consists of six elected faculty members, two undergraduate students, one graduate student, a representative of the Provost's Office appointed annually by the Provost, and, ex officio, the Assistant Dean of Student Success, and the Dean of Students. The election of faculty members to the Committee is conducted by COG following the procedures (described in Bylaw Four, Section 1 and Bylaw Four, Section 2) for electing faculty members to standing committees.

VIII. The Committee on Financial and Administrative Policy (FAP)

Roles and Responsibilities:

FAP informs the Faculty on administrative and financial matters that affect the Institute. FAP ascertains the interests and views of the Faculty concerning such matters, deliberates with appropriate access to institutional data, and works with the Administration to make recommendations that serve the best interests of the Institute.

Membership and Election Procedures:

(Amended by the Faculty, *April 14, 2016*)

(Amended by the Faculty, *February 17, 2022*)

FAP consists of eight members in total: five elected faculty members (serving staggered three-year terms), the Chief Financial Officer, one additional administrative representative member designated annually by the President, and one additional faculty member appointed by COG (for a one-year term, renewable for up to three consecutive years, in order to diversify the skills or perspectives needed by the committee, given the prospective composition of the committee that year). The Chair of FAP must be a tenured member of the Faculty. The election of faculty members to the Committee is conducted by COG following the procedures (described in Bylaw Four, Section 1 and Bylaw Four, Section 2) for electing faculty members to standing committees.

VIII.a The Fringe Benefits Committee (FBC)

(Amended by the Faculty, *October 14, 2016*)

(Amended by the Faculty, *May 7, 2024*)

Roles and Responsibilities:

The Fringe Benefits Committee (FBC) is a permanent subcommittee of the Committee on Financial and Administrative Policy (FAP) that is responsible for reviewing

and proposing changes to the WPI fringe benefits offerings with special attention paid to the evaluation and recommendation of health care plans and health insurance providers, tuition benefits, disability plans, and retirement policies.

Recommendations from the FBC are passed to FAP. In those instances when FAP does not accept FBC's recommendations, the two committees should meet in an attempt to resolve their differences.

Membership and Appointment Procedures:

The FBC consists of a Chair to be selected for one-year renewable terms from FAP from among its faculty members, two faculty members appointed by the Committee on Governance (COG), and two faculty members appointed by FAP. Both COG and FAP will coordinate their appointments to balance representation on FBC. Faculty members of the FBC (other than the Chair) will serve three-year staggered terms. Current COG or FAP members appointed to the FBC who have not completed three years of service on FBC when their COG or FAP terms expire will continue on FBC to complete their FBC terms.

Although formally the FBC is constituted as above, operationally it invites five members of the WPI staff to join its deliberations and to vote on matters related to benefits that are of equal concern to the WPI Faculty and staff. The five members of the WPI staff are chosen by the Staff Council with input from WPI Talent and Inclusion. These staff members are comprised of one Vice-Chair chosen by the Staff Council from among its members to serve a one-year (renewable) term (up to a maximum of two years) and four staff members to serve three-year staggered (renewable) terms. The staff members are chosen to proportionally represent exempt and non-exempt employees and to promote a representative selection of eligible staff members across university divisions.

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

IX. The Faculty Review Committee (FRC)

(Amended by the Faculty, *May 9, 2017*)

(Amended by the Faculty, *March 13, 2024*)

Roles and Responsibilities:

The FRC reviews three types of cases: 1) faculty grievances not related to academic freedom violations; 2) allegations of faculty misconduct; and 3) grade appeals.

- For faculty grievances not related to academic freedom violations (see Chapter Five: Faculty Grievance Procedures, Section 2) for the details of the faculty grievance process not related to academic freedom violations), subcommittees consisting of three elected and two appointed members of FRC have the power to review and to require reconsideration of:

A. The Provost’s decision not to renew a probationary, tenure-track appointment;

B. Decisions not to renew or to terminate appointments of secured nontenure-track faculty members on 3-year or 5 (or more)-year contracts;

C. Negative decisions on tenure; and

D. Negative decisions on promotions of tenured, tenure-track, and nontenure-track faculty members;

where the action, decision, or recommendation is alleged by an aggrieved faculty member to result from:

1. improper procedure; or
2. discrimination based on race, sex, age, color, national origin, religion, genetic identity, disability, gender identity or expression, marital or parental status, sexual orientation, transgender status, veteran status, or any other protected status.

- For allegations of faculty misconduct, the fact finding committee includes members of the FRC as described in the appropriate conduct policy (Sexual Misconduct Policy; Policy on Research Conduct; or Policy on Faculty Conduct). Selection of the fact finding committee is conducted so as to ensure members are unbiased and have the appropriate expertise and diversity as necessary for a particular case.

- For grade appeals, reviews are conducted (according to the procedures described in Chapter Six: Policies Regarding Academics and Academic Programs, Section III.b) by ad hoc committees consisting of three members of the FRC, which are presided over by the Chair of the FRC.

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

Membership:

The Faculty Review Committee consists of nine tenured faculty members: six elected by the Faculty and three appointed by the President. The Chair of the FRC is chosen

by the committee from its elected members.

Diversity on the FRC is highly valued. Toward that end, there shall be no more than one person from any one Department in the group of six elected members, and following each annual faculty election, one member of the FRC shall be appointed by the President to a three-year term. These appointments should be made to ensure proper diversity among the FRC members. No elected or appointed member may serve consecutive terms.

Members of CTAF, members of COAP, and faculty members with administrative appointments of 50 percent time or more are ineligible to serve on the FRC.

When any matters regarding faculty grievances, allegations of faculty misconduct, or grade appeals are pending before the FRC at the time when the term of office of its members would expire, the subcommittee (or investigating committee) shall continue as then constituted for the sole purpose of disposing of such pending matters in its jurisdiction, notwithstanding the creation of a new FRC in the regular manner at the same time.

Election and Appointment Procedures:

Each year, the Faculty elects two members to three-year terms. The election of faculty members to the Committee is conducted by COG following the procedures (described in Bylaw Four, Section 1 and Bylaw Four, Section 2|(handbook.html#bylaw-4-section-2)) for electing faculty members to standing committees. A vacancy in the membership of the FRC shall be filled for the remainder of the unexpired term by that person receiving the next highest number of votes in the most recent election, if the person leaving the Committee was an elected member, or by appointment by the President if the person was an appointed member.

Bylaw Four: Election Procedures for Committees of the Faculty

I. Rules for Terms of Office on Standing Committees

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

A faculty member may be elected to no more than two standing Committees concurrently. Elected members of standing Committees cannot succeed themselves unless they have served no more than one year on the Committee. (Service on ad hoc or administrative committees is not included in these restrictions.)

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

II. Election Procedures for Committees of the Faculty (except COG, CTAF, and COAP)

COG is responsible for offering nominations and for conducting the election of faculty members to standing and ad hoc Committees, except for the election of its own membership and that of the Committee on Tenure and Academic Freedom and the Committee on Appointments and Promotions.

Each spring, after the COG, CTAF, and COAP elections are concluded, COG will provide a ballot to fill the vacancies on each of the other standing Committees, after ascertaining the willingness of each nominee to serve. The ballot will also include names of those nominated by petition signed by five faculty members. Ballots will be distributed to each voting faculty member and returned to the Committee. The election procedure should be completed by the end of D-Term.

The Instant Run-Off Voting (IRV) method, as described in the Appendix to these Bylaws, will be used in the conduct of all final elections to standing committees of the Faculty.

III. Special Election Procedures for COG

The election of COG members is conducted by the Secretary of the Faculty, and should be concluded by the end of C-term. Membership on this Committee is limited to no more than two faculty members from any one academic department. The election procedure is as follows.

The Secretary of the Faculty prepares separate nominating ballots as needed: one listing eligible tenured and tenure-track faculty members by department; and one listing eligible secured nontenure-track faculty members by department. Faculty members may select up to ten names from each list.

The final election ballot will consist of the names of the faculty members receiving the largest number of nominations, who are also eligible and willing to serve. The number of names on the final election ballot for tenured and tenure-track members will be six or twice the number of vacancies to be filled, whichever is larger, and will contain no more than two names from any one academic department. The number of names on the final election ballot for secured nontenure-track members will be three or twice the number of vacancies to be filled, whichever is larger, and will contain no more than two names from any one academic department. These ballots are distributed with voting instructions to all voting faculty members. (If the highest vote getters from both the tenured and tenure-track faculty election and the nontenure-track faculty election are from the same academic department as a continuing member of COG, then to promote diversity on the committee, the winner is the nontenure-track faculty member when the continuing member is tenured or tenure-track, and the winner is the tenured or tenure-track faculty member when the continuing member is nontenure-track.)

IV. Special Election Procedures for CTAF

Nominations and elections for CTAF are conducted by the Secretary of the Faculty, and should be concluded by the end of C-term. CTAF consists of nine faculty members having tenure. There will not be more than one committee member from any one academic department. The term of office for this Committee is four years. The election procedure is as follows.

The Secretary prepares a nominating ballot listing eligible faculty members by department and distributes it to all voting members of the Faculty, with instructions to nominate up to one person from each department. The members of each academic department who receive the largest number of nominations in their departments and are willing to serve if elected are then placed on an election ballot to be distributed to all voting members of the Faculty. In the normal pattern, the number to be elected annually will be two, two, two, and three in successive years.

V. Special Election Procedures for COAP

Nominations and elections for COAP are conducted by the Secretary of the Faculty, and should be concluded by the end of C-term. COAP consists of seven elected tenured faculty members holding the rank and title of (full) Professor, with no more than one representative from any one academic department. The election procedure is as follows.

The Secretary prepares a nominating ballot listing eligible faculty members by department and distributes it to all voting members of the Faculty, with instructions to nominate up to one person from each department. The members of each academic department who receive the largest number of nominations and are willing to serve if elected are then placed on an election ballot to be distributed to all voting members of the Faculty. In the normal pattern, the number to be elected annually will rotate from three to two to two in successive years.

VI. Vacancies and Unexpired Terms - Appointment and Election of Replacements

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

COG has the jurisdiction to fill vacancies that may occur during the year in committees that come under its electoral jurisdiction. Such appointments normally will be only until the next annual election.

Special Cases:

When the vacancy is an elected position on COG, the vacancy is to be filled for the unexpired term by the next highest vote getter in the previous COG election who is willing to serve.

When the vacancy is in the membership of the FRC, it shall be filled for the remainder of the unexpired term by that person receiving the next highest number of votes in the most recent FRC election, if the person leaving the Committee was an elected member, or by appointment by the President if the person was an appointed member.

Bylaw Five: Appointments by the Provost and the President to the Standing Committees and Sub-Committees of the Faculty

I. Appointments by the Provost

On an annual basis, the Provost will appoint, with COG review and concurrence on a case-by-case basis, the following faculty committee and faculty sub-committee members:

- an appropriate representative of the Academic Administration on the Committee on Academic Policy (CAP), on the Committee on Academic Operations (CAO), on the Committee on Advising and Student Life (CASL), and on the Undergraduate Outcomes Assessment Committee (UOAC).

Each appointment of a representative of the Academic Administration by the Provost will be consistent with the allocation of responsibilities within the Provost's Office at the time; there is no limit to the number of re-appointments that one representative may receive to a given committee.

The Provost will also appoint an appropriate representative of the Division of Academic Affairs on the Committee on Information Technology Policy (CITP), with consideration given to the advantages of having members serve longer than one year.

II. Appointments by the President

The President will appoint, consistent with the stipulations indicated, the following faculty committee members:

- an appropriate faculty member on the Committee on Governance (COG), with the appointment made annually in collaboration with COG to balance the committee's membership;
- an appropriate administrative representative on the Committee on Financial and Administrative Policy (FAP), with the appointment made annually;
- three appropriate tenured faculty members on the Faculty Review Committee (FRC), each for staggered three-year terms, with the appointments made

to ensure proper diversity among the FRC members and with no appointed member eligible to serve consecutive terms.

Bylaw Six: Development Councils for Education and Research

I. Educational Development Council

Roles and Responsibilities:

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

- Conducting an internal small grants program to promote educational innovation and improvement;
- Conducting the annual selection process for the Romeo L. Moruzzi Young Faculty Award for Innovation in Undergraduate Education
- Serving as an advisory committee to the Morgan Teaching and Learning Center.

Membership:

Membership of the EDC includes the Director of the Morgan Teaching and Learning Center, a faculty member appointed by the Committee on Academic Policy, a faculty member appointed by the Committee on Governance, a faculty member appointed by the Provost, and an undergraduate student appointed by the Student Government Association.

Faculty members serve for staggered three-year terms.

II. Research Development Council

(Approved by the Faculty, *January 18, 2018*)

Roles and Responsibilities:

The role of the Research Development Council (RDC) is to serve as an advisory board to the Vice Provost for Research (VPR). RDC provides advice and assistance to the VPR on the development of research, research planning, and research policy. The specific roles and responsibilities of the RDC are:

1. Strategic planning to maximize research productivity of the Faculty and staff and to support highly innovative, transformative research
2. To make recommendations regarding internal review of pre-proposals for limited submission opportunities
3. To make recommendations regarding internal research funding programs
4. To review and recommend updates to the indirect cost return (ICR) reinvestment model as needed

5. To develop yearly RDC budget recommendation, including, but not limited to support of:
 - a. repair and maintenance of research instrumentation;
 - b. multi-institutional research initiatives;
 - c. internal research funding programs for all disciplines; and
 - d. cost sharing.
6. To coordinate research infrastructure requests in support of new faculty recruitment across all disciplines with Department Heads, Deans and the Provost
7. To make recommendations regarding research infrastructure

Membership:

The Research Development Council consists of the Vice Provost for Research and the following eight faculty members with a record of significant scholarly research contributions:

- a. One faculty member is appointed by the Dean of the Business School.
- b. Two faculty members are appointed by the Dean of Engineering.
- c. Two faculty members are appointed by the Dean of Arts and Sciences.
- d. One faculty member is appointed annually by the VPR.
- e. One faculty member is appointed by the COG.
- f. One faculty member is appointed by the Committee on Graduate Studies and Research.

Faculty members serve staggered three-year terms. Any member can be reappointed after a minimum of one year between terms.

The Vice Provost for Research staff will provide the RDC with administrative and staff support.

Bylaw Seven: Secretary of the Faculty

(Amended by the Faculty, *March 22, 2012*)

I. Roles and Responsibilities of the Secretary of the Faculty:

The Secretary of the Faculty must have tenure and is the highest elected representative of the Faculty.

The Secretary of the Faculty coordinates faculty committee activities, is an ex officio member of the Committee on Governance, and may attend and participate in all meetings of standing and ad hoc Committees, excluding deliberations on specific individuals by the Committee on Tenure and Academic Freedom, Joint Tenure Committees, the Committee on Appointments and Promotions, and Joint Promotion Committees.

The Secretary of the Faculty, working with the Faculty Governance Executive Assistant, maintains the office that:

1. Prepares and distributes the schedule of faculty meetings for the academic year;
2. Prepares the agenda for each faculty meeting;
3. Notifies the Faculty of faculty meeting times and locations;
4. Assembles and distributes supporting documentation for the faculty meeting agenda for the purpose of promoting informed discussion of the issues to be voted upon;
5. Publishes and distributes minutes of the faculty meetings;
6. Prepares annual reports showing membership of faculty committees, including terms of office and committee officers;
7. Conducts the annual election of the Committee on Governance, the Committee on Tenure and Academic Freedom, and the Committee on Appointments and Promotions;
8. Ascertains that a permanent record of faculty meeting minutes and pertinent addenda are maintained for the archives of Worcester Polytechnic Institute and performs other such duties as may be directed by the Faculty;
9. Informs appropriate individuals and groups of faculty decisions;
10. Monitors progress of the implementation of faculty decisions; and
11. Solicits periodic reports from administrative officers for faculty committees.

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

II. Election of the Secretary of the Faculty

The Secretary of the Faculty must be a tenured faculty member. The Secretary of the Faculty is elected for a term of three years, and may not serve successive terms. The election of the Secretary of the Faculty, when held, will precede all other committee elections. The election procedure is as follows.

COG will conduct the election by preparing a nominating ballot listing all eligible faculty members by department and distributing it to all voting faculty members, with instructions to select up to five names from the list. The two faculty mem-

bers receiving the largest number of nominations who are willing to serve are then placed on a final election ballot distributed to all voting faculty members. The same procedure will be used for an unexpired term vacancy.

III. Guarantee of Sufficient Administrative Support

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

Bylaw Eight: Membership of Faculty Members on Committees of the WPI Board of Trustees and Faculty Participation at Board of Trustees' Meetings

(Approved by the Faculty, *March 22, 2012*)

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

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

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

The Secretary of the Faculty will be seated with the members of the Board at meetings of the Corporation and may participate fully in discussions and deliberations, with the exception of not having a formal vote, as this is a responsibility unique to Trustees and cannot be delegated. In addition, the Secretary of the Faculty is invited

to attend meetings of the five "open"-Board committees as an observer, but not as a voting member of any committee unless also appointed as one of the two faculty committee members.

Bylaw Nine: Adopting and Amending Bylaws of the WPI Faculty

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

Bylaw Ten: Policy on Creating, Merging, Realigning or Eliminating Academic Programs, Academic Departments, and Research Facilities

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

Appendix - the Instant Run-off Voting (IRV) Method

(Approved by the Faculty, *December 16, 1999*)

Ballots in the Instant Runoff Voting (IRV) method are cast and votes are counted as follows:

I. Casting Ballots

In each election, regardless of the number of vacancies to be filled, each voter must rank the candidates consecutively (i.e., 1, 2, 3, etc.) in order of highest to lowest preference, but need not assign rankings to all the candidates.

II. Counting Votes for Each Vacancy

To fill each vacancy, votes are first assigned to the candidate who on each ballot is the most highly preferred from among those candidates still remaining. If in this manner no candidate receives a majority of votes from the ballots that have not yet

been temporarily set aside, then the candidate with the fewest votes is temporarily eliminated, and the votes for that candidate are reassigned to the candidate who on each of those ballots is the most highly preferred from among those candidates still remaining. This process of candidate elimination and ballot reassignment is repeated until one candidate receives a majority of votes from the ballots that have not yet been temporarily set aside.

III. Temporarily Setting Aside Ballots

At any point in the vote counting process for each vacancy, if none of the candidates remaining in the election have been ranked on a given ballot to be assigned or reassigned, then that ballot is temporarily set aside (for that vacancy, only).

IV. Breaking Ties

If at any stage of candidate elimination and ballot reassignment, two or more candidates are tied with the fewest votes, then the candidate among those tied who received the fewest number of highest preference votes is temporarily eliminated.

If the repeated process of candidate elimination and vote reassignment leads to a tie between the only two remaining candidates, then the winner is the candidate who received the greater number of highest preference votes.

V. Filling More Than One Vacancy

If more than one vacancy is to be filled for the same type of office, then for each vacancy in succession, those candidates already elected will first be eliminated, all other eligible candidates will be included (including those candidates who had been temporarily eliminated in determining the candidate(s) already elected), and all ballots (including those ballots that had been temporarily set aside in determining the candidate(s) already elected) are to be recounted as described in Section 2 above.

If more than one vacancy is to be filled and the eligibility of candidates on the ballot is limited by other governing factors (such as restrictions on the number of committee members permitted from the same department) after the first vacancy is filled, then all remaining candidates no longer eligible due to those limitations shall be eliminated before the votes for any subsequent vacancies are tallied.

Chapter Two - Academic Appointments

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

Consistent with WPI's purpose to create, discover, and convey knowledge at the frontiers of academic inquiry, the University is committed to maintaining an appropriate balance of faculty members in the following broad categories: those who balance both research and teaching; those who primarily serve the educational mission as teachers; and those devoted entirely to research. WPI meets this commitment by maintaining a Faculty with an appropriate range of roles, responsibilities, tenure status, and titles.

a. The Roles and Titles of Tenured and Tenure-Track Faculty Members

All tenured and tenure-track faculty members at WPI work toward and are awarded tenure consistent with criteria appropriate to either their dual mission or teaching mission. As a body, the tenured and tenure-track dual mission Faculty plays a primary role in fulfilling the University's educational mission, and plays the primary role in fulfilling the University's research and scholarly mission. The tenured and tenure-track teaching mission Faculty plays a primary role in fulfilling the University's educational mission and contributes to the University's scholarly mission. Regardless of their dual or teaching missions, all tenured and tenure-track faculty members contribute in significant ways to shaping and delivering WPI's academic programs.

Ranks and Titles:

Assistant, Associate and (full) Professor: These ranks and titles are for dual-mission tenured and tenure-track faculty members.

Assistant, Associate and (full) Professor of Teaching: These ranks and titles are for teaching-mission tenured and tenure-track faculty members.

b. Categories, Roles, and Titles of Nontenure-Track Faculty Members

i. Secured Nontenure-Track Teaching Faculty Members

Secured nontenure-track teaching faculty members are full-time employees of the University who are hired with the expectation that they will have continuing academic responsibilities at WPI focused on their teaching, and with provisions for a long-term institutional commitment from WPI. They may also make a range of additional contributions through their scholarship and through their service to the

University. They are an integral part of the fabric of the campus, and contribute in significant ways to shaping and delivering WPI's academic programs.

Ranks and Titles:

Instructor; Senior Instructor; or Assistant, Associate, and (full) Teaching Professor: The ranks and titles of Assistant, Associate, and (full) Teaching Professor will be awarded only to those individuals with both a Ph.D. degree (or the recognized highest degree for the discipline) and with teaching credentials appropriate to the corresponding tenured or tenure-track rank.

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

ii. *Short-term Nontenure-Track Teaching Faculty Members*

Short-term nontenure-track teaching faculty members are full-time employees of the University who are hired with the expectation that their employment at WPI will be temporary and with academic responsibilities focused on filling a short-term institutional teaching need (e.g.: to cover a sabbatical or leave of absence, to fill a temporary gap created by an unanticipated retirement or by a sudden unexpected increase in enrollment).

Ranks and Titles:

Instructor; Senior Instructor; or Assistant, Associate, and (full) Teaching Professor: The ranks and titles of Assistant, Associate, and (full) Teaching Professor will be awarded only to those individuals with both a Ph.D. degree (or the recognized highest degree for the discipline) and with teaching credentials appropriate to the corresponding tenured or tenure-track rank.

iii. *Nontenure-Track Research Faculty Members*

Nontenure-track research faculty members are full-time employees of the University who are hired, usually on research grants, with the expectation that their academic responsibilities at WPI are focused on their research. The length of full-time relationship between WPI and the faculty member will depend on the nature and duration of the research funding arrangement.

Ranks and Titles:

Assistant, Associate, and (full) Research Professor: The ranks and titles Assistant, Associate, and (full) Research Professor will be awarded only to those individuals with both a Ph.D. degree (or the recognized highest degree for the discipline) and with research credentials appropriate to the corresponding tenured or tenure-track rank.

iv. *Adjunct Nontenure-Track Faculty Members*

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

v. *Others with Teaching and Research Responsibilities at WPI*

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

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

2. Balance of the Faculty At WPI: Faculty Populations

Consistent with WPI's purpose to create, discover, and convey knowledge at the frontiers of academic inquiry, the University is committed to maintaining an appropriate balance of faculty members who combine both research and teaching, and faculty members who primarily serve the educational mission as teachers and experts in pedagogy, course design, and course delivery.

WPI meets this commitment by aiming to balance its Faculty as follows: 70 percent tenured and tenure-track (TTT) dual mission teaching-research faculty members and 30 percent teaching mission faculty members. The TTT dual-mission teaching-research faculty members consist of Assistant, Associate, and Full Professors. The teaching-mission faculty members consist of the following: tenured and tenure-track (TTT) Assistant, Associate, and Full Professors of Teaching; and non-tenure track (NTT) Assistant Teaching Professors, Associate Teaching Professors, Full Teaching Professors, Professors of Practice, Instructors, and Senior Instructors.

WPI's initial three-year goal is to balance its teaching mission faculty members (by fall 2023) as follows: 40 percent tenured or tenure-track and 60 percent non-tenure-track, with an openness to further increasing the fraction of tenured or tenure-track teaching mission faculty members in the years that immediately follow.

The University should periodically revisit these commitments and goals through campus-wide discussions that either affirm their soundness or develop an understanding and a consensus concerning changes in mission, priorities, resources, or strategy that would require them to change. While the goals are described quantitatively to provide clarity, there is flexibility in the understanding that they are not exact and can be reconsidered when necessary.

Early each fall, the Provost will provide a report to the Committee on Governance detailing the numbers of faculty members in each category (described in Section 1) across the institution and within each department, division, and school. In collaboration with the Provost, the Committee on Governance will disseminate a final report to the Faculty and present the results for open discussion at a faculty meeting during the same year.

3. Policies on Tenured and Tenure-Track Faculty Appointments

WPI employs faculty members of the highest quality in teaching and in either scholarship or continuing professional growth and currency, as appropriate to the expectations associated with their faculty positions. Every effort is made to recruit and attract outstanding candidates and to encourage and enable them, once hired, to demonstrate teaching effectiveness, active scholarship, and/or continuing professional growth and currency in their own fields of interest.

Tenured and tenure-track faculty members are the President, the Provost, and those individuals holding full-time appointments with the following exact ranks and titles: Professor, Associate Professor, Assistant Professor, Professor of Teaching, Associate Professor of Teaching, and Assistant Professor of Teaching.

All appointments of these faculty members shall be either (a) probationary with respect to tenure, or (b) with tenure.

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

i. Probationary Appointments of Tenure-Track Faculty Members

Probationary appointments may be for one year or for other stated periods, subject to renewal, and may include credit on the tenure clock for previous full-time service at

the assistant rank or higher at WPI or at other academic institutions. A tenure-track faculty member's tenure clock begins running on the July 1 closest to the starting date of the initial probationary appointment. (For more detail on the tenure clock, see Chapter Three: Tenure, Section 2.)

The minimum and maximum durations of probationary appointments prior to tenure reviews are set as follows:

- The minimum time served on a probationary appointment at the assistant rank in either the dual-mission or teaching-mission tenure track prior to the tenure review is three years because assistant professors receive a combined tenure and promotion review (see Chapter Three: Tenure, Section 1) and must have completed at least three years in the same track prior to review for promotion to the associate rank (see Chapter Four: Promotions, Section 1.a.i).
- The minimum time served on a probationary appointment at the associate or full rank in either the dual-mission or teaching-mission tenure track prior to tenure review is two years because no probationary faculty member may serve less than two years on the tenure clock prior to tenure review.
- The maximum time served on a probationary appointment for all faculty members is limited by the requirement that the mandatory tenure review must be conducted in the academic year immediately after five years have been accumulated on the tenure clock. The probationary appointment continues for one additional year during the academic year of the mandatory tenure review. (For more detail on the mandatory tenure review, see Chapter Three: Tenure, Section 1.)

The **probationary period** of a tenure-track faculty member refers to the *total* time served at WPI *as a tenure-track faculty* member regardless of whether the tenure clock is running or is stopped, including time served during the academic year of the tenure review. (For more detail on the tenure clock, see Chapter Three; Tenure, Section 2.)

Initial Probationary Appointments of Tenure-Track Faculty Members An initial appointment of a probationary faculty member on the tenure track is reviewed by the Department Head, the Dean of the appropriate school, and the Provost. In the case of an appointment above the assistant rank in any tenure-track, the appointment is also reviewed by the Committee on Appointments and Promotion to see that the candidate's qualifications are commensurate with the criterion used for promotion to the stated rank in the appropriate track.

Once the Provost has approved the appointment, they forward an official offer letter of initial tenure-track appointment to the candidate. The precise terms and conditions of every such faculty appointment must be stated in writing in the letter and are in the possession of both WPI and the prospective faculty member before the

appointment is consummated. These terms and conditions must include a clear designation that the appointment is probationary with respect to tenure, the rank and title of the appointment, the number of years credited on the tenure clock and the corresponding academic year of the scheduled mandatory tenure review accounting for all time credited on the tenure clock, and - if the appointment is at the associate rank - a clear statement that the faculty member should first achieve tenure before seeking promotion to full rank in their particular track (see Chapter Four: Promotions, Section 1.a.ii).

For consistency with the minimum duration of probationary periods permitted prior to tenure review described above, probationary faculty members at the assistant rank in either tenure track may be given no more than two years of credit on the tenure clock at the time of the initial probationary appointment, and probationary faculty members at the associate or full rank in either tenure track may be given no more than three years of credit on the tenure clock at the time of the initial probationary appointment.

Faculty members switching from the Teaching Professor track to the Professor of Teaching track, take on the same rank in their new track.

Reappointments of Tenure-Track Faculty Members Recommendations to the Provost for reappointment of probationary faculty members will originate with the Department Head (or equivalent) after consultation with the other members of the Department Tenure Committee. Subsequently, the Provost consults with the appropriate Dean.

Reappointment letters are for the period commencing July 1. WPI will make every effort to notify faculty members of the terms and conditions of their renewals by March 15. Reappointment letters should explicitly state the academic year of the scheduled mandatory tenure review accounting for all stoppages of the tenure clock granted up to that point in time.

Within the first year of service a reappointment letter with terms and conditions will be forwarded to the probationary faculty member by no later than April 15th. For individuals whose initial appointment year is two terms or less, the next full year (July 1 to June 30) will constitute the first year of service for a) reappointment dates, and b) for time on the tenure clock counted toward the mandatory tenure review. (For more detail on the mandatory tenure review, see Chapter Three: Tenure, Section 1.)

If the probationary appointment is to be renewed beyond the first academic year of service, then a reappointment letter with terms and conditions will be forwarded to the probationary faculty member by no later than April 15th before the new academic year.

ii. Annual Review of Tenure-Track Faculty Members

To assist probationary faculty members in enhancing their teaching effectiveness, developing their scholarly competence, and maintaining their professional growth and currency, each Department Tenure Committee (DTC) will conduct an annual review of each probationary faculty member consistent with the set of tenure criteria (see Chapter Three: Tenure, Section 3) appropriate to the expectations associated with their faculty position at WPI.

The faculty member being reviewed will provide the DTC with documentation of their efforts in each category up to that date as well as future plans. The DTC may determine the format of this document (e.g. Faculty Annual Report, tenure dossier format or other). Following the DTC's review of the documentation provided, the DTC members will meet and discuss the teaching, scholarship, professional growth and currency, and service aspects of the candidate's efforts up to that date as well as future plans as appropriate to the faculty member's academic track, and together formulate recommendations to the candidate.

The members of the DTC will then meet with the candidate to review these recommendations and address any concerns or questions by either party. A summary of the DTC review and recommendations will be prepared, signed by the members of the DTC and the candidate to acknowledge receipt, and kept on file in the department.

CTAF will be officially notified that the report has been completed and signed no later than May 1st. These documents will remain confidential and will NOT be included in the official tenure dossier unless the candidate so chooses. They must remain on file in the department for a minimum of one year after a tenure decision has been made or the candidate withdraws from the tenure process.

iii. Non-Reappointments, Terminal Appointments, and Resignations of Tenure-Track Faculty Members

Non-Reappointments Recommendations to the Provost for non-reappointment of probationary faculty members will originate with the Department Head (or equivalent) after consultation with the other members of the Department Tenure Committee (or equivalent). Subsequently, the Provost consults with the appropriate Dean. The Provost shall meet with the Department Tenure Committee before taking action on the recommendation for non-reappointment.

If a probationary appointment is not to be renewed in the first year of service, then written notice must be given to the faculty member by no later than four months before the expiration of the first year of service (i.e., by March 1st). For individuals whose initial appointment year is two terms or less, the next full year (July 1 to June 30) will constitute the first year of service for non-reappointment dates.

If a probationary appointment is not to be renewed in the second year of service,

then written notice must be given to the faculty member by no later than six months before the expiration of the second year of service (i.e., by January 1st).

If the appointment is not to be renewed after two or more years of service (i.e., in the third, fourth, or fifth year of service), then written notice must be given to the faculty member by no later than twelve months prior to the termination date of the final year of service (i.e., by June 30).

Non-renewal of a probationary appointment with less advance notice than specified herein shall be subject to the procedural rights as specified in the appropriate policy in the WPI Faculty Handbook and shall only be for the grounds described therein. Administrative personnel who hold academic rank are subject to the foregoing regulations in their capacity as faculty members.

Terminal Appointments If, as a result of the mandatory tenure review, tenure is not granted, then a terminal appointment will be offered for only one additional academic year beyond the academic year of the tenure review. The appointment will be at the faculty member's current rank and title and it will be made on the schedule used for the reappointments of tenure-track faculty members beyond their first academic year of service.

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

b. Initial Appointments, Resignations, and Terminations of Faculty Members with Tenure

i. Initial Appointments of Faculty Members with Tenure

An initial appointment of a faculty member with tenure is reviewed by the Department Head, the Dean of the appropriate school, and the Provost. The appointment is also reviewed by the Committee on Tenure and Academic Freedom to see that the candidate's qualifications are commensurate with the tenure criteria for the appropriate track (see Chapter Three: Tenure, Section 3). If the appointment is at the full rank in either track, then it is also reviewed by Committee on Appointments and Promotion to see that the candidate's qualifications are commensurate with the criteria used for promotion to the stated rank in the appropriate track (see Chapter Four: Promotions, Section 2).

Once the Provost has approved the appointment, they forward an official offer letter to the candidate. The precise terms and conditions of every initial appointment of a faculty member with tenure must be stated in writing and be in the possession of

both WPI and the faculty member before the appointment is consummated. These terms and conditions must include the rank and title of the appointment and a clear designation that the appointment is with tenure.

ii. Review of Faculty Members with Tenure

At the discretion of each department, a Departmental Peer Review Committee may be formed to review each tenured faculty member's teaching performance every six years. A faculty member may request a more frequent review. The Peer Review Committee will prepare a written report with copies going to the faculty member being reviewed, the Department Head and the departmental file.

iii. Resignation of Faculty Members with Tenure

If a faculty member with tenure desires to resign from an existing appointment at the end of the academic year, that faculty member shall give notice in writing at the earliest opportunity but not later than May 15; but that faculty member may properly request a waiver of this requirement in case of hardship.

iv. Termination of Faculty Members with Tenure

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

If a tenured appointment is terminated because of financial emergency, then the released faculty member's position will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment with tenure and has declined.

Termination by WPI of an appointment with tenure with less advance notice than specified herein shall be subject to the procedural rights as specified in the appropriate policy in the WPI Faculty Handbook and shall only be for the grounds described therein. Administrative personnel who hold academic rank are subject to the foregoing regulations in their capacity as faculty members.

4. Appointment, Reappointment, and Review of Nontenure-Track Faculty Members

a. Secured Nontenure-Track Teaching Faculty Members: Instructors; Senior Instructors; and Assistant, Associate, and (full) Teaching Professors

Secured nontenure-track teaching faculty members are full-time employees of the University who are hired with the expectation that they will have continuing aca-

ademic responsibilities at WPI focused on their teaching, and with provisions for a long-term institutional commitment from WPI. In all such appointments, the faculty member's general responsibilities and workload will be documented in the appointment letter, with changes during an appointment mutually agreed to in writing by the faculty member and the Department Head and/or Program Director.

i. Probationary Appointment(s)

Initial probationary appointments of secure nontenure-track faculty members (with the titles indicated above) will be for a one-year probationary term with the expectation on the part of the University that a three-year appointment will follow, unless in the judgment of the Department Head and/or Program Director (and with the approval of the Dean) the qualifications of the candidate and the circumstances warrant skipping the probationary appointment and advancing to an initial three-year appointment. The probationary nature of the appointment including the expectation of a three-year appointment to follow will be explicitly stated in the appointment letter. In cases where a first-year performance review of the faculty member indicates that a subsequent three-year appointment is not warranted without significant improvement, the initial probationary appointment may be followed by a second probationary appointment for only one additional one-year probationary term.

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

ii. Lengths of Subsequent Appointments

Following the probationary appointment(s), the lengths of subsequent appointments will be made sequentially as follows: a first three-year term, a second three-year term, and subsequent terms of no fewer than five years each.

iii. Three-year Appointments

If the faculty member is reappointed following the probationary term(s), the reappointment shall be for a three-year term with the expectation on the part of the University that a second three-year appointment will follow. If the faculty member is reappointed following the first three-year appointment, the reappointment shall be

for a second three-year term with the expectation on the part of the University that an appointment of no fewer than five years will follow. Performance reviews must be considered in reappointment decisions.

iv. Five-year Appointments

If the faculty member is reappointed following the second three-year term or following any term of five (or more) years, the reappointment shall be for a term of no fewer than five years with the expectation on the part of the University that an appointment of no fewer than five years will follow. Appointments longer than five years may be made in the discretion of the Department Head and/or Program Director and the Dean, with approval of the Provost. Performance reviews must be considered in reappointment decisions.

v. Performance Reviews

After the initial appointment, the faculty member will have established a record of teaching at WPI. Each spring, a review of teaching performance, based on course evaluations, project evaluations, and other relevant information, will be made by the Department Head and/or Program Director. Annual performance reviews will also take into consideration any other responsibilities and contributions of the faculty member. These annual reviews will be summarized in writing and will include a rating on a scale of exceeds expectations, meets expectations, or falls below expectations. Copies of the reviews will be shared with the faculty member and kept on file.

vi. Reappointment Decisions

All reappointment decisions are made with reasonable discretion by the Department Head and/or Program Director, the Dean, and the Provost based solely on the following considerations: performance reviews; elimination or downsizing of a department, program, or number of courses or sections offered as part of a long-term restructuring measure; significant decrease in the need or demand for program offerings when no reassignment is feasible; and financial emergencies that warrant reduction in teaching staff. Performance reviews must be considered in reappointment decisions. When the Department Head and/or Program Director has concerns about the faculty member's performance that might affect the reappointment decision, they will consult with an appropriately composed ad hoc committee of at least two other faculty members. Faculty members may use the Faculty Review Committee process to grieve a non-reappointment decision on all grounds applicable to the FRC process.

vii. Notifications

If a faculty member on a probationary appointment is not to be reappointed, notification must be given by no later than the end of C-term before the end of the appointment. If a faculty member on a non-probationary appointment is not to be reappointed, notification will be given by no later than one year before the end of the appointment, unless the faculty member falls below expectations in the next-to-last year of the appointment. In that case, notice of non-reappointment can be delayed to the end of C-term of the final year of the appointment to provide the faculty member with additional time to improve their performance.

viii. Just Cause for Disciplinary Action or Terminations During the Term of Any Appointment

No faculty member will be disciplined, suspended, or terminated during the term of an appointment without just cause, where just cause is defined as (i) misconduct as defined in the Policy on Faculty Conduct, the Policy on Research Conduct, the Sexual Misconduct Policy, or the Title IX Policy (whichever is applicable); or (ii) financial emergency. Any discipline, including suspension or termination, during an appointment may only be imposed pursuant to the process set forth in the relevant policy identified in this paragraph.

b. Secured Nontenure-Track Teaching Faculty Members: Professors of Practice

Professors of Practice are full-time nontenure-track faculty members who, by virtue of their non-academic industry-related experiences, are hired to bring a unique, current area of expertise to teaching. This experience and expertise must be distinct from that which would be brought by a conventional tenured or tenure-track faculty member and should be aligned with a specific institutional need or required area of expertise. In all such appointments, the faculty member's responsibilities and workload will be agreed to, in writing, between the faculty member and department head.

i. Term(s) of Appointment

Initial appointments of Professors of Practice will be for five years. All appointments will be reviewed on an annual basis. In all such appointments, the faculty member's general responsibilities and workload will be documented in the appointment letter, with changes during an appointment mutually agreed to in writing by the faculty member and the Department Head and/or Program Director.

After five years at WPI, if the Professor of Practice has maintained significant relevant currency within the field, has demonstrated high quality performance at WPI, and there remains a strong continued institutional need that still cannot be filled by

hiring a tenured or tenure-track faculty member, then a Professor of Practice may receive an additional appointment (reviewed annually) of five years. Subsequent five-year appointments can be made under the same circumstances as the first five-year reappointment.

ii. Initial Appointment

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

iii. Performance Reviews

After the first year at WPI, the Professor of Practice will have established a record of teaching at WPI. Annual evaluations will include assessment of high quality teaching (based on course evaluations, project evaluations, and other relevant information) and documented evidence that the Professor of Practice has maintained significant relevant currency in the field. These reviews will be made by the Department Head and/or Program Director, the appropriate Dean, and the Provost, and will also take into consideration any other responsibilities and contributions of the faculty member. These annual reviews will include written summaries with copies shared with the faculty member and kept on file.

iv. Reappointments (beyond the first five-year appointment)

Reappointment Criteria The candidate for re-appointment as Professor of Practice must, by virtue of their non-academic industry-related experiences, demonstrate that they remain current in their field and continue to bring a unique current area of expertise to teaching, and that their teaching performance is of high quality. This experience, expertise, and continued currency must be distinct from that which would be brought by a conventional tenured or tenure-track faculty member and should be aligned with a specific institutional need or required area of expertise. The professional expertise and continued currency in the field must be supported by documented evidence, such as by reviews from knowledgeable persons external to WPI. Appropriate activities could include such industry-related experiences as summer or part-time

positions, production of commercial designs or other artifacts, consulting activities that are material in terms of time and substance, leadership positions in recognized professional societies, relevant, active service on boards of directors, documented continuing professional education experiences, scholarly or professional publications or presentations, and significant participation in professional conferences.

Reappointment Process After five years, the Department Head and/or Program Director (with input from members of the department and/or program and the appropriate Dean) may recommend that a Professor of Practice receive subsequent five-year appointments, to be reviewed annually subjected to the annual evaluations described above. These five-year appointments are to be reviewed by COAP and passed on to the Provost for action. These reappointments are contingent on a continued institutional need for the Professor's of Practice specific area of expertise.

The review by COAP should be based on the extent to which the reappointment criteria (above) are met, including on the quality of teaching performance (and of any other activities described in previous appointment letters) at WPI, and on documented evidence that the Professor of Practice has maintained significant relevant currency in the field.

v. Just Cause for Disciplinary Action or Terminations During the Term of Any Appointment

No faculty member will be disciplined, suspended, or terminated during the term of an appointment without just cause, where just cause is defined as (i) misconduct as defined in the Policy on Faculty Conduct, the Policy on Research Conduct, the Sexual Misconduct Policy, or the Title IX Policy (whichever is applicable); or (ii) financial emergency. Any discipline, including suspension or termination, during an appointment may only be imposed pursuant to the process set forth in the relevant policy identified in this paragraph.

c. Short-term Nontenure-Track Teaching Faculty Members: Instructors; Senior Instructors; and Assistant, Associate, and (full) Teaching Professors

Short-term nontenure-track teaching appointments are made to fill temporary institutional teaching needs. Although the titles for these positions are the same as for secure nontenure-track faculty members, the status of their appointments is different, as described below.

i. Term(s) of Appointment

Appointments of short-term nontenure-track faculty members will be for one-year terms. The short-term nature of the appointment will be explicitly stated in the

contract. If the institutional need persists and the faculty member's performance is satisfactory, a subsequent one-year appointment can be made. However, no more than two consecutive short-term one-year contracts may be offered before the faculty member is offered a three-year contract (described in Sections 4.a.ii and 4.a.iii, above) for secured nontenure-track teaching faculty members.

ii. Initial Appointment

The evaluation for the initial one-year appointment of a short-term nontenure-track faculty member will be made by the Department Head and/or Program Director, Dean, and Provost. The candidates for these positions must have an advanced degree or its equivalent appropriate for the course(s) to be taught. In addition, the candidate must have some level of documented teaching experience appropriate for the expected teaching responsibilities.

iii. Performance Reviews

After the initial appointment, the faculty member will have established a record of teaching at WPI. Performance evaluations, based on available course evaluations, project evaluations, and other relevant information, will be made by the Department Head and/or Program Director (with input from departmental and/or program faculty members), the appropriate Dean, and the Provost.

d. Nontenure-Track Research Professors: Assistant, Associate, and (full) Research Professors

i. Term(s) of Appointment

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

ii. Initial Appointment

The evaluation for the initial appointment of an Assistant, Associate, or (Full) Research Professor will be made by the Department Head and/or Program Director, and members of the WPI Faculty whose research is most relevant to the work to be done by the candidate. The initial appointment of an Assistant Research Professor will require approval of the appropriate Dean and the Provost. The initial appointment of Associate or (full) Research Professors will require both review by COAP and approval of the appropriate Dean and the Provost. The candidate for an Assistant, Associate, or (full) Research Professor position should have both a Ph.D.

degree (or the recognized highest degree for the discipline) and research credentials and accomplishments appropriate to the corresponding tenured or tenure-track rank.

iii. Performance Reviews

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

5. Roles and Responsibilities, Initial Appointments, Evaluations, and Reappointments of Department Heads

a. Roles and Responsibilities of Department Heads

The position of Department Head is an administrative position. Department Heads report to the Dean of their Department's School (who is referred to in this section as Dean) and are responsible for the operation of their respective academic departments, for the development of the department faculty members, and for the quality of the programs and facilities within those departments.

b. Initial Appointment of Department Heads

(Amended by the Faculty, *May 7, 2024*)

i. Term of Initial Appointment

The initial appointment for any Department Head is for a five-year period.

ii. Appointment Process

When a new Department Head is to be selected from either inside or outside of WPI, the Dean will first consult with the faculty members in the department concerned to determine the best course of action in the interests of the department. A department and/or those faculty members within the department wishing to provide its/their input in a confidential and/or anonymous manner should be provided the opportunity to do so. Accounting for this input, and in consultation with the Provost, the Dean will then initiate the search and form a search committee according to the following procedures.

If it is known a year in advance that the current Department Head will not continue in their current role, then the search for the next Department Head will begin early in the next academic year following the year in which the Department Head vacancy first became known. If the search is unsuccessful, then an interim Department Head will be appointed according to Section 5.e below.

A search committee consists of two faculty members elected by the department, one member of the Committee on Appointments and Promotions (COAP) selected by COAP, a faculty member appointed by the Provost, and the Dean or their representative who serves as Chair of the search committee. The search committee will establish its procedures for operation consistent with the following requirements:

The search committee will solicit nominations and applications for the position, evaluate the applicants, and select at least two candidates to interview for the position (unless there is only one applicant in an internal search). As part of the interview process, the search committee will make arrangements for each of the candidates to meet with the departmental faculty members. The search committee will determine the preferences of the members of the department, and weigh those heavily in arriving at its own preferences.

The Dean submits to the Provost the names of the acceptable candidates as determined by the search committee, the Dean's recommendation, the preferences and comments of the search committee, and the preferences and comments of the departmental faculty members. Whereas collaboration is essential to WPI, Deans are expected to collaborate with other Deans when evaluating Department Heads for appointment in departments where collaboration across schools is significant (as defined by the Provost). The Committee on Appointments and Promotions is given copies of all documents submitted to the Provost concerning the selection.

The Provost, after consultation with the President, generally will appoint one of the acceptable candidates forwarded by the Dean as Department Head. However, if none of the candidates is acceptable to the Provost, the reasons will be discussed with the search committee and the Committee on Appointments and Promotions, and the search committee will continue the selection process.

In this manner, Department Heads are appointed by the Provost upon the recommendation of the Dean and the Committee on Appointments and Promotions and subject to approval by the President.

c. Performance Evaluations of Department Heads

(Amended by the Faculty, *March 13, 2024*)

(Amended by the Faculty, *May 7, 2024*)

i. Purpose and Responsibility

Performance evaluations are made of each Department Head in order to determine if the department is accomplishing its goals in an effective, efficient and harmonious way. The Dean has the responsibility for conducting these evaluations and for reporting back to the Department Head being evaluated.

ii. Schedule of Evaluations

Performance evaluations for each Department Head are conducted during the spring of both the second and fourth year of the first five-year appointment, during the spring of only the second year of the second five-year appointment, and during the spring of the second year of any interim appointment. In addition, the Dean, the Committee on Appointments and Promotions, or the Department Head may request an evaluation at any time. A list of the regular schedule for Department Head evaluations is maintained by the Committee on Appointments and Promotions.

iii. Evaluation Process

The Committee on Appointments and Promotions will work with the Faculty Governance Office to distribute a confidential and anonymous questionnaire to all faculty members in the department. The Committee on Appointments and Promotions has the responsibility for preparing and updating the questionnaire, as appropriate. Only the Dean, the Provost, and the Committee on Appointments and Promotions will review the responses.

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

The Committee on Appointments and Promotions will discuss all of the information obtained and will prepare a summary describing the perceived strengths and weaknesses of the Department Head being evaluated. The COAP will send the summary letter to the Dean who, after reviewing the contents, will meet with the COAP to discuss the case. Only the Dean, Provost and the President may read the COAP letter.

Whereas collaboration is essential to WPI, Deans are expected to collaborate with other Deans when evaluating Department Heads in departments where collaboration across schools is significant (as defined by the Provost).

The Dean will then meet with the Department Head to discuss the evaluation and also send a letter to the Department Head that summarizes the performance evaluation.

A copy of that letter will be sent to the Chair of the Committee on Appointments and Promotions.

d. Reappointment of Department Heads

i. Term and Limits of Reappointment

Only one reappointment may be made, for a second term of five years and for a maximum total of ten years of service as Department Head, unless special circumstances exist.

ii. Reappointment Process

The reappointment of a Department Head for a second term will involve the following procedure.

A. In the spring of the fourth year of the Department Head's first term, the Committee on Appointments and Promotions will evaluate the Department Head for reappointment. The evaluation will involve:

- Review of all written materials obtained in the second and fourth year reviews (as described above in Section 5c).
- Confidential interviews with all faculty members in the department;
- An interview with the Department Head involved.
- Collection and review of any other information that COAP believes will influence the evaluation.

B. The Committee on Appointments and Promotions will report its recommendation in writing concerning reappointment to the Dean before the end of D-term of the fourth year of the Department Head's first term.

C. The Dean will provide the Provost both their recommendations and a copy of the Committee on Appointments and Promotions report concerning evaluation and reappointment. Whereas collaboration is essential to WPI, Deans are expected to collaborate with other Deans when evaluating Department Heads for reappointment in departments where collaboration across schools is significant (as defined by the Provost).

D. The Provost, after consultation with the President, will decide on the reappointment. The Provost will discuss their decision with the Committee on Appointments and Promotions.

e. Appointments and Terms of Interim Department Heads

(Adopted by the Faculty, *May 7, 2024*)

i. Appointments of Interim Department Heads

Interim Department Heads should only be appointed due to unanticipated circumstances. If, in a given academic year, due to unanticipated circumstances, it is necessary to appoint an interim Department Head, then the Dean will consult with the faculty members in the department concerned to determine the choice that is in the best interests of the department. A department and/or those faculty members within the department wishing to provide its/their input in a confidential and/or anonymous manner will be provided the opportunity to do so. The Dean will share the input from the department with the Provost and will make a recommendation concerning the interim appointment. The interim appointment will be made by the Provost in timely fashion and in the same academic year in which the vacancy occurs.

ii. Term Limits of Interim Department Heads

A Department should not be led by Interim Department Head(s) for more than two consecutive years. For this reason, the search for a new Department Head will begin by no later than early in the next academic year following the year in which the Department Head vacancy first became known. If the search is not successful, then an interim appointment will be made by the Provost (with input from the department and with a recommendation from the Dean) for an additional year (even if it is beyond the second) while the search for a new Department Head is continued.

6. Guidelines for Searches to Fill Academic Administrative Positions

(Approved by the Faculty, *May 2007*)

a. Academic Administrative Positions

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

b. Formation of the Search Committee

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

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

c. Conducting the Search

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

The job description will be used in soliciting nominations for the position. The search committee will evaluate the applicants and select appropriate candidates to be interviewed for the position. It is the responsibility of the search committee to conduct the search in such a manner that all members of the Faculty, administration, and staff who would interact in a substantive way with the appointee be given the opportunity to review the candidate's resume, meet with the candidate, ask questions of the candidate, and provide both written and oral feedback to the committee. The search committee may invite members of the staff to meet with the committee and/or serve as resources for the search.

Because input from students is so highly valued, it is also the responsibility of the search committee to solicit input from appropriate representatives of the student

body, arrange meetings between students and each candidate, and obtain written and oral input from the students about the candidates with whom they have met.

d. Evaluating the Candidates

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

7. Definitions, Conditions, and Procedures for Faculty Joint Appointments

(Endorsed by COG, *February 10, 2005*)

a. Dual Appointment

Faculty member carries current rank and title in both the designated home and in the second departments (e.g. Professor of Computer Science and Professor of Robotics Engineering).

Salary is split between the two departments with set percentages of salary allocated to the home and second departments.

Faculty member participates in all activities of both departments with full rights and privileges.

Home department is listed first.

b. Collaborative Appointment

Faculty member carries current rank and title in both the designated home department and in the second department (e.g. Professor of Computer Science and Professor of Robotics Engineering).

Salary is fully budgeted in home department.

Appointment is made to foster interdepartmental collaboration and to facilitate student advising, teaching and research. Course teaching would not be expected in the second department. However, advising, project advising, graduate advising (including thesis and dissertation advising) and research would be expected.

Faculty member can be advisor of record for all project, thesis, and dissertation work in both departments.

Home department is listed first.

Appointment in the second department will be for a maximum of five years and renewable on request.

c. Procedure to Establish a Faculty Joint Appointment

To request either type of joint appointment, a memo bearing the signature of both department heads should be forwarded to the Provost, specifying which type of appointment and outlining the reason(s) for the request. If the Provost approves the request, an appointment letter will be sent to the faculty member formalizing the appointment and specifying both the type (dual or collaborative) and the duration of the appointment (if it is collaborative).

8. Policies on Leaves

a. Policy on Sabbatical Leaves

i. Basic Objectives

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

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

Because both the institute and the individual benefit as a result of a sabbatical leave, both share in the cost of such a leave. At WPI such sharing is both through financial support by the institute and through the assumption by colleagues of the academic responsibilities of absent faculty members. A faculty member should apply for a leave far enough in advance that temporary replacements of high quality can be

obtained. Each application for sabbatical leave should include a well-designed and serious program with clearly stated objectives that will maximize the professional development of the faculty member involved.

Sabbatical leaves may be taken for a full academic year or a half academic year. All full-time tenured and tenure-track faculty members are eligible to apply for a full-year or half-year sabbatical leave after six years of full-time service since their most recent hiring at WPI or since their previous sabbatical. Time spent on unpaid leave or less than half-time activity, although considered continuous service, does not count as full-time service toward sabbatical leave.

ii. Financial Arrangements

- a. A full year sabbatical leave is taken at one-half of the faculty member's academic year salary. Half-year leaves are taken at full salary. If the faculty member obtains salary support from outside sources, WPI's contribution will not exceed that required to maintain the faculty member's normal salary. Exceptions to this policy must be negotiated before the leave starts.
- b. Faculty members on sabbatical leave will receive WPI benefits based only on actual WPI compensation.
- c. WPI, on occasion, may provide some displacement expense to faculty members who leave the campus on sabbatical leave for an entire academic year, depending on the particular circumstances.
- d. Funds will be provided to departments with faculty members on sabbatical leaves to cover necessary teaching obligations.

iii. Procedures for Review and Award

- a. Faculty members should submit requests for sabbatical leaves to their Dean on or before December 15 for proposed leaves in the following academic year. An application for a sabbatical leave must contain all the supporting information including the objectives of the sabbatical leave and the benefits to the faculty member, the department, and to WPI. The application should also include information on previous leave(s) of absence taken by the faculty member, past contributions to WPI, a letter of invitation from any institution at which the faculty member plans to work, and the sources and amounts of external funding.
- b. The application should be accompanied by supporting documentation from the faculty member's department head. This documentation should include a review of the faculty member's proposed sabbatical program with regard to its appropriateness; the impact of the sabbatical on department operations; and the department recommendation on the proposed sabbatical. In the case

of an application for a sabbatical leave by a department head, this additional documentation will be supplied by the appropriate Dean.

- c. The appropriate Dean reviews all application materials and supporting documentation, and forwards their recommendation to the Provost with copies of the sabbatical checklist and the recommendation to the Committee on Appointments and Promotion. The Committee on Appointments and Promotion will maintain record-keeping and monitoring role.
- d. The Provost reviews all leave applications, together with recommendations from the Deans, makes final determination of the requests, and sends copies of the decision letters to the Committee on Appointments and Promotions. The Committee on Appointment and Promotions will maintain record-keeping and monitoring role.
- e. Notification of the award will be made no later than April 15.

b. Unpaid Leaves

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

When a faculty member takes an unpaid leave the department may employ replacements at salaries up to the normal budgeted salary of the faculty member on leave. Any surplus in the budgeted salary accrues to the WPI general account.

Unpaid leave requests should take the form of sabbatical leave requests, which are accompanied by documentation from the department head.

Appendix A

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

(Approved by the Faculty, *May 6, 2021*)

(Approved by the Board of Trustees, *May 14, 2021*)

[Date]

[Insert Name]

[Address]

[Address]

[City, State ZIP]

RE: Offer of Appointment for [INSERT TITLE]

Dear [Name]:

On behalf of Worcester Polytechnic Institute ("WPI"), and upon the recommendation of [Dean] and [Department Head and/or Program Director], I am pleased to offer you a non-tenure appointment with the following details:

Term of Appointment: [1 / 3 / 3 / 5 / 5+] years (Secured Contract)

Title: [insert]

Department: [insert]

Salary: [insert]

Official Hire Date: [insert]

Appointment (on campus) Official Hire Date: [insert first day of academic year]

Our [Year/Year] academic year begins on [Date] and ends with Commencement on [Date]. Faculty salaries are paid in twelve (12) equal monthly installments on the last business day of each month.

If, as I hope, you find this offer to be satisfactory, please indicate your acceptance by signing, dating, and returning the original letter no later than [Date]. If you require any additional time to consider this offer, please contact [Name].

Please note that item 1 only applies to new appointees and only needs to be completed once.

By accepting this offer, you agree to the following terms, as applicable, to your specific appointment:

1. **Eligibility for Employment.** Your offer of employment is contingent upon:
(i) complying with the Immigration Reform and Control Act of 1986, as amended by providing proof of eligibility to work in the United States through completion of the I-9 form in the online onboarding within (3) three business days of your Official Hire Date; (ii) obtaining and maintaining the necessary visa paperwork for travel to, and work in, the United States, as appropriate; and (iii) a successful background check as detailed in WPI's Background Check Policy. If the result of the background check is not satisfactory, this appointment is voidable by WPI, consistent with the Background Check Policy. You will receive a separate email from WPI's external vendor, HireRight on how to authorize this process.
2. **Benefits.** In addition to your compensation, WPI offers a comprehensive benefits package which includes medical, dental, life and disability insurance, holidays, and additional benefits that will be discussed during orientation. Summary plans and additional information are available here. Faculty are required,

as a condition of employment, to begin participation in the WPI Retirement Plan upon the attainment of one (1) year of service at WPI. Please note that you must make your elections for benefits online within thirty (30) days from your Official Hire Date in order to receive benefits for the remainder of the calendar year. WPI reserves the right to change its benefits package at its sole discretion.

Please contact the Benefits Partner in Human Resources, Division for Talent and Inclusion office at benefits@wpi.edu or 508-831-5470 if you have any questions.

- 3. Protections.** WPI guarantees it shall not retaliate against you based on your exercise of the full range of academic freedom, as defined in the WPI Faculty Handbook, including your participation in faculty governance and your guaranteed right to express your views boldly and without reprisal or impact on reappointment or termination decisions. Additionally, WPI guarantees your access to the grievance procedures as set forth in the WPI Faculty Handbook.

WPI is committed to maintaining a positive work environment and promoting a workplace free from discrimination and harassment to support the academic and research mission of the University and ensuring all members of our community can contribute to their fullest potential. For WPI's Notice of Non-Discrimination, [click here](#). All new hires will be required to complete training on the topic of Anti-Discrimination, Harassment, and Sexual Harassment.

- 4. Initial Appointment for New Hires.** New hires shall be appointed by the Department Head and/or Program Director, with approval of the Dean, for an initial probationary one (1) year appointment, with an expectation of a three (3) year appointment to follow. If the appointment begins in January, the initial probationary appointment shall be for one and one-half (1.5) years, to allow the new hire to compile an adequate teaching record for purposes of a performance review. The Department Head and/or Program Director, with approval of the Dean, may offer an initial three (3) year appointment to a new hire based on their qualifications.
- 5. Reappointment Terms.** In cases where the Department Head and/or Program Director decides that the faculty member's performance does not yet warrant a 3-year appointment, the initial probationary appointment may be followed by only one additional probationary 1-year appointment. If the Department Head and/or Program Director, with approval of the Dean, decides to reappoint you following the initial 1-year appointment (or second one 1-year probationary appointment, as applicable), the reappointment shall be for a term of 3 years with an expectation of a 3-year appointment to follow. Following the faculty member's first 3-year appointment, if the Department Head and/or Program Director, with approval of the Dean, reappoints the faculty member, it will be to a second 3-year appointment with an expectation of an

appointment of no fewer than 5 years to follow. Following the faculty member's second 3-year year appointment, if the Department Head and/or Program Director, with approval of the Dean, reappoints the faculty member, it will be to an appointment of no fewer than 5 years with an expectation of an appointment of no fewer than 5 years to follow. Only the Provost (following consultations with the Dean and Department Head and/or Program Director) may make appointments longer than 5 years.

6. **Responsibilities and Workload.** Following discussions between you and the Department Head and/or Program Director, your responsibilities and workload are to be determined by the Department Head and/or Program Director and reflected in writing and attached hereto as Exhibit A. No changes in responsibilities and workload may be made during an appointment unless mutually agreed upon between you and the Department Head and/or Program Director in writing.
7. **Performance Reviews.** Each year, during "C" or "D" term, you will be reviewed by the Department Head and/or Program Director based on your overall performance, with primary focus on the quality of your teaching and your responsibilities as reflected in Exhibit A consistent with any changes made as described in item 6 above. Reviews shall be summarized in writing and shall include a rating on a scale of: Falls Below Expectations; Meets Expectations; or Exceeds Expectations. Student evaluations shall not be the only source of information for evaluations. Performance reviews will be considered in reappointment decisions.
8. **Grounds for Reappointment / Non-Reappointment.** Decisions whether to reappoint you are made in the reasonable discretion of the Department Head and/or Program Director and Dean based on: performance; or elimination or downsizing of a department, program, or number of courses or sections offered as part of a long-term restructuring measure; or significant decrease in the need/demand for program offerings when no reassignment is feasible; or financial emergencies that warrant reduction in teaching staff. You may grieve non-reappointment through the Faculty Review Committee grievance process.
9. **Notice of Non-Reappointment.** WPI will notify you of its decision not to reappointment you based on the following schedule:

Appointment Term	Notice of Non-Reappointment
-----	-----
1-year appointees	No later than the end of "C" term
3-year appointees	If rated "meets expectations" or "exceeds expectations" in year 2, then 1-year notice; and If most recently rated "falls below expectations" in year 2, then no later than end of "C" term

in final year of appointment.[^]
 5-year appointees If rated "meets expectations" or "exceeds expectations" in year 4, then 1-year notice; and If most recently rated "falls below expectations" in year 4, then no later than end of "C" term in final year of appointment.[^]

[^] The intention is to provide faculty members with a rating of "falls below expectations" additional time to improve their performance.

10. **Discipline and Termination During Appointment.** You will not be disciplined, suspended, or discharged without "just cause," which is defined as: (i) misconduct as defined in the Policy on Faculty Conduct, the Policy on Research Conduct, or the Title IX & Sexual Misconduct Policy (whichever is applicable); or (ii) financial emergency. Any discipline, including suspension or termination, during an appointment may only be imposed pursuant to the process set forth in the relevant policy identified in this paragraph.

Your signature constitutes your formal acceptance of this appointment and confirms that no promises, representations, or agreements that are inconsistent with any of the terms of this offer have been made to you, or with you, by anyone at WPI. You also hereby represent and warrant that you are not now subject to any agreement which is or would be inconsistent or in conflict with the obligations you will have as an employee of WPI.

If you have any questions concerning this offer, please feel free to contact [Name and Contact Info].

With best regards,

[Name of Provost]
 Senior Vice President and Provost

I hereby accept the position as described in the above letter.

Name: _____

Date: _____

Appendix B

Sample Appointment Letter for all Professors of Practice Footnote 3

(Approved by the Faculty, *May 27, 2021*)

(Approved by the Board of Trustees, *May 27, 2021*)

[Date]

[Insert Name]
[Address]
[Address]
[City, State ZIP]

RE: Offer of Appointment for Professor of Practice

Dear [Name]:

On behalf of Worcester Polytechnic Institute ("WPI"), and upon the recommendation of [Dean] and [Department Head and/or Program Director], I am pleased to offer you a non-tenure appointment with the following details:

Term of Appointment: 5 years
Title: [Professor of Practice]
Department: [insert]
Salary: [\$ insert]
Official Hire Date: [insert]
Employment (on campus) Start Date: [insert]

Our [Year/Year] academic year begins on [Date] and ends with Commencement on [Date]. Faculty salaries are paid in 12 equal monthly installments on the last business day of each month.

If, as I hope, you find this offer to be satisfactory, please indicate your acceptance by signing, dating, and returning the original letter no later than [Date]. If you require any additional time to consider this offer, please contact [Department Head/Program Director].

Please note that the first item below only applies to new appointees and only needs to be completed once.

By accepting this offer, you agree to the following terms, as applicable, to your specific appointment:

1. **Eligibility for Employment.** Your offer of employment is contingent upon:
(i) complying with the Immigration Reform and Control Act of 1986, as amended by providing proof of eligibility to work in the United States through completion of the I-9 form in the online onboarding within 3 business days of your Official Hire Date; (ii) obtaining and maintaining the necessary visa paperwork for travel to, and work in, the United States, as appropriate; and (iii) a successful background check as detailed in WPI's Background Check Policy. If the result of the background check is not satisfactory, this appointment is voidable by WPI, consistent with the Background Check Policy. You will receive a separate email from WPI's external vendor, HireRight on how to authorize this process.

- 2. Benefits.** In addition to your compensation, WPI offers a comprehensive benefits package which includes medical, dental, life and disability insurance, holidays, and additional benefits that will be discussed during orientation. Summary plans and additional information are available [here](#). Faculty are required, as a condition of employment, to begin participation in the WPI Retirement Plan upon the attainment of 1 year of service at WPI. Please note that you must make your elections for benefits online within 30 days from your start date in order to receive benefits for the remainder of the calendar year. WPI reserves the right to change its benefits package at its sole discretion.

Please contact the Benefits Partner in Human Resources, Division for Talent and Inclusion office at benefits@wpi.edu or 508-831-5470 if you have any questions.

- 3. Protections.** WPI guarantees it shall not retaliate against you based on your exercise of the full range of academic freedom, as defined in the WPI Faculty Handbook, including your participation in faculty governance and your guaranteed right to express your views boldly and without reprisal or impact on reappointment or termination decisions. Additionally, WPI guarantees your access to the grievance procedures as set forth in the WPI Faculty Handbook.

WPI is committed to maintaining a positive work environment and promoting a workplace free from discrimination and harassment to support the academic and research mission of the University and ensuring all members of our community can contribute to their fullest potential. For WPI's Notice of Non-Discrimination, [click here](#). All new hires will be required to complete training on the topic of Anti-Discrimination, Harassment, and Sexual Harassment.

- 4. Initial Appointment for New Hires.** Initial appointments of Professors of Practice will be for 5 years. The initial appointments are made on the recommendation of the Department Head and/or Program Director and require both review by the Committee on Appointments and Promotions (COAP) and approval of the appropriate Dean and the Provost.
- 5. Reappointment Terms.** The Department Head and/or Program Director (with input from members of the department and/or program and the appropriate Dean) may recommend to COAP that a Professor of Practice receive a subsequent 5-year appointment. These 5 year reappointments are to be reviewed by COAP and passed on to the Provost for action. If a Professor of Practice is reappointed, the reappointment shall be for a term of 5 years.
- 6. Responsibilities and Workload.** Following discussions between you and the Department Head and/or Program Director, your responsibilities and workload are to be determined by the Department Head and/or Program Director and reflected in writing and attached hereto as Exhibit A. No changes in responsibilities and workload may be made during an appointment unless mutually agreed upon between you and the Department Head and/or Program Director

in writing.

7. **Performance Reviews.** Each year, during "C" or "D" term, your performance will be reviewed. Annual reviews will include assessment of high quality teaching (based on course evaluations, project evaluations, and other relevant information) and documented evidence that the Professor of Practice has maintained significant relevant currency in the field. These evaluations will be made by the Department Head and/or Program Director, the appropriate Dean, and the Provost, and will also take into consideration any other activities described in Exhibit A of the official letter of appointment from the Provost consistent with any changes made as described in item 6 above. These annual reviews will include written summaries with copies shared with the faculty member and kept on file.
8. **Grounds for Reappointment / Non-Reappointment.** Professors of Practice to be reappointed should, by virtue of their non-academic industry-related experiences, continue to bring a unique current area of expertise to teaching. This experience and expertise must be distinct from that which would be brought by a conventional tenured or tenure-track faculty member and should be aligned with a specific institutional need or required area of expertise. The reappointment should be based on the extent to which these reappointment criteria are met, on the quality of teaching performance (and of any other activities described in previous appointment letters consistent with any changes made as described in item 6 above) at WPI, and on documented evidence that the Professor of Practice has maintained significant relevant currency in the field. These reappointments are contingent on a continued institutional need for your specific area of expertise. You may grieve non-reappointment through the Faculty Review Committee grievance process.
9. **Notice of Non-Reappointment.** WPI will notify you 1 year before the end of your 5-year appointment of a decision by the Department Head and/or Program Director not to recommend you to COAP for reappointment. Alternatively, if you are recommended by the Department Head and/or Program Director to COAP for reappointment, then WPI will notify you by no later than the beginning of "D" term of the final year of your 5-year appointment of the Provost's decision not to reappoint you.
10. **Discipline and Termination During Appointment.** You will not be disciplined, suspended, or discharged without "just cause," which is defined as: (i) misconduct as defined in the Policy on Faculty Conduct, the Policy on Research Conduct, or the Title IX & Sexual Misconduct Policy (whichever is applicable); or (ii) financial emergency. Any discipline, including suspension or termination, during an appointment may only be imposed pursuant to the process set forth in the relevant policy identified in this paragraph.

Your signature constitutes your formal acceptance of this appointment and confirms that no promises, representations, or agreements that are inconsistent with any of the terms of this offer have been made to you, or with you, by anyone at WPI. You also hereby represent and warrant that you are not now subject to any agreement which is or would be inconsistent or in conflict with the obligations you will have as an employee of WPI.

If you have any questions concerning this offer, please feel free to contact [Department Head/Program Director].

With best regards,

[Name of Provost]
Senior Vice President and Provost

I hereby accept the position as described in the above letter.

Name: _____

Date: _____