

**Professional Faculty Executive Committee
College of William and Mary
Meeting Minutes
April 6, 2007**

Present: Priscilla Case (Business), Judy Corello (Business), Tammy Currie (EO Office), Susan Evans (IT), Lee Foster (Development), Kristen Gladsky (Development), Katey Howerton (Development), Ilsa Kaattari (VIMS), Carol McAllister (Swem Library), Elaine McBeth (Public Policy), Mary Molineux (Swem Library), Maria Elena Pada (IT), Jobilla Williams (Academic Advising).

Minutes of the March 7, 2007 meeting were approved.
Mary Molineux presided and Carol McAllister volunteered to take minutes.

Committee Reports: The committees that were formed to begin the organizing process gave preliminary reports as follows:

Education/Outreach (Jobilla Williams, Kristen Gladsky)—had no formal report. Will be working with the list of professional faculty on campus to inform them about the new organization. Suggestions included putting an announcement on myWM and utilizing the group's listserv.

Policies and Procedures (Priscilla Case, Tammy Currie, Katey Howerton)—To begin preparing a policies and procedures handbook, this committee reviewed existing materials, including the faculty, classified, and library handbooks, and met with Rita Metcalfe in the Human Resources office. They will assess these materials, review other universities' manuals and eventually prepare a "draft" handbook. At present, administrative oversight for professional faculty spans three campus offices—Equal Opportunity, HR, and the Provost. The intent is to sustain an ongoing dialogue with all three during the compilation process.

Lee Foster pointed out that the Development Office has a set of internal policies that address professional faculty that might be useful. Mary Molineux thought that Shirley Aceto, the assistant to the Provost, should be included and mentioned the intent of the Provost's office to work on a handbook for the professional and administrative faculty, once the handbook for the instructional faculty was revised. The group decided to continue with our own publication and to be vigilant about any changes in regulations resulting from the University's new status as a "restructured" institution.

Peer Groups (Elaine McBeth, Jobilla Williams, Maria Elena Pada, Lee Foster)
—presented a chart comparing professional faculty organizations at four peer institutions: UVA, General Faculty Council; ODU, AUA-Association of University Administrators; VA Tech, CAPFA-Commission on Administrative and Professional Faculty Affairs; and JMU, University Council.

The UVA model was favored because the organization was an integral part of the university governing system. The consensus was that the Professional Faculty group at

W&M should mirror the status of the Faculty Assembly at the College. Furthermore, members should see themselves as represented by and representatives of the Professional Faculty rather than just representing their departments when participating in campus-wide projects.

Technology (Susan Evans, Maria Elena Pada, Mary Molineux) Work continues on the organization's web site and listserv. Minutes are posted there and the group decided that committee reports and other working papers should be posted.

Restructuring This group has not been activated. Its charge (investigating the Restructuring Act as it applies to professional faculty) will be part of the process when the Policies and Procedures Committee begins developing the handbook and will more clearly defined when the campus-wide restructuring committees begin their work.

A discussion of by-laws for the group ensued and the decision was made to begin composing them immediately. Members of the Policies & Procedures Committee and the Peer Groups Committee will work on a draft, using the bylaws from UVA's General Faculty Council as a model. The proposed timeline is as follows:

--review a first draft of the bylaws at the May Executive Committee meeting, scheduled for May 4.

--send the Executive Committee's polish draft to the Provost, followed by a small group meeting with him to discuss it and a possible opportunity to have it taken to the Board of Visitors.

--circulate by by-laws to the general membership via the listserv.

--have the general membership meet and vote on the by-laws.

--once passed, request of campus administration that a proposal for the formation of the Professional Faculty organization (with the bylaws) be presented to the Board of Visitors at its next meeting, preferably in September 2007.

Upcoming Meetings: The next Executive Committee meeting will be Friday, May 4, 2007 at 9 am in the Board Room in Swem Library.

The next general meeting of the Professional Faculty will be on Wednesday, April 11, 2007 in Room Tidewater A at the University Center.