

Professionals & Professional Faculty Assembly

College of William & Mary

Presentation to the
W&M Board of Visitors
February 4, 2010

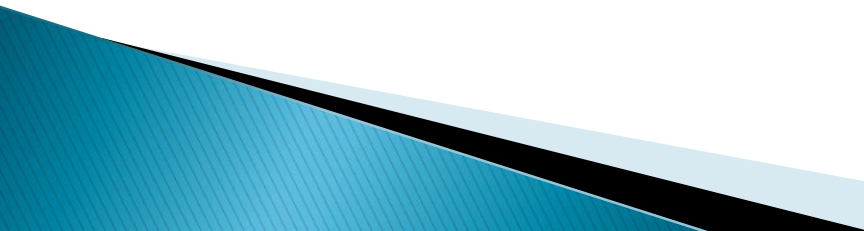
Professionals & Professional Faculty

- ▶ Approximately 450 at W&M
 - Diverse group in jobs and departments
- ▶ Positions generally require advanced degrees or equivalent advanced training or experience
- ▶ Many personnel policies are unique

PROFESSIONALS & PROFESSIONAL FACULTY ASSEMBLY: Origins & Purpose

- ▶ Increase contributions of knowledge and skills to College planning and decision-making
- ▶ Collaborate on personnel policies
- ▶ Provide a forum, akin to the Faculty Assembly and HACE/forthcoming Staff Assembly, for PPFs to discuss ideas and issues

PROFESSIONALS & PROFESSIONAL FACULTY ASSEMBLY: Organization

- ▶ Constitution & Bylaws approved by the BOV, September 2008
 - ▶ Modeled on the Faculty Assembly
 - ▶ 21 elected members; 3-year terms
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PROFESSIONALS & PROFESSIONAL FACULTY ASSEMBLY: Meetings & Structure

- ▶ PPFA & PPFA Executive Committee: monthly
- ▶ General PPF meetings: twice a year
- ▶ Committees:
 - Policies & Administrative Issues
 - Academic Affairs
 - Strategic Planning
 - Professionals & Professional Faculty Handbook
 - Elections
 - Technology
 - Communications

PROFESSIONALS & PROFESSIONAL FACULTY ASSEMBLY: **Goals & Objectives: Highlights**

- ▶ Policies:
 - New policies
 - Handbook
- ▶ Learning Curve:
 - Meetings with College administrators
 - Policies & Issues Expertise Project

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Professionals & Professional Faculty Assembly

There are currently approximately 450 College of William and Mary employees designated as Professionals or Professional Faculty (PPF), generally requiring an advanced degree or equivalent specialized training and experience. Professionals and professional faculty have unique policies and procedures, especially in personnel areas, that are different from those of instructional faculty and operational and hourly staff.

The Professionals and Professional Faculty Assembly (PPFA) is a 21-member elected board that represents PPFs, providing "a forum for the collection of opinions of professionals and professional faculty on issues, policies, and matters of relevance to professionals and professional faculty and those impacting the general welfare of the College." [PPFA Constitution & Bylaws]

For more information about the PPFA, please view its [Constitution & Bylaws](#), [Goals & Objectives](#), and other resources linked on this webpage's menu. A [Professionals & Professional Faculty Handbook](#), a work in progress that will contain policies that affect PPFs, is one of the PPF's major projects.

ANNOUNCEMENTS

Next Meetings!

The PPFA's next regular meeting is Wednesday, February 3, 2010, 3:30-5:00 p.m. in Room 201 of W&M's Discovery I building in New Town.

PPF Policies & Issues Project

The PPFA has embarked upon a "Policies & Issues Expertise" (PIE) project to develop indepth knowledge of the personnel policies and other issues that affect professionals and professional faculty.

PPF Handbook Online

The PPF Handbook, although still a work in progress, is now available online on the Provost's website.

Minutes

The best way to learn about the PPFA's activities is to access recent meeting minutes on the website.

Goals & Objectives

The PPFA has polished and posted its goals and objectives for FY2009 and FY2010 on the website.

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Input to W&M's Six Grand Challenges

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Constitution & By-Laws

The following Constitution and Bylaws for the Professionals and Professional Faculty Assembly were approved by the College of William and Mary's Board of Visitors on September 26, 2008.

Constitution

Article I. Name

Article II. Purpose

Article III. Representation

Article IV. Membership and Voting Procedures

Article V. Definition of the Assembly Year

Article VI. Amendments to the Constitution

Article VII. Dissolution of the Assembly

Article I. Name

The name of this organization shall be the Professionals and Professional Faculty Assembly of the College of William and Mary, hereinafter referred to as the Assembly.

Article II. Purpose

Section 1. The Assembly shall be an advisory body to the College President and senior administration. The Assembly shall provide a forum for the collection of opinions of professionals and professional faculty on issues, policies, and matters of relevance to professionals and professional faculty and those impacting the general welfare of the College. Examples of such issues, policies, and matters include:

- rank and status;
- performance review;
- compensation;
- promotion, termination, and reappointment standards and procedures;
- grievances and disciplinary procedures;
- benefits and leave; and
- working conditions.

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Goals & Objectives

Fall 2009 - Spring 2010

PPFA's Fall 2009-Spring 2010 Goals & Objectives

Originally approved 6/12/2009 by the PPFA; updated 12/15/2009 (updates in italics)

I. Organization and Establishment in the W&M Community

1. Elections and Meetings: hold elections for 21-member Assembly within 60-day window (by November 26, 2008) as prescribed by Bylaws and begin holding monthly PPFA meetings. *Original cycle achieved. Two vacancies filled with an August 2009 election.*
2. Officers and Executive Committee: elect officers by January 31, 2009; select Executive Committee members by February 28, 2009. *Achieved. Vice President position became vacant and was filled in August 2009.*
3. Goals: set PPFA goals and objectives through spring 2010, seeking input from all PPFs and senior College administrators, by June 15, 2009. Review objectives monthly and update. *Goals and objectives were finalized in June 2009; a Blackboard wiki was created so that each PPFA member could sign up to be "in charge" or work on each objective. Each PPFA member "in charge" will provide updates as appropriate, and the PPFA will review the goals and objectives at intervals during the year. A new webpage structure for the PPFA, proposed in December 2009 by the PPFA's Technology Committee, will be reviewed by the PPFA in January 2010 and, if adopted, provide an easy way for each PPFA goal/objective to be updated throughout the year.*

B. Establishment in the W&M Community: Establish the PPFA as an integral part of the W&M community, increasing PPFs' participation and contributions of PPFs in College planning and decision-making.

1. College Administration and Organizations: establish cycles of regular meetings and communication with College administrators (President, Provost, Vice Presidents) and organizations (Faculty Assembly, Hourly & Classified

Professional and Professional Faculty Handbook

I. Mission, Ethics, and Rights

- A. [College Mission Statement](#)
- B. College Code of Ethics
- C. [Strategic Plan](#)
- D. [Statement of Protections Against Discrimination](#)

II. Administrative Organization

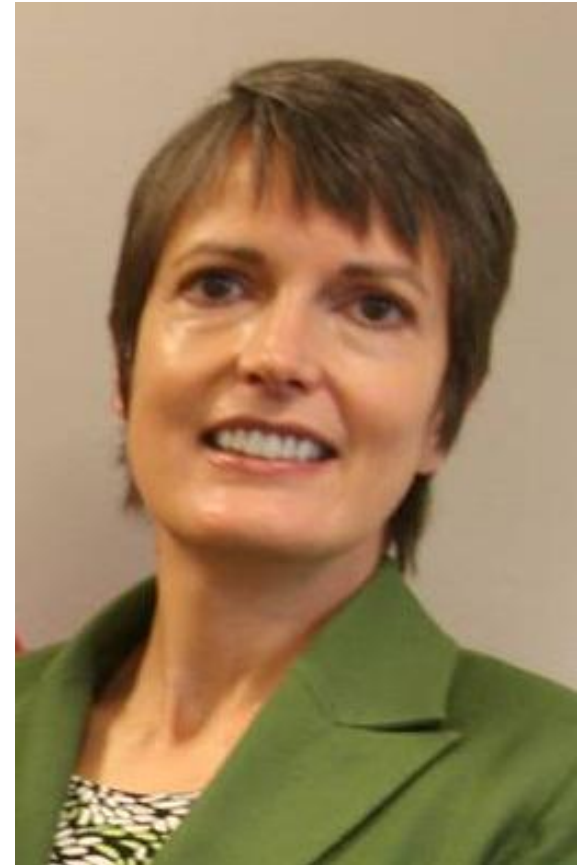
- A. [The Board of Visitors](#) and [Chancellor](#)
- B. [The President of the College](#)
- C. [The Provost](#)
- D. Vice Presidents
- E. [Faculty and Instructional Officers](#) - Faculty Handbook II.d
- F. Professionals and Professional Faculty (links to come)
- G. Other Staff (links to come)
- H. Representative Bodies for Faculty and Staff
 - 1. [Professionals and Professional Faculty Assembly](#)
 - 2. [Faculty Assembly](#)
 - 3. Staff Senate

III. Terms and Conditions of Employment

- A. Classification Policy (under review)
- B. Professionals with Teaching and/or Research Responsibilities
 - 1. Instructional Program and Professional Faculty Responsibilities - TBD
 - 2. [Intellectual Property Policy](#)
 - 3. [Academic Freedom and Professional Ethics](#) - Faculty Handbook Section III.A
- C. [Appointments and Termination Policy](#)

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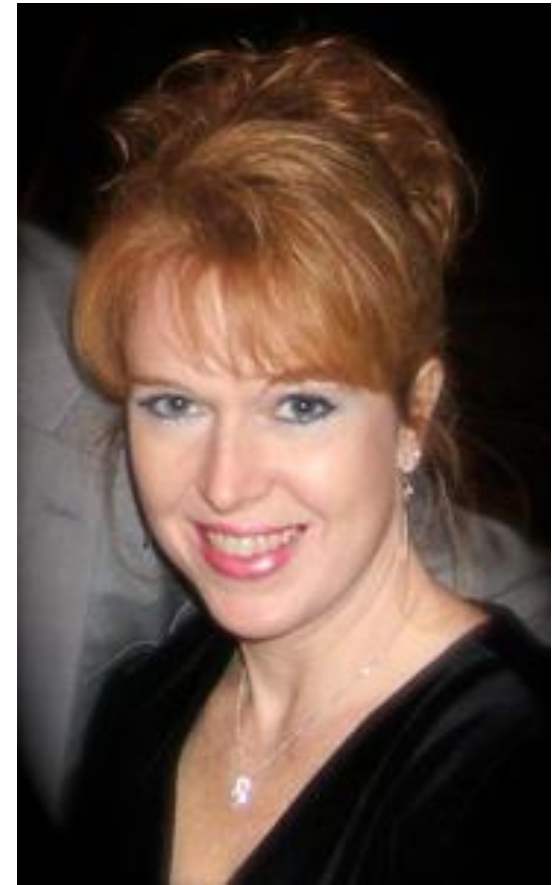


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