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Academic Web Pages

College Relations can provide assistance in redesigning and redeveloping sites for academic departments. Staff members are available to help departments bring their sites in line with the look and navigation of the larger Smith site, and help make sure that sites are appealing to prospective and current students. The college is currently in the process of developing a new site format, design and administrative system, with an expected launch date of early 2016. Questions should be directed to John Eue (ext. 2180 or jeue@smith.edu).

The College provides training in simple web page editing programs. Questions should be directed to the ITS User Support Center (ext. 4487 or 4its@smith.edu).

Annual Reports

The annual reports of the Committee on Academic Priorities, Committee on Faculty Compensation and Development, and other committees can be found at the following web page (under “Annual Reports”):

http://www.smith.edu/deanoffaculty/general.html

Approving Staff Time Sheets

Administrative staff time sheets are approved biweekly through BannerWeb. Supervisors receive electronic reminders when time sheets need to be approved. Please visit the following web page for instructions:

http://www.smith.edu/hr/employee_bannerweb.php

Benefited Leaves and Parental Leave Policy

Please visit web pages:

http://www.smith.edu/hr/benefits_leaves.php
http://www.smith.edu/deanoffaculty/parentalleavepolicy.html

Calendar of Important Budget, Staffing, and Curricular Dates and Deadlines

Please visit the Chairs & Directors Google Calendar.

Course Proposal Forms

Please visit web page:

http://www.smith.edu/deanoffaculty/curriculum.html
Faculty Board of Counselors

Please visit web page:
http://www.smith.edu/deanoffaculty/boardofcounselors.html

Faculty Record Sheets

An annually updated record of each faculty member’s professional activities is required by the Policy of Appointment, Reappointment, Promotion, and Tenure (II.B.1.b.). The completed form along with an updated CV is due September 15. By the end of the fall semester, the Provost’s Office distributes faculty member’s FRSs to their chairs and directors. For additional information, please visit the following web page:
http://www.smith.edu/deanoffaculty/facrecinstruct.html

Hiring Students, JobX, and Student Payroll

All student jobs must be registered with JobX, and all student payroll is handled through Banner Web Time Entry. JobX, the front end to Banner Web Time Entry, is a web-based application that allows supervisors to post student jobs, accept applications and hire students online. Students enter their work hours online through BannerWeb and their supervisors, also through BannerWeb, approve those hours for payment. Only students who have been hired through JobX can be paid through the student payroll. Please contact the Payroll Office (payroll@smith.edu, ext. 4401 or 2213) for questions about Banner Web Time Entry for students.

Not all jobs entered in JobX require an open search. Faculty who have a particular student in mind because of the specialized skills or knowledge that she possesses may hire that student when the job is posted, and faculty may also request that a non-work-study student be hired when that student is most appropriate for the position.

In order to enter a job in JobX, you need a Student Position Number. For position numbers tied to CFCD grants, Fellowships, or starter and research funds, contact Saari Greylock in the Provost’s Office (sgreylock@smith.edu, ext. 3007). For position numbers ties to external grants, contact Bryce Wallace in the Budget Office (budget@smith.edu). For positions not tied to an award or grant, please contact Valerie Schumacher (x2530, vschumac@smith.edu).

See the following web page for additional information on student employment:
http://www.smith.edu/student-employment/employers.php

Lecture, Entertainment, Recruitment, Retirement, and Colloquia Funds

To help you in planning for future department/program events, following is a list of the support that is available for faculty groups. Please note the details and guidelines for each:
- **Lecture Funds**: The Lecture Committee funds traditional individual lectures/seminars, departmental, and interdisciplinary seminar series, faculty performances and exhibitions, and special one-time events. Funds are limited. Please visit [http://www.smith.edu/deanoffaculty/lecturecmte.html](http://www.smith.edu/deanoffaculty/lecturecmte.html) for more details as well as information regarding Five College Lecture Funding and Endowment Lecture Funds.

- **Entertainment Funds**: As of FY 16, these funds are now part of department/program central operating budgets (Faculty Entertainment 74515) and will no longer be transferred separately. Amounts vary according to department/program size. Questions can be directed to Saari Greylock, Budget Manager (sgreylock@smith.edu, ext. 3007).

- **Recruitment Funds**: Expenses related to faculty/course support searches, including candidate visits, will be reimbursed by the Provost's Office, subject to certain guidelines and up to a maximum of $5,000 for tenure-track searches or $3,000 for non-tenure-track searches. Please visit [http://www.smith.edu/deanoffaculty/searches.php](http://www.smith.edu/deanoffaculty/searches.php) for more details. Expenses that are not approved by the Provost's Office or exceed these guidelines must be paid for by the department holding the search. Please direct all questions to the Faculty Recruitment & Appointment Specialist (ext. 3004).

- **Retirement Parties**: The Provost’s Office will contribute up to $1,000 toward the cost of a party or commemorative event for a retiring faculty member. Requests should be sent to Saari Greylock (sgreylock@smith.edu, ext. 3007).

- **Department Research Colloquia**: The Provost’s Office has established a fund to encourage faculty discussions about research within departments and programs. The fund supports previously approved dinners for participating departmental colleagues following the presentation of a substantial colloquium on research in progress by a faculty member. A “substantial colloquium” would, for example, begin with a 5:00 p.m. presentation of 30-45 minutes followed by Q&A and dinner at a local restaurant or catered by Dining Services. Active, full-time faculty members of the Smith faculty are encouraged to present their work; all members of the department are encouraged to attend, and up to two Smith faculty members from other departments whose research intersects with the presenter’s may be invited. At most one such dinner per department will be approved each semester. Please send requests in advance to the associate provost and reimbursement requests after the event to Saari Greylock (College Hall 206).

Your assistance in adhering to these guidelines is most appreciated. Please note that your department/program may have additional endowed funds which can be used for entertainment purposes. However, regardless of the source(s) of funds, entertainment expenses must conform to the limits contained in the “Smith College Travel and Entertainment Expense Policy” which can be found at [http://www.smith.edu/controller/TravelPolicy.htm](http://www.smith.edu/controller/TravelPolicy.htm). In particular, note that reimbursement for meals may not exceed $65 per person. When traveling within the Five College area (Amherst, Hadley, Northampton, South Hadley), the College will not reimburse for any meals.
List of Current Chairs and Directors

Please visit web page:
http://www.smith.edu/deanoffaculty/directories.html

Meeting Schedule

As you plan your meetings for the year, please remember:

- **Faculty Meetings** are *usually* scheduled for the 4th Wednesday of each month (see http://www.smith.edu/deanoffaculty/facmeetingAY15.html)
- **Chairs & Directors/Deans Meetings** are held monthly at noon on a Wednesday (http://www.smith.edu/deanoffaculty/datedeadline.html)
- **Departmental and Program Meetings** are *usually* scheduled for the 2nd Wednesday of each month
- **Program Meetings** *usually* occur on the 1st or 3rd Wednesday of each month or at another agreed-upon time when members can attend.

Please adhere to and keep this schedule in mind. Departures from it are likely to cause scheduling difficulties, especially for newer faculty members.

New Members of the Smith College Community

Please visit web page:
http://www.smith.edu/deanoffaculty/newmembers.html

Performance Evaluations

Performance reviews of staff members take place every April. If you have questions on how to conduct a performance review, please contact Human Resources or the associate dean of the faculty. Additional information can be found at the following web page:
http://www.smith.edu/hr/employee_performreview.php

Policies Regarding Working with Minors

If you are planning a program or an event that could involve minors (non-matriculated youths under the age of 18), please review the college's policies:
http://www.smith.edu/risk-management/child-safety

Send all questions to Beth Carmichael, Director of Compliance & Risk Management, at ecarmichael@mtholyoke.edu.
Policies to Ensure Equal Employment Opportunities

Please visit web page:
http://www.smith.edu/hr/handbook_100.php

Policy on Sexual Relationships between Faculty and Students

Appendix H of the Faculty Code states:

Because of their potential to damage the bonds of mutual trust and responsibility upon which this intellectual community depends, sexual relationships between faculty members and students are prohibited. Such relationships are prohibited when the faculty member is directly teaching, advising, evaluating, or supervising the student, and they are prohibited in the absence of any direct pedagogical relationship between faculty member and student; they are prohibited even if the relationship is consensual; they are prohibited regardless of the age of the student. Failure to abide by this policy will result in discipline to the faculty member, up to and including dismissal from employment at the College.

A Note on Procedure
The enforcement of this policy will follow existing College procedures. Reports of violation of the policy go the President, under her responsibility for the “discipline of the College” (Faculty Code, Section 1.a.); any investigation will be conducted by the College’s Title IX officer; disputes over disciplinary sanctions will be decided according to the “Removal from the Faculty for Cause” provision of The Policy of Appointment, Reappointment, Promotion and Tenure (Section VIII. 2), which provides for a hearing of the case by the Committee on Tenure and Promotion (T&P); decisions of T&P may be appealed, on procedural grounds, to the Committee on Grievance (Faculty Code, Section 27). A full description of the procedures to be followed in the case of a violation of this Policy is on file in the Office of the Provost and Dean of the Faculty.

This Policy shall be understood not to affect the Tuition Assistance Benefit the College offers to spouses of faculty members.

Procedures for Student Academic Grievances

Please visit web page:
http://www.smith.edu/sao/handbook/acadlife/acadgrievance.php

Sexual Harassment Policy

Please visit web page:
http://www.smith.edu/hr/handbook_104.php
Staff Handbook and Employment Guidelines

Please visit web pages:
http://www.smith.edu/hr/handbook.php
http://www.smith.edu/hr/handbook_section2.php

Start Up Funding for New Tenure Track Faculty Hires

Start up funding is a standard feature of current compensation packages for new tenure track faculty across all disciplines. Start up funds are used by new faculty during the probationary period to initiate or maintain ongoing research projects. Departments with endowments are expected to contribute entirely or partially to the start up packages of new tenure track hires. In order to maintain equity across departments, the Provost’s Office will contribute entirely or partially to start up packages for departments with nonexistent or small endowments. A tenure track assistant professor is expected to use his or her start up funding before asking departments for additional support to help defray research expenses.

Teaching and Research Events

All faculty members, instructors, and coaches are encouraged to attend Teaching Arts Lunches and Liberal Arts Lunches scheduled throughout the year (topics will vary). The Provost’s Office hosts a series of faculty development workshops every May and runs faculty professional development programs throughout the year. A complete list of events can be found at the following web page (under “Events & Calendars”):
http://www.smith.edu/deanoffaculty/general.html

Teaching: Support, Evaluation, and Moodle Access

Please visit web pages:
http://www.smith.edu/deanoffaculty/teaching.html
http://www.smith.edu/jacobsoncenter/faculty.php
http://www.smith.edu/sherrerdcenter/

Summary of Academic Policies

A list of policies can be found at the following web page:
http://www.smith.edu/deanoffaculty/faccode.html

If you have additional questions, please contact the Provost’s Office at ext. 3000.
Department/Program Reviews

Introduction

The decennial review is a regular obligation of all departments and programs. It is central to planning the curriculum and staffing of every department and program. It provides essential information to CAP and to the provost. To assist you in completing your review, the provost’s office provides written guidelines that outline the steps required in this process. A copy of these guidelines follows.

Midterm reviews, which typically occur five years after the decennial process, are briefer and less intensive, though still a very important activity. We have prepared a one-page sheet with guidelines for midterm reviews, which follows.

If you have any questions about an upcoming decennial or midterm review for your program or department, please send them to Jayne Mercier, Academic Coordinator (jmercier@smith.edu, ext. 3006). The current decennial and midterm schedule is available at www.smith.edu/deanoffaculty/DecennialMidtermScheduleWeb.pdf. If you would like to modify the process, please talk with the provost and dean of the faculty.

Guidelines for Decennial Reviews

Rationale

Decennial reviews, which are overseen by the Provost’s Office and the Committee on Academic Priorities, are an essential part of Smith’s curricular planning procedures. There are three components to a decennial review: self-study, external review and a closing meeting with CAP. All academic departments and programs that have academic staff (or partial FTEs) assigned to them from the faculty salary pool or that offer a major will participate in this evaluative process. New programs or new majors will, if possible, be evaluated within five years of receiving staffing or offering a major.

The self-study and external review components are designed to give each department/program the opportunity to assess in a reasonably objective manner its educational mission and effectiveness. This should include attention to majors as well as service to non-majors. The self-study also provides each department or program the opportunity to articulate student learning goals and discuss in detail the means used to assess whether students are realizing the goals of its academic program. The review also allows space to examine the professional and collegial atmosphere within the department/program.

The review also serves as a space to consider the evolution and future of the discipline, and a means to envision and plan for the future. Although budgetary realities cannot be ignored, you are urged to use the review as an opportunity to engage in serious long-term planning, including the possibility of new academic initiatives.
Guidelines
Each department or program will prepare a self-study through discussions involving members at all ranks. During the self-study, please bear in mind that you will be asked to participate in a midterm follow-up review approximately five years after your decennial is completed. As you review the self-study questions, you will note that all self-studies contain sections on both assessment and peer comparisons.

Members of Institutional Research and Educational Assessment (IR) are ready to work with you to define your student learning goals as well as prepare your assessment plan [http://www.smith.edu/deanoffaculty/documents/DeptAssessWorkshopDoc.pdf](http://www.smith.edu/deanoffaculty/documents/DeptAssessWorkshopDoc.pdf). A full description of the department’s student learning goals and means of assessment should be included in the self-study and submitted as a separate document to CAP (IR staff will prepare the separate assessment document). Please contact IR as soon as you begin the self-study process.

Traditionally, departments and programs invite faculty members from peer institutions to participate in an external review committee to assess the curriculum. Some departments and programs have supplemented this component by sending their colleagues to peer programs. Departments and programs interested in this option should contact the provost and dean of the faculty for more details.

Once the results from external reviews and/or external visits are in, the department or program meets with the deans and representatives from CAP to look over the recommendations. The deans and CAP representatives will prepare a summary of the closing meeting.

Issues and Questions to Consider
As your department or program goes through the review process, and particularly as you prepare your self-study, you are encouraged to consider the following issues and questions. You should not be limited to these but should use them to initiate your discussions and work.

I. Mission: What is the mission of your department or program? How does your mission relate to the College’s academic and strategic priorities? Is the departmental mission clear from your curricular offerings? What means are used to assess the effectiveness of your curriculum?

II. Critical Issues for the Review: What issues would you like to address in the review? What are the significant elements in your department or program that this review process should take into account? Do you think a visiting committee would be helpful to you? Do you think visiting peer institutions would be helpful?

III. Research and Teaching Interests of Faculty: The self-study should include current résumés for all members of the department or program and, possibly, an overview of the areas of specialization of research and teaching in the department or program.
IV. Curriculum:

Undergraduate

- How has your curriculum changed in the last five to ten years?
- Where is your discipline heading over the next five to ten years? How does your curriculum demonstrate the variety of topics, methods, and approaches important in your discipline today?
- How does your major compare to others at liberal arts colleges?
- What are the best practices in your discipline in comparable liberal arts colleges?
- What are the strengths of your current course offerings? What are the weaknesses?
- Do you collaborate with other departments and programs to mount your curriculum?
- How are your offerings critical to the curriculum in another department or program?
- As you review the capacities outlined in the College’s strategic plan, The Smith Design for Learning, which capacities are critical for your discipline? For example, if writing and quantitative reasoning skills are critical tools for the major,
  - what means do you use to improve and assess student writing in the major?
  - what means do you use to improve and assess quantitative reasoning for your majors?
- How do you serve your majors?
  - What do your majors do after graduation?
  - How does the major prepare them for their choices?
  - How do you track and assess the post-baccalaureate careers of your alumni/ae?
- How do you serve non-majors?
  - Do you offer first-year and/or Presidential seminars?
  - Do members of your department or program participate in a concentration?
  - Are there connections with your curriculum to one or more of the Centers?

Graduate and/or Certificate Program(s)

- Does your department or program offer or participate in graduate and/or certificate programs?
- How does each graduate and certificate program advance the missions of your department or program and of the College?
- Do these programs support the undergraduate curriculum?
- How do your programs compare to other graduate programs at peer institutions?
Assessment

- Goals for Student Learning: What skills, capacities, and knowledge should every graduate from your department or program know or be able to do by the time they graduate?
- How do you gather evidence about how well students are meeting the goals (e.g. testing, rubrics, or student survey measures)?
- How are you using the assessment results to improve your curriculum?

V. Diversity: Does the structure of your curriculum and associated activities provide access to all students? Is your curriculum, especially gateway courses, accessible to students coming to Smith with different levels of preparation? How do different (overlapping) groups of students move through your curriculum (first gen, students of color, students from under-resourced high schools, international students, students with disabilities)? Are students from these groups represented proportionally in your majors, independent research and honors?

VI. Advising: How do you advise your majors? Is there an advising guide? How do you ensure equity in major advising responsibilities? How do you incorporate information about study abroad into your major advising?

VII. Five College Cooperation: How have you utilized Five College resources? Is there potential for greater Five College cooperation and complementarity in your field? Are you communicating with Five College colleagues about plans for retirements and replacements in your (and their) departments or programs?

VIII. Enrollment: What changes have you observed in enrollment levels and patterns and student interest in the last five to ten years? What projections can you make about future enrollment trends?

IX. Independent Work with Students: How do your honors and special studies programs relate to the departmental curriculum? In what other ways does the department or program foster independent work with students?

X. Staffing: What significant staffing changes has your department or program experienced in the past five to ten years? What staffing needs do you anticipate in the future? How are teaching responsibilities determined? How are advising and other department service distributed? What is the mix between tenured and tenure-track staffing? Do all members of your department or program regularly teach 100-level courses? How does your staffing compare to that of departments in comparable liberal arts colleges?

XI. Faculty Development and Mentoring: How are untenured members and associate professors of your department or program mentored with respect to their teaching, scholarship, and departmental contributions? How is leadership in the department encouraged and developed? How often in the past ten years have associate professors served as chairs?

XII. Resources: To what extent does your curriculum incorporate educational technology? In the area of technology, what directions would you like to pursue?
How adequate are your digital resources? How adequate are facilities and support for your academic program (support personnel, space, equipment, operating, library and technology budgets)?

**Guidelines for Midterm Reviews**

Five years after the decennial process, departments/programs are asked to participate in a midterm review. The elements of this review include:

1. Review by the department/program of relevant materials and consideration by the department/program of a number of specific questions (see below);
2. Submission of a brief written report to the provost/dean of the faculty addressing the questions suggested here; and
3. Meeting with the provost/dean of the faculty, the associate provost and dean for academic development, the associate dean of the faculty, and a member of the Committee on Academic Priorities (CAP) to discuss the program/department findings in the midterm process.

No outside visitors are involved in this process. Questions about timing and logistics of this review should be directed to Jayne Mercier, Executive Assistant to the Provost (jmercier@smith.edu, ext. 3006).

You should have in your files the self-study and the external review for the department/program’s most recent decennial review. You will also want to consider any other documents created by the department/program in relation to the curriculum and staffing such as notes or reports on retreats.

Please consider the following questions in carrying out your midterm review:

1. Has the department/program thoroughly discussed the recommendations of the visiting committee? Please describe how you are addressing the issues raised by the decennial, in both the short and long-term, noting particularly any specific progress made on the recommendations.
2. What aspects of the external review are proving most challenging to address? How are you attempting to tackle those?
3. Are there recommendations in the report not yet discussed or acted upon? Please explain.
4. How have staffing, enrollments, numbers of majors, numbers of courses changed over the past five years?
5. What are the most significant changes in your discipline today as noted in reports or conferences of professional organizations?
7. Please provide any other information pertinent to the decennial review and this midterm follow-up process.
Sample Decennial Review Schedule for Visiting Committee

This sample schedule for the on-campus visit reflects the spectrum of participants in the site visit and the range of interactions that have been found to be most useful to visiting committees. Please note that students should be included in the schedule. You may wish to invite majors, minors, liaisons, or other appropriate students to participate in this process and to consider input from former students by email as well.

First evening

4:30-5:30 p.m. Meeting with the provost and dean of the faculty, associate provost and dean for academic development, and associate dean of the faculty.

6:00 p.m. Welcome Dinner with members of the department

8:00 p.m. Time to review supporting documentation supplied by the department

Day 1

8:00-9:00 a.m. Breakfast meeting of visiting committee

9:15-10:00 a.m. Meeting with the department chair to review department facilities

10:00 a.m.-12 p.m. Department scheduled meetings, to include:
  - Tenured and tenure-track faculty members
  - Other instructors/course support (lab instructors, discussion leaders, coaches)
  - Undergraduate majors, minors, liaisons, other appropriate students such as graduate students
  - Departmental staff such as directors, center directors, other staff leaders
  - Tours of relevant teaching & learning resource locations (libraries, museum, centers)

12:00-1:00 p.m. Lunch with representatives of cognate departments and programs

1:00-5:30 p.m. Department scheduled meetings (continued)

6:00 p.m. Visitors’ working dinner and time to review additional documentation supplied by department
Day 2

8:00-9:00 a.m.  Breakfast with the CAP Representatives
9:30 a.m. -12 p.m.  Department scheduled meetings (continued)
12:00-12:45 p.m.  Exit lunch with department chair
1:00-1:45 p.m.  Exit meeting with provost and deans
1:45- ?  Visitors working session to draft report
Staffing Information

Forms and Procedures for Faculty and Course Support Staff Searches and Appointments

Please visit web page:
http://www.smith.edu/deanoffaculty/searches.php

Application for and Reappointment of Non-Tenure-Track Faculty and Course Support Staff

Applying for Non-Tenure-track Positions
Applications for non-tenure-track (NTT) positions tend to fall into one of two categories: 1) the replacement of regular faculty on leave without pay, medical leave or administrative assignment, and 2) the hiring of faculty to allow departments and programs to offer courses beyond those that can be covered by regular members of the department.

1. When a regular faculty member is scheduled to go on a “replaceable” leave, the department chair or program director should consult with the associate provost and dean for academic development about a replacement.
   a. Once the replacement has been authorized, the associate provost will email the significant conditions of employment. The procedures for hiring that individual are essentially the same as those for hiring into the tenure track. A national search is normally required for any Lecturer who will be appointed full-time for any duration or part-time for two or more years. The Provost's Office provides each search with a budget for standard recruitment expenses (please see “Entertainment, Recruitment, and Lecture Funds” section above for details). Sandra Blaney, Faculty Recruitment & Appointment Specialist (sblaney@smith.edu, ext. 3004) administers the faculty search process and the department or program should consult her at each stage of the process. The chief diversity officer and associate provost will be responsible for approval through each stage of the process. For example, when the pool of candidates has been narrowed to semi-finalists, the interview list needs the approval of the associate provost and the chief diversity officer before the candidates are interviewed at a conference or by phone/Skype or invited to campus. The chief diversity officer may ask the department or program to add a candidate to the interview list if he feels that a well-qualified minority candidate has been overlooked. The candidates’ CVs and letters of recommendation should be sent to the associate provost prior to an on-campus interview and the on-campus interview schedule for each candidate should include a meeting with the associate provost. Once the final candidate has been selected, the associate provost must approve the hiring choice before they are contacted and told they are the first choice. The verbal offer will need to come from the associate provost. All faculty searches must be conducted using Interfolio ByCommittee. (Please see
“Searches and Appointments” at http://www.smith.edu/deanoffaculty/searches.php. Replacement faculty will typically teach a five-course load. **There is no expectation of reappointment for these positions, and candidates must be informed of this in advance.**

Faculty on a leave of **one year or less** may be replaced either by a single individual or by more than one individual on a course-by-course basis, depending upon the needs of the department, the available pool of candidates, and the burden on the Faculty Salary Pool. **Where individual courses are to be covered, Five-College borrowing is preferred.** Before hiring a UMass graduate student you **must** consult with the associate provost, and the candidate status must be confirmed by the Graduate School of the University.

b. The procedures for hiring part-time faculty for a single year do not normally require a national search, although departments and programs are **strongly encouraged** to cast a wide net in seeking candidates. This is especially so if there is a possibility that the person hired might be hired again for an additional year. A rigorous search at this stage may obviate the need for another search in the year to come. When in doubt, consult with the associate provost. Candidate interviews with the associate provost are **not** normally required for part-time hires, but the associate provost must approve before an informal offer is made. Before approving the informal offer, the associate provost will need the chosen candidate’s CV.

Occasionally, the associate provost may authorize the multiple-year appointment of a single individual to replace the upcoming leaves of more than one member of the department.

**NTT faculty teaching less than full time will be paid according to the following schedule.**

<table>
<thead>
<tr>
<th>Number of Courses</th>
<th>Prorated Salary</th>
<th>Benefits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0.125</td>
<td>None</td>
</tr>
<tr>
<td>2</td>
<td>0.250</td>
<td>None</td>
</tr>
<tr>
<td>3</td>
<td>0.500</td>
<td>75% of the normal rate</td>
</tr>
<tr>
<td>4</td>
<td>0.750</td>
<td>Full benefits</td>
</tr>
<tr>
<td>5</td>
<td>1.000</td>
<td>Full benefits</td>
</tr>
</tbody>
</table>

For the 2015-16 academic year, the full-time, entry-level salary for visiting assistant professors with Ph.D. in hand is $64,000.

Rates for Five College faculty members who are borrowed to teach one course at Smith:

- Professor: $8,000
- Associate Professor: $7,500
- Assistant Professor: $7,000
2. When a department or program wishes to offer more courses than can be covered by its authorized staffing level, its chair or director should confer with the associate provost before November 15th. The associate provost will then consult with the Committee on Academic Priorities. That committee may require additional material from the department or program and will consider the request in the light of the overall staffing of the department or program. If the Deans authorize the position, the procedures for filling it are the same as those for filling a replacement position; the individual will normally be appointed as a Lecturer. Departments and programs should recognize that legislation covering Lecturers, Section VII of the Policy of Appointment, Reappointment, Promotion, and Tenure at Smith College, guarantees a number of rights to lecturers teaching half time or more, and places a number of responsibilities on the department or program in which they are lodged. Moreover, lecturer slots are not permanent, but must be reapplied for prior to the end of each incumbent’s appointment. As specified in the Policy, “Appointment to the position of Lecturer or Senior Lecturer is appropriate when someone is primarily needed to teach (1) without being assigned the range of other commitments incumbent upon regular faculty members, or (2) where the long-term need is uncertain.”

Applying for Course Support Staff Positions
Course support staff include Laboratory Instructors and Teaching Assistants. Requests for new positions should be discussed with the associate provost, who will typically consult with the Committee on Academic Priorities (see Budget and Staffing deadlines: http://www.smith.edu/deanoffaculty/datedeadline.html#budget). That committee will consider the request in light of the overall staffing of the department or program. If the Deans authorize a position, it will normally be filled initially on a one- or two-year basis, even if the position is authorized for a longer period of time. Recruitment will typically involve a local search, and an interview with the associate provost may or may not be required. The salary for Laboratory Instructors is based on the responsibilities and FTE of the position. Before hiring a UMass graduate student you must consult with the associate provost, and the candidate status must be confirmed by the Graduate School of the University.

Reappointment of NTT Faculty
All NTT faculty are appointed to a fixed term. Normally, for those in replacement positions there can be no reappointment unless the leave of the faculty member being replaced is extended. In these cases, the department or program should convey to the associate provost its recommendation for reappointment in as timely a manner as possible, stating the criteria used in making the recommendation. If the incumbent is reappointed it will be only for the length of time needed to fill out the leave of the faculty member being replaced.

Occasionally departments or programs may wish to consider a replacement faculty member whose term is expiring as a candidate for another replacement position within the department. There are two issues here. First, the college can encounter legal issues if it keeps rehiring a single individual over an extended period. Second, each replacement position is a new position, and college policy requires that we spread our net as widely as practicable in filling it. This is particularly true for full-time and multi-year positions. In general then, the associate provost will consider rehiring a replacement faculty member
without engaging in a search only if the individual was originally hired through an appropriate search and only for a second appointment.

The procedure for reappointing Lecturers teaching half time or more is a two-step process, specified in Section VII of the Policy. First, the department or program must request the continuation of the position itself. This request is made to the associate provost who will then consult with the Committee on Academic Priorities. The deadline for this application is November 15th of the final year of the incumbent’s appointment, except in the case of an incumbent who has taught at the college for more than five years. In this latter case the deadline is November 15th of the penultimate year of the incumbent’s appointment. If the department or program does not request the continuation of the position or if the Deans do not approve its continuation, the position will lapse and the incumbent will not be reappointed.

If the Deans do approve the continuation, the department or program may recommend the reappointment or non-reappointment of the incumbent. The procedures to be followed and the criteria to be applied are listed in Section VII.A.3 of the Policy for Lecturers, and in Section VII.B.3 of the Policy for Senior Lecturers. Form H4, Departmental Procedures Record: Reappointment of Lecturers, should accompany the recommendation. The deadline for submitting the recommendation depends upon the type of appointment held by the incumbent and her/his length of service. Note that in some cases the recommendation for reappointment is due on November 15th, the same date as the request for the continuation of the position.

A request to reappoint a Lecturer teaching less than half time should typically be discussed with the associate provost in the last year of the appointment. The request to reappoint should include the justification for continuing the position and the criteria used to evaluate the teaching of the incumbent. The Deans may consult with the Committee on Academic Priorities in the decision to continue the position.

Reappointment of Course Support Staff
The reappointment of Laboratory Instructors and Teaching Fellows in fixed-term, continuing positions should typically be requested in a letter to the associate provost by November 15th. The request should include a brief evaluation of the incumbent’s work. Where the position is continuing but the incumbent is not reappointed for whatever reason, the department or program should seek a replacement using the procedures for filling a new course support position, above.

Laboratory Instructors and Teaching Fellows in replacement or other ad hoc positions are not normally eligible for reappointment as their positions expire at the end of each year. The need for replacement staffing for the coming year should be discussed with the associate provost in the context of other replacement staffing for the department or program.

Important Visa Matters for Chairs and Directors
What You Need to Know about Visa Matters for Tenure-Track Faculty Hires
Ascertain the nationality of the new hire once the offer of employment has been accepted.
Ask if the person has an unrestricted right to work in the U.S.
Ask the new hire to arrange an appointment to discuss their visa and immigration options with Caitlin Szymkowicz, Office for International Students and Scholars, ext. 4944.
Advise the faculty member that if the required visa or visa extension is not obtained on a timely basis, employment and compensation may be terminated.
Advise the faculty member that if s/he wishes to apply for permanent residency, the application must normally be completed within 18 months of the date of the appointment letter.

What you Need to Know about Visa Matters for Non-Tenure Track Faculty Hires

Ascertain the nationality of the new hire once the offer of employment has been accepted.
Ask the new hire to arrange an appointment to discuss their visa and immigration options with Caitlin Szymkowicz, Office for International Students and Scholars, ext. 4944.
Advise the faculty member that if the required visa or visa extension is not obtained on a timely basis, employment and compensation may be terminated.

What You Need to Know about Visa Matters for Visiting Scholars and Guest Lecturers

Allow as much time as possible for visa processing.
Include the administrative assistant for your department in the early stages of your planning process. As liaisons, they can help make arrangements to secure honorariums, SS#,s, insurance coverage, and the visa applications. However, please remember that they will need a reasonable time to do this.
Ask your guest to contact Caitlin Szymkowicz, ext. 4944 as early as possible in the process, to discuss visa options and other details necessary for their arrival in the U.S.
Work visas must be in place before guests arrive.
Insufficient information relating to visas or other details will delay payment of honoraria or stipends.

Policies and Procedures for Payments to Nonresident Aliens

Please visit web page:
http://www.smith.edu/controller/NRAPolicies.htm
Sabbatical Information

Sabbatical Procedures

There are several important features of the college’s sabbatical policy. The first item concerns applying for sabbatical leave; the second addresses an important requirement for the post-sabbatical report.

- **When you apply**, please attach a substantive description (1-2 pages) of your plans for the sabbatical semester or year, to the sabbatical/leave without pay form. The *Faculty Code* stipulates (Appendix C, 7, a) that “every request for [sabbatical] leave must be accompanied by a precise description of the member’s projected research, study, writing, or other creative work.” The extent of this rule is to encourage careful planning for the proposed sabbatical leave to help insure that the leave will serve its stated purpose of “increasing the usefulness to the college of the individual faculty member as a teacher and scholar, and to contribute to the faculty member’s effectiveness as a member of the academic profession” (ibid., foreword). Although it is often hard to be completely precise about one’s scholarly plans for eighteen months hence, faculty are encouraged to produce a one- to two-page description of their proposed sabbatical projects. Please note that the form used for such requests requires the department’s approval. Incomplete forms will be returned without processing.

- **After your sabbatical**, you must complete a post-sabbatical report. Please note *Code*, Appendix C, 2, d: “A semester following a sabbatical leave or leave without pay will not count as teaching time for the accrual of credit toward a future sabbatical unless the leave report required in Section 7 (c) is filed prior to the last day of class for that semester.” (emphasis added). Section 7 (c) calls for “full reports on the work . . . accomplished” during the leave, which can be interpreted as a minimum of 1-2 pages. This kind of report is useful as an official “summing up” of the sabbatical activities.

Please see Appendix C of the *Faculty Code* ([http://www.smith.edu/deanoffaculty/faccode.html](http://www.smith.edu/deanoffaculty/faccode.html)) for additional information on sabbatical procedures.

Sabbatical/Leave Without Pay Request Form

Please visit web page: [http://www.smith.edu/deanoffaculty/sableaveintro.html](http://www.smith.edu/deanoffaculty/sableaveintro.html)
Faculty Offices and Computers

Information Regarding Faculty Offices and Computers

Overview
The Provost’s Office assigns faculty office space in academic buildings other than the Clark Science Center, Hillyer Hall, the Mendenhall Center for the Performing Arts, Sage Hall, Morgan Hall, and Ainsworth and Scott Gyms. At this time, office space is very tight, and we must be as efficient as possible with every space. Shared space is regularly utilized for part-time faculty; we urgently need to use the office space of those who go on sabbatical or are away for other reasons; and we coordinate closely with emeriti on their plans in accordance with our policies on their space (one year in their original space, then up to 10 years in a less central and/or shared space).

Within the Provost’s Office, assignments are made by associate dean of the faculty, Danielle Ramdath (ext. 3017).

Notification of Office Assignments and Moving In/Out of Offices
Once the Provost’s Office has assigned office space, chairs/directors and academic assistants will be notified of the assignment. This information is also posted on our website (http://www.smith.edu/deanoffaculty/directories.html). Once notification of the assignment is made, all other arrangements connected with faculty offices must be coordinated through the department or program. Chairs/directors and academic assistants should work together to ensure that faculty members have relevant information, are clear on procedures, and know whom to contact if additional assistance is needed (see below).

Faculty members starting in the fall should not expect to move into their offices before the 3rd week of August (in spring, the occupancy date is mid-January). We are obliged to provide office space for faculty teaching in several summer programs and therefore cannot provide new faculty with office space until these occupants have left and Facilities Management has had sufficient time to clean the offices. We appreciate your assistance in making sure that new faculty members understand this policy.

In general, individuals who have held multi-year appointments and are departing from Smith are expected to vacate their offices no later than June 30. For those who have held one-year appointments (full or part-time), the expected departure date is June 1. One-year appointees who are reappointed typically receive a different office assignment for the next year (as their space is needed over the summer to meet summer office needs) so they are asked to adhere to the June 1 departure deadline. Part-time faculty members on continuing appointments are also asked to make their offices available in the summer and may be assigned a different space in the fall. Chairs and directors are asked to make sure that all faculty members understand these policies.

Contacts/Processes for Office Arrangements
- Keys: Key Request Forms must be signed and submitted to Facilities Management Customer Service in order to receive keys. For offices in Neilson, the Key Request Form must be signed by the Deputy Director (ext. 2902).
- **Shipping material**: New members of the faculty should communicate with academic assistants with regard to shipping their materials to the college before they come to campus. If they ship materials before their office is available, they should make arrangements with the academic assistant to store their materials until the office is vacant. If the academic assistant is not available in the summer, these arrangements should be made in the spring.

- **Cleaning**: Facilities Management is responsible for cleaning and repairing an office once it has been vacated.

- **Furniture**: The college provides basic furniture for faculty offices: a desk and chair, a visitor’s chair, a wastebasket, a filing cabinet and bookshelves. If these basics are not available, please contact Purchasing (x2240). If anything more than the above is needed, it should be ordered through the department and included in the departmental budget request. Questions regarding furniture should be directed to Purchasing.

- **Telephones**: The Telecommunications Manager (ext. 2095) takes care of phone connections. He issues a specific string of numbers for each department. If the department using a particular office changes, the telephone number will be changed.

- **Network Accounts**: Please visit the following web page: [http://www.smith.edu/its/tara/account_forms.html](http://www.smith.edu/its/tara/account_forms.html)

- **The Faculty Computer Access (FCAP) Program**: The college provides to all full-time faculty either a Windows-based or a Macintosh computer under the Faculty Computer Access Program (FCAP). Faculty interested in obtaining or upgrading an FCAP computer should begin the process by reviewing the following web page: [http://www.smith.edu/its/services/fcap.html](http://www.smith.edu/its/services/fcap.html).

- **Moving from one space to another**: Please visit the following web page: [http://www.smith.edu/facilities/buildingservices_office.php](http://www.smith.edu/facilities/buildingservices_office.php)

- **Emeriti moves**: The Provost’s Office will notify and coordinate with emeriti who need to vacate spaces assigned by this office. Emeriti may use Facilities Management to assist with their moves.

We appreciate your assistance in the variety of details that are connected to office assignments, and, especially, in helping new faculty members feel welcome as they move in.
Phased Retirement Plan

The Board of Trustees approved a Phased Retirement Plan in 2009-10. It can be found at: http://www.smith.edu/deanoffaculty/retirement.html

Faculty members thinking about retirement should make an appointment with the Provost to discuss the full range of options.
9.c. A member of the faculty who is unable to meet a class shall notify the Chair of the department or Director of the program.

13.a. It is not considered advisable for a member of the faculty or staff to receive pay for tutoring a Smith College student in his or her own subject or in any other subject. Exceptions to this rule may be made only with approval of the Provost and Dean of the Faculty on the recommendation of the Chair of a department or Director of a program.

27.d.8. The Committee may require the presence of a monitor during reconsideration of a decision. The monitor may participate in the discussions leading to the reconsidered decision, but may not vote. Each monitor shall be a tenured faculty member, and shall be chosen by: 1) the Chair of the Committee on Grievance, after consultation with the Committee on Grievance; 2) the petitioner; and, 3) in the case of reconsideration by a department, with the department Chair; in the case of reconsideration by a program, with the program Director; or in the case of reconsideration by the Committee on Tenure and Promotion with the Chair of the Committee on Tenure and Promotion. Persons serving as monitors may consult with the College’s General Counsel regarding his or her role or any other aspect of the reconsideration. After a reconsideration is completed, the monitor shall meet with the Committee on Grievance to provide the monitor’s opinion as to whether and in what respect, if any, the decision upon reconsideration was affected by the same concerns that created the original petition.

49.a. A Chair of the department shall be elected by ballot by the duly qualified voting members.

49.b. The Chair shall ordinarily be selected from those holding tenured positions on the faculty.

49.c. The election of a Chair shall take place at least once in three years. The Chair shall be elected not later than February and take office after the spring recess or on July 1st, according to Department custom.

50.a. The Chair shall be the official representative of the department: the Chair shall call and preside at meetings of the department, shall have charge of the correspondence, shall act as executive officer in case of emergency, and shall appoint those committees not elected by the department. The procedure followed in the establishment of committees may vary considerably according to the size of the department.
50.b. The Chair is entitled to a vote in the department, and in the case of a tie in the election for the Chair, he or she may cast a second deciding vote.

50.c. The Chair, or a committee established by the Chair for this purpose, is responsible for informing the visiting or new members of the faculty about the particular teaching practices of the department and the general customs of the College.

50.d. The Chair of each department or a deputy should be present before the opening of College for consultation with reentering students and students entering with advanced standing.

51. \textit{Note: This section covers “Business of the Department”}

53.a. A Director of a program shall be appointed by the Provost and Dean of the Faculty on the recommendation of the voting members of the program committee [see section 54 (a)], and may be reappointed for subsequent terms.

53.b. The Director shall ordinarily be selected from those holding tenured positions on the faculty, and preferably from the ranks of full professors.

53.c. The selection of a Director shall normally take place every three years. The Director shall be selected not later than February and take office after the spring recess or on July 1st, according to program custom.

54.a. The Director shall be the official representative of the program: the Director shall call and preside at meetings of the program committee, shall have charge of the correspondence, shall act as executive officer in case of emergency, shall appoint those sub-committees not elected by the program, and shall appoint a secretary to keep program committee minutes. The procedure followed in the establishment of sub-committees may vary according to the size of the program.

54.b. The program Director, or a sub-committee established by the Director for this purpose, is responsible for informing the visiting or new members of the faculty about the particular teaching practices of the program and the general customs of the College.

54.c. The program Director or a deputy should be present before the opening of College for consultation with reentering students and students entering with advanced standing.

55. \textit{Note: This section covers “Business of the Program”}

60. Seminars are limited to 12 students and are open to juniors, seniors, and graduate students only, by permission of the instructor. At the discretion of the instructor and with the approval of the department Chair or the program Director, 15 students may enroll.

81.c. Chairs of departments, Directors of programs, and Chairs of committees awarding prizes shall notify the Office of the Dean of the College in writing of all prize awards.
References to Duties of the Department Chair and Program Director in the Policy of Appointment, Reappointment, Promotion, and Tenure at Smith College

References to “Chair” are contained within the following sections of the Policy of Appointment, Reappointment, Promotion, and Tenure at Smith College. For the full version of the Policy, please visit the following web page link:
http://www.smith.edu/deanoffaculty/tpa.html

Preamble
“Chair” denotes department chairs and directors of programs that have faculty staffing and/or offer a major.

Appointment and Reappointment to the Tenure-Track Faculty
I.A.1.e. At the time of appointment or reappointment of individuals appointed to tenure-track positions, Chair or the Director of the hiring unit(s), after consultation with the Provost, shall apprise each individual in writing of the then existing circumstances in the College or the unit(s) that could affect future decisions with respect to reappointment and tenure, including institutional considerations identified at the meeting specified in II.B.1.a. The Chair's statement of these circumstances shall have the express consent of the majority of those members of the unit(s) present and eligible to vote on the appointment or reappointment in question.

I.B.1.i. With respect to any recommendation for appointment in which the Chair of the unit is ineligible to participate, the senior member of the unit eligible to vote in the matter shall carry out the responsibilities of the Chair.

I.B.2.g. With respect to any recommendation for reappointment in which the Chair of the unit is ineligible to participate, the senior member of the unit eligible to vote in the matter shall carry out the responsibilities of the Chair.

Criteria and Evidence to Be Used in Applying the Criteria; Responsibility and General Procedures for the Provision of Continuous or Periodic Evaluation of Members of the Faculty
II.B.2.a. Responsibility for reviewing the teaching of every tenure-track member of the unit shall be shared jointly by such member and the Chair of the unit or a senior faculty member designated by the Chair. A mutually agreeable plan for this purpose should be set up [subject to the approval of a majority of the unit]. If this plan includes class visits, an acceptable timetable for whatever class visits may be agreed upon and the individual conferences that follow them should be established. Limits should be placed on the number of class visits, the number of visitors per class, and the extent of participation by visitors. For large units, the appointment of a class visitation committee is recommended. Whatever the method adopted, at least one such review shall take place during a candidate’s third or fourth semester at the College.
II.B.3.a. Responsibility for an annual review of the scholarship of every tenure-track member of the unit shall be shared jointly by such member and the Chair of the unit or a senior faculty member designated by the Chair. When a tenure-track member of the Faculty is reappointed, he or she may request the unit’s written assessment of his or her scholarship, artistic achievement, or other professional activity.

II.B.4.a. Responsibility for an annual review of the service to the College of every tenure-track member of the unit shall be shared jointly by such member and the Chair of the unit or a senior faculty member designated by the Chair. When a tenure-track member of the Faculty is reappointed, he or she may request the unit’s written assessment of her or his service to the College.

II.B.5.a. The Chair of the unit, after consultation with the Provost, shall apprise each individual in writing at the time of appointment or reappointment of circumstances in the College or the unit that could affect decisions with respect to reappointment, promotion, and tenure, including institutional considerations identified at the meetings specified in II.B.1.a. The Chair's letter to the individual shall have the express consent of the majority of those members of the unit eligible to vote on the appointment or reappointment in question.

Promotion

III.A.1.b. The vote shall be transmitted in writing to the Committee on Tenure and Promotion. If it is unanimous it shall be communicated by the Chair in a letter containing a full statement of the reasons and a summary of the evidence for the recommendation for or against promotion.

III.A.1.c. After a unanimous recommendation concerning promotion has been made by the unit to the Committee on Tenure and Promotion, the Chair shall provide the candidate with a copy of the letter stating the reasons for the recommendation.

III.A.2.a. When a vote is not unanimous, each member of the unit who voted or abstained shall write a confidential letter to the Committee on Tenure and Promotion stating his or her judgment. Each letter shall include reasons and evidence explaining the particular recommendation. In addition, the Chair shall provide the candidate and the Committee on Tenure and Promotion with a letter summarizing the reasons offered by various members of the unit for their votes or abstentions. However, the names of these persons shall remain confidential. A person being considered for promotion shall also have the right to communicate in writing with the Committee on Tenure and Promotion.

III.A.3. The letters from the Chair summarizing the reasons for the unit’s recommendation, whether unanimous or divided, shall not be released outside the College, except by the candidate.
III.A.4. If, after the procedures described above have been completed, the unit or any member who has voted on the promotion should communicate to the Committee on Tenure and Promotion, orally or in writing, any opinion or evidence that differs substantially from those accompanying the original recommendation, then the Chair of the Committee shall send a letter to the Chair of the unit and the candidate and to all members of the unit who had voted summarizing the new opinion or evidence. The names of the persons who have presented such new opinion or evidence shall remain confidential. The candidate shall have reasonable opportunity to respond in writing to the Committee.

III.A.5.b. When the decision of the Committee is not in agreement with the recommendation of the unit, a written statement of the reasons for the decision shall be given to the Chair of the unit.

III.B.6. With respect to any decisions in which the Chair of the unit is ineligible to participate by virtue of his or her rank or tenure status, the senior member of the unit eligible to vote in the matter shall carry out the responsibilities assigned herein to the Chair.

Tenure of Office: Appointment to Permanent Faculty

IV.B.2.g. By December 8, the Chair or Director of the unit will provide the candidate for tenure and the Committee on Tenure and Promotion with a letter that records the unit's recommendation on tenure and the vote taken in the meeting of the unit, and summarizes the reasons offered by various members of the unit for their votes or abstentions. However, the names of these persons shall remain confidential. In addition, each member of the unit who voted or abstained shall write a letter to the Committee on Tenure and Promotion stating the reasons for his or her vote or abstention. A person being considered for tenure shall have the right to see a copy of each such letter, except for the name of the writer, which shall remain confidential. The candidate shall also have the right to communicate in writing and/or in person with the Committee on Tenure and Promotion.

IV.B.3.a. If, after the procedures described above have been completed, the unit or any member who has voted on the tenure recommendation in question should communicate to the Committee on Tenure and Promotion, orally or in writing, any opinion or evidence that differs substantially from those accompanying the original recommendation on tenure, then the Chair of the Committee shall send a letter to both the Chair of the unit and the candidate and to all members of the unit who had voted summarizing the new opinion or evidence. The names of the persons who have presented such new opinion or evidence shall remain confidential. The candidate shall have reasonable opportunity to respond in person and/or in writing to the Committee.

IV.B.4.b. Recommendations of the Committee on Tenure and Promotion concerning tenure shall be communicated to the individual concerned at the earliest feasible moment and no later than June 1 of the year in which the decision
is made. If the Committee's recommendation is negative it shall be accompanied by a written statement of the reasons for the Committee's decision. If the recommendation is not in agreement with that of the unit, a written statement of the reasons for the Committee's decision shall be sent to the Chair of the unit.

IV.C.1.h. Recommendations of the Committee on Tenure and Promotion concerning tenure shall be communicated to the individual concerned at the earliest feasible moment and no later than June 1 of the year in which the decision is made. If the Committee's recommendation is negative it shall be accompanied by a written statement of the reasons for the Committee's decision. If the recommendation is not in agreement with that of the unit, a written statement of the reasons for the Committee's decision shall be sent to the Chair of the unit.

Joint Appointments and Affiliation with Units beyond the Home Unit

V.A.3.b. Discussion of a temporary joint appointment may be initiated by the candidate, the unit with which the appointment will be shared, the home unit or the Provost. The terms of the appointment will be negotiated by the two Chairs and the Provost in consultation with the faculty member. An appointment letter specifying the agreement will be signed by all parties and filed in the Provost’s office. The courses offered by the faculty member in the second unit will not normally be replaced in the home unit.

Part-Time Appointments

VI.A.2.d. Before a part-time appointment (for one or more academic years) at the rank of Associate Professor or Professor is initiated, the desirability of such an appointment shall be confirmed by the Committee on Tenure and Promotion, after consultation with the Chair of the unit concerned.

VI.A.3.b. Initial part-time appointments for one semester may be recommended to the Provost by the unit Chair after consultation with the members available in the unit.

Appointment and Reappointment to the Temporary Faculty: Lecturers, Senior Lecturers, and Replacements

VII.A.2.b. At the time of appointment or reappointment, the Chair of the unit, after consultation with the Provost, shall apprise the candidate in writing of circumstances at the College that could affect the reappointment decision. In particular, recommendations of the Committee on Academic Priorities (CAP) and subsequent actions by the Provost, either in connection with decennial or septennial reviews of the unit or as part of the Committee’s annual reviews of faculty staffing, could identify institutional considerations that might affect the continuation of a lecturer.

VII.A.3.b.3. If a member of the unit has a conflict of interest regarding the candidate for appointment or reappointment, that member shall absent herself or himself from all discussion of the candidate's case and shall have no vote. A conflict of interest arises if the faculty member is a relative or a current
or former spouse, domestic partner, or household member of the candidate. If the Chair of the unit is ineligible to participate in a reappointment process for these reasons, a senior member of the unit shall carry out the responsibilities of the Chair.

VII.B.2.d. If a member of the unit has a conflict of interest regarding the candidate for appointment or reappointment, that member shall absent herself or himself from all discussion of the candidate's case and shall have no vote. A conflict of interest arises if the faculty member is a relative or a current or former spouse, domestic partner, or household member of the candidate. If the Chair of the unit is ineligible to participate in a reappointment process for these reasons, a senior member of the unit shall carry out the responsibilities of the Chair.

VII.B.2.h. At the time of appointment or reappointment, the Chair of the unit, after consultation with the Provost, shall apprise the candidate in writing of circumstances at the College that could affect the reappointment decision. In particular, recommendations of the Committee on Academic Priorities (CAP) and subsequent actions by the Provost, either in connection with decennial or midterm reviews of the unit or as part of the Committee’s annual reviews of faculty staffing, could identify institutional considerations that might affect the continuation of a Senior Lecturer.

VII.C.2.b. At the time of appointment or reappointment, the Chair of the unit, after consultation with the Provost, shall apprise the candidate in writing of circumstances at the College that could affect the decision with respect to reappointment.

VII.C.3.b.3. If a member of the unit has a conflict of interest regarding the candidate for appointment or reappointment, that member shall absent herself or himself from all discussion of the candidate's case and shall have no vote. A conflict of interest arises if the faculty member is a relative or a current or former spouse, domestic partner, or household member of the candidate. If the Chair of the unit is ineligible to participate in a reappointment process for these reasons, a senior member of the unit shall carry out the responsibilities of the Chair.

Removal from the Faculty

VIII.2.a. A charge or complaint against a member of the Faculty which could result in removal before the end of the period of appointment may be brought by the President of the College, the Provost, the unit through its Chair, or a member of the Board of Trustees. Such complaints shall be presented in writing to the Committee on Tenure and Promotion.