

## Chapter II – Positions and Initial Appointments

### Preamble

All of the policies governing these appointments are subject to review and revision by the College at any time. Exceptions to these policies are only permitted with the approval of the Provost and Dean of the Faculty.

### A. General Faculty Job Description

This job description applies to all faculty who teach at Whitman College. It contains duties that are essential for faculty to execute their obligations to students and their fellow employees. This description functions in conjunction with the Faculty Code and this Faculty Handbook.

The Faculty Code contains the criteria for evaluation for faculty in the areas of their obligations (teaching, service, and, in the case of tenure-track faculty, professional activity). Additionally, the Faculty Code indicates that all faculty must adhere to the standards expressed in the [2009 Statement on Professional Ethics](#), as adopted by the American Association of University Professors (AAUP). This job description affirms that statement.

The Faculty Handbook lays out responsibilities and opportunities for faculty in a variety of roles, both tenure-track faculty and the full range of non-tenure-track faculty. This job description affirms and supports those responsibilities and opportunities, and also clarifies and specifies essential duties in some of those areas.

#### 1. Teaching:

With regard to teaching, a faculty member will:

- a. Teach the equivalent of 5 teaching units (3 or 4 credit courses) annually, unless on leave, on sabbatical, or provided with a course release or releases, if a full-time faculty member.
- b. Teach at all levels, including participating in the general education program and the First Year Seminar, unless hired to teach only in a specific program.
- c. Usually, hold classes for the number of class hours specified by the class schedule.
- d. Provide students with syllabi and keep those syllabi updated as they change.
- e. Hold regular weekly office hours at times accessible to students, and be available to students for questions and clarifications.

- f. Communicate with students promptly; direct students elsewhere during break times.
- g. Provide students with information about the current status of their class grade regularly throughout the semester, and especially before the tenth week of the semester.
- h. Hold regularly scheduled classes in the 24 hours preceding and following vacation periods.
- i. Hold final examinations during the times designated for the classes, according to the final exam schedule published by the Registrar's Office.
- j. Issue final letter grades, unless the class structure does not require final letter grades.
- k. Get grades in to the Registrar's Office by the due date specified by the Registrar.
- l. Finish work associated with incomplete grades by the due date specified by the Registrar.
- m. Undertake assessment of individual courses and participate in the assessment of the department learning goals.
- n. Submit book and material orders by the due dates specified by the suppliers.

## 2. Advising:

With regard to advising, a faculty member will:

- a. Undertake advisor training.
- b. Undertake major advising and pre-major advising, if number of major advisees is low enough to permit, unless appointment type does not require advising.
- c. Meet with advisees in time for students to pre-register by advisor's advice.

## 3. Additional Expectations:

Generally, a faculty member will:

- a. Adhere to College deadlines.
- b. Follow College policies and procedures.
- c. Undertake trainings legally mandated for all employees.
- d. Be present on campus so as to be reasonably available for department meetings, as well as other College meetings and business.
- e. Use JPMC card appropriately for College expenses if provided with a JPMC card.

- f. Communicate with other faculty and staff reasonably promptly; direct people elsewhere during break times.

Additionally, in order to support enrichment and wellness, all faculty will have access to College lectures, performances, and sporting events, as well as resources for fitness.

#### 4. Resources Provided by the College:

In order to support faculty excellence in teaching, the College will provide faculty with:

- a. An office that allows for confidential meeting with students.
- b. Access to computing resources.
- c. Professional development opportunities regarding teaching.
- d. Access to the library.

Additional Resources to Support Professional Activity for Tenure-Track Faculty:

- a. Specialized spaces such as labs and studios.
- b. Equipment necessary to pursue professional activity.
- c. Sabbaticals.
- d. The opportunity to apply for ASID funding.
- e. Support in grant-writing.
- f. Input into library resources acquired.

## B. Tenure-Track Positions

Tenure-track faculty are full-time positions that, after the successful review for tenure and promotion to associate professor, hold indefinite term appointment. Prior to the tenure review, tenure track faculty members with a six-year probationary period hold two three-year contracts, with the second resulting from a successful contract renewal review (see Chapter IV, B, 4).

Guidelines for hiring tenure-track positions can be found in the [Faculty Code CH. 1, Art. II, Sec. 1 & 2](#), and on the [Guidelines for the Conduct of TT Searches](#) document. In exceptional circumstances, the College may wish to recruit and appoint a faculty member for a tenure track position without a national search using the Opportunity Hire policy ([linked here](#)), if that hire provides a special opportunity for the College to meet student needs.

New hires will be finalized upon successful completion of a background check. Tenure-track faculty will not accumulate sick leave, and they will not be eligible for vacation benefits.

Tenure-track faculty additionally have the following responsibilities and roles:

1. Tenure-track faculty are expected to serve as academic advisors, at the beginning of their second year of employment and beyond.
2. Tenure-track faculty will have access to a Professional Development Allowance (PDA) to support professional development activities.
3. Additional resources to support professional activity for tenure-track faculty include:
  - a. Specialized spaces such as labs and studios
  - b. Equipment necessary to pursue professional activity
  - c. Sabbaticals
  - d. The opportunity to apply for ASID funding
  - e. Support in grant writing
  - f. Input into library resources acquired
4. Tenure-track faculty are expected to participate in Convocation and Commencement exercises.
5. Tenure-track faculty are eligible to attend and vote in meetings of the department(s), division, and faculty.
6. Tenure-track faculty are eligible to serve on College committees as specified in [Faculty Code](#) CH. 1, Art. IX, and the Faculty Handbook.

### **C. Job-Sharing Appointments**

Any full-time tenure-track position may be divided into two separate and independent, but equal, positions. Recognizing that job-sharing appointments may produce greater benefits to the College than traditional appointments, the College may elect to compensate job-sharing faculty at a rate above that paid for normal tenure-track positions. Office space, administrative support, eligibility for research grants access to campus computing resources, and access to departmental resources will be allocated as though each faculty member were full-time.

1. Methods of initiating a request to share a tenure-track position:
  - a. Two individuals may jointly apply for one tenure-track position; or
  - b. Any faculty member holding a tenure-track position, whether that person is tenured or non-tenured, may request that the position be

divided into two separate and independent but equal positions.

2. In all cases above (1.a & 1.b) both candidates must satisfy the job description. In the event of 1.a, both candidates must undergo the search and interview process, and both must receive the support of the search committee.
3. In the event of 1.b, the current holder of the tenure-track position will submit a written request to the Provost and Dean of the Faculty indicating a desire to share one position.
  - a. The faculty member will provide the Provost and Dean of the Faculty with a vita of the potential job-sharing individual.
  - b. The faculty member will provide the Provost and Dean of the Faculty with a rationale for the request, indicating the potential nature of the divisions of duties, responsibilities, and approaches to compensation.
  - c. A majority of the members of the faculty in the department concerned must submit written support for the request.
  - d. The request must be approved by the Committee of Division Chairs, the Provost and Dean of the Faculty, and the President.
  - e. A review committee appointed by the Provost and Dean of the Faculty will interview the candidate for the job-sharing position.
  - f. If the candidate is successful, the President or the Provost and Dean of the Faculty will submit a request to the Board of Trustees that the position be shared.
4. Teaching duties may be divided in any manner agreeable to the Provost and Dean of Faculty and the department. The two faculty members are expected to notify the chair of their department of the exact nature of the job division by January 15th of the preceding calendar year, to facilitate planning and accurate catalog copy.
5. Both job-sharing professors are expected to satisfy all non-teaching duties such as student advising, directing research or senior examinations/projects, and administrative or committee work that would be expected of any individual faculty member, to the extent that their combined efforts would normally constitute a full-time load.
6. Tenure consideration for both job-sharing professors will be conducted according to the usual "time in rank" standard currently applied to all other regular faculty members.

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- a. If one member of the job-sharing team has more years in rank or has been given more credit for prior teaching, that individual would usually be considered for contract renewal, tenure, or promotion before the other member of the job-sharing team.
    - b. If both job-sharing professors have equal time in rank, both would be considered for contract renewal, tenure, or promotion at the same time.
    - c. For the Faculty Personnel Committee's deliberations, each professor is to be considered individually, without regard for the other professor's teaching, professional activity, or service to the community.
  7. If one job-sharing professor successfully receives contract renewal or tenure while the other is unsuccessful; or if one job-sharing professor can no longer perform their duties as a faculty member; or if one job-sharing professor freely resigns from the faculty; the other will:
    - a. Assume the teaching and non-teaching duties up to the equivalent of one full-time position until the end of the academic year, and
    - b. Be offered the full-time tenure-track position at their present rank.
  8. Each job-sharing professor will have a full vote in all academic deliberations. Persons sharing jobs may not submit written evaluations of each other to the Faculty Personnel Committee at the time of contract renewal or tenure, and may not vote on personnel matters that would affect the other individual.
  9. Each job-sharing professor will be eligible for the same level of aid to faculty scholarship as any other full-time member of the faculty. This includes the opportunity to apply for sabbatical leaves on the same schedule as any full-time member of the faculty.
  10. Additional teaching beyond the half-time assignment cannot be required of faculty members sharing a position, nor is it guaranteed. Any additional teaching will be handled on a year-to-year basis and will not serve as a permanent substitute for replacing a tenured member of the faculty. At the request of a job-sharing faculty member or the department, and at the Provost and Dean of Faculty's discretion, up to five classes or sections of classes may be added to the normal load of five courses in a shared position. Classes taught by the job-sharers beyond the usual 1.0 FTE for the position will be compensated at the rate that TT faculty are paid for overloads.

11. If a full-time, tenure-track position should open or which either or both job-sharing partners are qualified, either or both professors may apply for the position. The normal national search standards will be employed and neither job-sharing individual should expect to receive preferential treatment.

#### **D. Non-Tenure-Track Teaching Appointments**

Here is a link to the search guidelines for non-tenure-track positions. Hiring offers will be made after satisfactory completion of a background check.

The College employs faculty in several types of non-tenure-track teaching appointments: Lecturers and Senior Lecturers; Visiting Instructors and Visiting Assistant Professors; Adjunct Instructors and Senior Adjunct Instructors, Adjunct Assistant Professors and Senior Adjunct Assistant Professors; and Studio Music Instructors. The titles reflect distinctions among ongoing vs. temporary appointments, full- vs. part-time appointments, attainment of terminal degree, and promotion status. These appointments may be used for replacing sabbaticals, for responding to enrollment pressures, or for other College programs and obligations.

Individuals employed in these types of appointments are not eligible for sabbatical leaves, nor are they permitted to participate in the Salary Continuation Plan (SCP). They will not accumulate sick leave, and they will not be eligible for vacation benefits.

Individuals employed in all these types of appointments are eligible for the awards given at Commencement for teaching, advising and scholarly work.

##### **1. Lecturers**

Lecturer positions are long-term, full-time positions that resulted from ongoing curricular needs. Lecturers are not eligible for tenure and are employed on yearly renewable appointments. Lecturers are usually not required to have the terminal degree in their fields, although an appropriate Master's Degree will usually be required. Lecturer appointments are made by the Provost and Dean of the Faculty upon recommendation of the department in consultation with the Division Chair. A national search is not required for such appointments. Lecturers are expected to perform service, although not at the level of Senior Lecturers or tenure-track faculty. Professional scholarship is not a requirement for the continuation of the appointment or promotion. However, Lecturers receive a professional development allowance to support pedagogical development or scholarship, if they wish to pursue scholarship.

The College is under no obligation to renew the appointment of an individual in a Lecturer position. If the department would like to rehire an individual lecturer for an additional year, the Chair of the Department should make that request in the annual call for non-tenure-track positions. (This is not necessary for senior lecturers.) The Provost and Dean of the Faculty will have the final authority to extend the appointment for an additional year. If a tenure-track search is opened, an individual in a Lecturer appointment may choose to be a candidate for the position, but the College is under no obligation to interview or appoint that individual to the position.

- a. Lecturers are expected to serve as academic advisors.
- b. Lecturers will have access to a Professional Development Allowance (PDA) to support professional development activities.
- c. Lecturers are eligible to participate in Convocation and Commencement exercises.
- d. Lecturers may attend department, division, and faculty meetings but are not eligible to vote therein.
- e. Lecturers will typically not serve on appointed committees and may not serve on elected faculty committees nor in elective faculty offices, except for the NTT Faculty Representative.
- f. Lecturers have appointments that can continue indefinitely.
- g. Lecturers typically perform modest service, such as departmental service.

## 2. Senior Lecturers

Senior Lecturers are members of the full-time continuing faculty who have been promoted from Lecturer. They have proven themselves to be dedicated, excellent teachers over at least four years of full-time teaching. They are not eligible for tenure and are employed on two-year rolling appointments. They are usually not required to have the terminal degree in their fields, although an appropriate Master's Degree will usually be required.

The rolling appointment typically continues indefinitely. In the event of a faculty member not being retained, they will be informed by March 15 that the appointment has ceased to roll beyond the next academic year. The decision to halt the appointment will be the Provost's, in consultation with the Department Chair and Division Chair. If the appointment has ceased to roll, the subsequent academic year is considered the second year of the two-year appointment, and the Senior Lecturer's appointment ends at the end of that year. In addition to teaching courses within their host



department, Senior Lecturers are expected to engage with the broader academic program of the College. Some examples of broader engagement include pre-major advising; service on appointed committees; contributions to departmental or college-wide activities; and/or effective guidance of students outside the classroom. Professional scholarship is not a requirement for continuation of the appointment. However, Senior Lecturers receive a professional development allowance to support pedagogical development or scholarship, if they wish to pursue scholarship.

If a tenure-track search is opened, an individual in a Senior Lecturer teaching appointment may choose to be a candidate for the position, but the College is under no obligation to interview or appoint that individual to the position.

Senior Lecturers have the following responsibilities and roles:

- a. Senior Lecturers are expected to serve as academic advisors.
- b. Senior Lecturers will have access to a Professional Development Allowance (PDA) to support professional development activities.
- c. Senior Lecturers are eligible to participate in Convocation and Commencement exercises.
- d. Senior Lecturers are considered members of the full-time continuing faculty who attend meetings of the department, division, and faculty and may vote therein.
- e. Senior Lecturers are eligible to serve on appointed committees and elected committees and in elected offices.
- f. Senior Lecturers have appointments that can continue indefinitely.

### 3. Visiting Assistant Professors and Visiting Instructors

Visiting positions are usually full-time, one-year positions that are designed to fill temporary vacancies in the curriculum due to factors such as sabbatical leaves, vacancies of tenure-track positions, course reductions or leaves of absence, or unusual enrollment pressures.

Departments and programs, based on anticipated needs for the following year, apply for visiting positions annually and submit requests every fall in the annual call for non-tenure-track positions. Visiting positions are usually filled through a national search, although it may be the case that someone locally or regionally has the qualifications and expertise; in this case the position would not be advertised, but there will typically be a formal interview with the hiring department. Procedures for hiring visiting faculty can be found in the linked [Guidelines for Non-Tenure-](#)

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[Track Visiting Faculty Searches](#) document.

Visiting faculty usually have the terminal degree in their field by December of the academic year their teaching appointment begins, and they are usually expected to be willing to take on independent study students and participate in senior capstone experiences as part of their duties. They normally do not participate in campus-wide service. Visitors may choose to continue their scholarly work while at Whitman, but there is no requirement for them to do so. In the most typical scenario, a visitor will teach full-time and hold the terminal degree in a particular field, in which case they would be a Visiting Assistant Professor. There have (rarely) been Visiting Instructors (who teach full-time but do not hold the terminal degree).

Each year, a small group of visiting faculty are appointed as Whitman Faculty Fellows. To allow for reflective teaching and sustained engagement with scholarship, fellows teach 60% of a regular teaching load. The process for hiring Faculty Fellows is outlined [in this linked document](#).

In accordance with standards set by the AAUP, visiting positions have a term limit of five years. If a continuing need for staffing is identified, the department or program can request the creation of a tenure-track position or a Lecturer position.

An initial visiting appointment is usually the result of a national search, in which the department and the Division Chair serve as the search committee. After conducting first round interviews, the department conducts on-campus interviews one candidate at a time. If the first candidate is acceptable, there is no need to bring in other candidates. Visiting teaching appointments are made by the Provost and Dean of the Faculty, or their designee, upon recommendation of the department in consultation with the Division Chair. The recommendation to appoint does not require the approval of the Committee of Division Chairs.

The College is under no obligation to renew the appointment of an individual in a visiting position. If the department would like to rehire an individual for an additional year, the Chair of the Department will make a recommendation to the Provost and Dean of the Faculty, or their designee, in the annual request for non-tenure-track positions. The Provost and Dean of the Faculty will have the final authority to extend the appointment for an additional year. If a tenure-track search is opened, an individual in a visiting teaching appointment may choose to be a candidate for the position, but the College is under no obligation to interview or appoint that individual to the position.

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Visiting Assistant Professors and Visiting Instructors have the following responsibilities and roles:

- g. They may apply for funding to support teaching and research activities.
- h. They do not normally serve as academic advisers.
- i. They are eligible to participate in Convocation and Commencement exercises.
- j. They may attend department, division, and faculty meetings but are not eligible to vote therein.
- k. They may not serve on appointed or elected faculty committees nor in elective faculty offices.
- l. They are not permitted to serve in a full-time visiting teaching appointment for more than five years.
- m. They typically perform departmental service as specified at the point of hire (e.g. service on senior oral exam panels, supervision of one or two independent study students, etc.)

#### 4. Adjunct Assistant Professors and Adjunct Professors

Adjunct Assistant Professors and Adjunct Instructors are individuals whose teaching appointments for a given year are less than full-time, and course loads may vary from one year to the next. They are not eligible for tenure and are employed on yearly renewable appointments. Adjunct Assistant Professors have received the terminal degree in their fields, while Adjunct Instructors have not. Departments may or may not require that individuals in adjunct teaching appointments have the terminal degree in the field, although an appropriate Master's Degree will usually be required. A modest demonstration of service is expected (e.g., departmental service or student advising or participation in a college-wide working group). There is no expectation of scholarly activity-to retain an adjunct position or to be promoted. There is no expectation of taking on independent study projects with students, nor of taking part in senior assessments in the major. Adjunct teaching appointments are made by the Provost and Dean of the Faculty upon recommendation of the Chair of the Department. A national search is not required for such appointments.

The College is under no obligation to renew the appointment of an individual in an Adjunct Assistant Professor or Adjunct Instructor position. If a department would like to rehire an individual in an adjunct appointment for an additional term, the Chair of the Department should make that request in the annual call for non-tenure-track positions. The Provost and Dean of the Faculty will have the final authority to extend

the appointment. If a tenure-track search is opened, an individual in an adjunct teaching appointment may choose to be a candidate for the position, but the College is under no obligation to interview or appoint that individual to the position.

Adjunct Assistant Professors and Adjunct Instructors have the following responsibilities and roles:

- i. They may apply for funding to support teaching and research activities.
  - ii. They are eligible to participate in Convocation and Commencement exercises.
  - iii. They are not usually expected to serve as academic advisers.
  - iv. They may attend faculty, division, and department meetings but are not eligible to vote therein.
  - v. They will not typically serve on appointed committees and may not serve on elected faculty committees nor in elective faculty offices.
  - vi. Their annual appointments may be renewed indefinitely.
5. Senior Adjunct Assistant Professors and Senior Adjunct Instructors

Senior Adjunct Assistant Professors and Senior Adjunct Instructors are faculty who have been promoted from Adjunct Assistant Professor and Adjunct Instructor, respectively. After promotion, they will retain their title, regardless of teaching load, for any semester that they teach at the College. Senior Adjunct faculty are not eligible for tenure and are employed on yearly renewable appointments. In addition to teaching courses within their host department, Senior Adjunct Assistant Professors and Senior Adjunct Instructors are expected to engage with the broader academic program of the College. Some examples of broader engagement include pre-major advising; service on appointed committees; contributions to departmental or college-wide activities; and/or effective guidance of students outside the classroom. Professional scholarship is not a requirement for the continuation of an appointment. However, Senior Adjunct Assistant Professors and Senior Adjunct Instructors receive a professional development allowance to support pedagogical development or scholarship, if they wish to pursue scholarship.

The College is under no obligation to renew the appointment of an individual in a Senior Adjunct position. If the department would like to rehire an individual for an additional year, the Chair of the Department will make a recommendation in the annual request for non-tenure-track positions. The Provost and Dean of the Faculty will have the final authority to extend the appointment for an additional year. If a tenure-track search is opened, an individual in a Senior Adjunct teaching

appointment may choose to be a candidate for the position, but the College is under no obligation to interview or appoint that individual to the position.

Senior Adjunct Assistant Professors and Senior Adjunct Instructors have the following responsibilities and roles:

- a. They are expected to serve as academic advisers.
  - b. They will have access to a Professional Development Allowance (PDA) to support professional development activities.
  - c. They are eligible to participate in Convocation and Commencement exercises.
  - d. They are considered members of the continuing faculty who attend meetings of the department, division, and faculty, and vote therein.
  - e. They are eligible to serve on appointed committees and elected committees and in elected offices.
  - f. Their annual appointments may be renewed indefinitely.
6. Studio Music Instructors

Studio Music Instructors are individuals whose primary responsibility is teaching applied music courses. Studio Music Instructors are paid a fixed amount for each 1-credit, half-hour weekly course from the Music Fee Courses budget. Forty 1-credit, half-hour courses per week will be considered a full-time teaching load for Studio Music Instructors, who are eligible for pro-rated fringe benefits if they teach at least thirty 1-credit, half-hour courses per week. Benefits for applied instructors teaching 30 or more 1-credit, half-hour courses in a semester will be determined on the tenth day of classes each semester. The Chair of the Music Department is responsible for recruiting and evaluating the individuals in these appointments, which are made on a semester-by-semester basis.

Individuals employed as SMIs are not eligible for sabbatical leaves, nor are they permitted to participate in the Salary Continuation Plan (SCP). They will not accumulate sick leave, and they will not be eligible for vacation benefits.

Studio Music Instructors have the following roles and responsibilities:

- a. SMIs are eligible to participate in Convocation and Commencement exercises.
- b. SMIs have annual appointments that may be renewed indefinitely.
- c. If SMIs perform departmental service (e.g. participating in senior assessment) they will be stipended.

No other part of this chapter of the Faculty Handbook beyond this section

#6 and the Preamble applies to SMIs.

### **E. Non-Tenure-Track SSRA Appointments**

In addition to other non-tenure-track appointments, the College employs individuals in the Sports Studies, Recreation, and Athletics Department (SSRA): Adjunct Instructors, Senior Adjunct Instructors, Lecturers, and Senior Lecturers.

All of the policies governing these appointments are subject to review and revision by the College at any time. Exceptions to these policies are only permitted with the approval of the Provost and Dean of Faculty.

They are not eligible for sabbatical leaves, nor are they permitted to participate in the Salary Continuation Plan (SCP). They will not accumulate sick leave, and they will not be eligible for vacation benefits.

Individuals employed in all these types of employment are eligible for the awards for teaching, advising, and scholarly work.

#### **1. Adjunct Instructors and Senior Adjunct Instructors in SSRA**

Adjunct Instructors and Senior Adjunct Instructors in Sports Studies, Recreation, and Athletics (SSRA) are individuals whose teaching appointments in SSRA for a given year are less than full-time. Senior Adjunct Instructors in SSRA are individuals who have been promoted from Adjunct Instructor in SSRA. They are not eligible for tenure and are employed on yearly renewable appointments. Adjunct Instructors and Senior Adjunct Instructors in SSRA are not required to have the terminal degree in their fields. Adjunct teaching appointments in SSRA are made by the Provost and Dean of the Faculty upon recommendation of the Director of Athletics.

The College is under no obligation to renew the appointment of an individual holding an adjunct position. If the SSRA Department would like to rehire an individual in an adjunct appointment for an additional term, the Director of Athletics will make a recommendation to the Provost and Dean of the Faculty. The Provost and Dean of the Faculty will have the final authority to extend the appointment.

Adjunct Instructors and Senior Adjunct Instructors in SSRA have the following responsibilities and roles:

- a. They may receive departmental funding to support teaching activities

- b. They are not eligible to vote in faculty, division, or department meetings and may not serve on elected faculty committees nor in elective faculty offices.
- c. Their annual appointments may be renewed indefinitely.

## 2. Lecturers in SSRA

Lecturers in SSRA are members of the full-time continuing instructional staff and are head coaches. They are not eligible for tenure and are employed on two-year rolling appointments. Lecturers are usually appointed with an appropriate Master's degree, but significant experience may serve instead of an advanced degree. Lecturer appointments in SSRA are made by the Provost and Dean of the Faculty upon recommendation of the Director of Athletics. The candidate will be selected from a national pool in consultation with the search committee.

The rolling appointment typically continues indefinitely. In the event of a Lecturer in SSRA not being retained, they will be informed by March 15 that the appointment has ceased to roll beyond the next academic year. The decision to halt the appointment will be the Provost's, in consultation with the Athletic Director. If the appointment has ceased to roll, the subsequent academic year is considered the second year of the two-year appointment, and the Lecturer's appointment ends at the end of that year.

Lecturers in SSRA have the following responsibilities and roles:

- a. They are eligible to serve as academic advisers.
- b. They will have access to professional development funding through the SSRA Department to support coaching and professional development activities.
- c. They are eligible to participate in Convocation and Commencement exercises.
- d. They are considered members of the continuing faculty who attend meetings of the department, division, and faculty and vote therein.
- e. They may not serve on elected faculty committees nor in elective faculty offices, but may serve on appointed committees.
- f. They have appointments that can continue indefinitely.
- g. After the second year of service, there may be an opportunity to teach 2 credits, which would be recognized by a salary increase.

## 3. Senior Lecturers in SSRA

Senior Lecturers in SSRA are members of the full-time continuing instructional staff who are head coaches, and who have served as a Lecturer in SSRA for four years. They are not eligible for tenure and are employed on two-year rolling appointments. Senior Lecturers are required

to have an appropriate Master's degree in their field. Senior Lecturer appointments in SSRA are made by the Provost and Dean of the Faculty upon recommendation of the Director of Athletics.

The rolling appointment continues indefinitely unless the appointment is halted by March 15. The decision to halt the appointment will be the Provost's, in consultation with the Director of Athletics. If that happens, the subsequent year is considered the second year of the appointment, and the SSRA Senior Lecturer's appointment ends at the end of that year.

Senior Lecturers in SSRA are expected to teach two activity courses (typically one activity course per semester), as well as contribute to the department and/or administration within the SSRA Department and/or the College and/or in professional organizations (e.g., serving on a working group, task force, or other appointed committee for a professional organization).

Senior Lecturers in SSRA have the following responsibilities and roles:

- a. They are eligible to serve as academic advisers.
- b. They are eligible to have administrative responsibilities in the SSRA Department or College.
- c. They will have access to funding through the SSRA Department to support coaching and professional development activities.
- d. They are eligible to participate in Convocation and Commencement exercises.
- e. They are considered members of the full-time continuing faculty and may vote in faculty meetings.
- f. They are eligible to serve on appointed committees, as well as on elected committees and in elected offices.
- g. They have appointments that can continue indefinitely.

## **F. Visiting Endowed Professorships**

The Edward F. Arnold Professorship provides for a one-semester or one-year appointment of distinguished senior faculty in an academic discipline. The Eric and Ina Johnston Professorship provides for a one-semester or one-year appointment in the humanities and arts of less experience teacher-scholars of demonstrated ability and great promise. The Edward F. Arnold Professorship rotates among all the academic departments; the Johnson Professorship rotates through the departments in the Division of Humanities and Arts.

The Arnold and Johnston professors are nominated by departments. The Chair of the Department should make that recommendation in the annual request for



non-tenure-track positions. The Department making the recommendation will be the sponsoring department during the term of the professorship appointment.

### **G. Research Associates/Scientists and Senior Research Associates/Scientists**

1. The College provides Research Associates/Scientists and Senior Research Associates/Scientists with a number of benefits that help them apply for research funds and carry out their research. These benefits include affiliation with an academic department or program; facilities for professional activities; permission to involve students in research activities; and eligibility to teach in appropriate courses (with no obligation, however, by either party). Additional facilities for Research Associates/Scientists and Senior Research Associates/Scientists, such as an office, computer access, mail, photocopying, phone, etc., must be negotiated among the Provost and Dean of the Faculty, the Department Chair, and the Research Associate/Scientist or Senior Research Associate/Scientist. It is understood that Research Associates/Scientists and Senior Research Associates/Scientists will only use those resources not required by tenure-track faculty. Tenure-track faculty have priority for all college grants, matching funds, or unassigned resources. Research Associates/Scientists may be appointed for terms of up to five years at which time they will be evaluated by the Provost and Dean of the Faculty, the Department Chair, and the Committee of Division Chairs.
2. Research Associates/Scientists with a terminal degree in their field and at least a five-year affiliation with Whitman College or an equivalent institution may request the designation of Senior Research Associate/Scientist. Individuals requesting the designation of Senior Research Associate/Scientist must submit to the Office of the Provost and Dean of the Faculty the following materials:
  - a. An updated curriculum vita.
  - b. The names of two colleagues at Whitman and one external to Whitman, from whom the individual has requested letters of reference. These letters need to address the quality of the individual's contributions to their scholarly community.
  - c. A statement about scholarly and professional contributions supporting the request for a Senior Research Associate/Scientist designation.

d. A statement about research plans for the future.

Senior Research Associates/Scientists may be appointed by the Provost and Dean of the Faculty, in conjunction with the Department Chair and the Committee of Division Chairs, for terms of up to five years.

The Senior Research Associate/Scientist designation for any individual must be evaluated by the Provost and Dean of the Faculty and the Committee of Division Chairs at least every five years or at other times deemed appropriate by the Provost and Dean of the Faculty, in accordance with the procedure specified above.

3. All grant applications by Research Associates/Scientists or Senior Research Associates/Scientists must be approved by the Provost Dean of the Faculty.

Research Associates/Scientists and Senior Research Associates/Scientists will receive no salary except from outside grants or from such teaching or other faculty/level activity as may be mutually agreed upon by the Provost and Dean of the Faculty and the Research Associate/Scientist or Senior Research Associate/Scientist, and will maintain professional activity and involve students in that activity whenever possible and appropriate. Salary levels for grant applications will be determined as the average salary of equivalent time in faculty rank if a terminal degree is held.

## **H. Emeritus Faculty**

Upon retirement, all faculty in good standing will be given Emeritus status following the recommendation of the Committee of Division Chairs and President and upon approval by the Board of Trustees.

The College may provide Emeritus Faculty with a number of benefits that include continued association with the appropriate academic department or program and affiliation with the College to seek research funding from foundations or other grant sources. Facilities for Emeritus Faculty, such as office space, must be negotiated between the Office of the Provost and Dean of the Faculty and the Emeritus Faculty member; reasonable expenses related to postage, photocopying, phone, etc., must be negotiated between the Department Chair or Program Director and the Emeritus Faculty member. It is understood that Emeritus Faculty may only use those resources not required by department or program faculty, and that all expenses will be borne by the appropriate department or program.

## **I. Nepotism**

The College does not deny anyone the opportunity for appointment to the faculty

based on family relationship to a current member of the faculty. However, faculty will not be permitted to participate in any discussion, vote, or search committee that is relevant to a close relation's employment, potential employment, or evaluation.

Please consult with Human Resources for guidelines regarding staff positions.