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**Topics for Faculty Review Committee Information Meeting
Duties, Procedures and Resources
2009-2010
Fr: Leanne Shank**

- I. CHARGE
 - a. Catalog description of Committee charge

- II. ROLE
 - a. Advisory to the President on Appeals of non-reappointment and failure to promote; Issue report
 - b. Review of procedures -- requires detailed and substantiated allegations of Inadequate or Improper Consideration
 - c. "Sole responsibility" is to investigate process; FRC "not to substitute its own judgment on the substantive merits of the case for the judgment of those who made the original decision"

- III. FRC PROCEDURES
 - a. Committee to meet annually to elect Chair who coordinates function of the FRC (timing, schedule) and rules on procedural matters
 - b. Note different composition of FRC with law faculty petitioner
 - c. Upon receipt of detailed and substantiated allegations, FRC will make an initial determination as to whether petitioner has established a prima facie case – as to each allegation. Two parts to prima facie case : "1) allegations which, if true, would warrant or require remedial action or relief; and b) credible support for the allegations. " If so, formal review follows. FRC rules by majority vote.
 - d. Report to President (and others)

- 1) If FRC finds “**more likely than not** the decision in the case was the result of improper or inadequate consideration, it will indicate the respects in which it believes the consideration to have been inadequate or improper and make the appropriate recommendations in writing to the President” et al.
- 2) If FRC concludes the decision “in the case was not the result of improper or inadequate consideration, it will report its finding in writing to the President” et al.

IV. TIMING/SCHEDULE

- a. Schedule is set for academic year and can be extended if FRC does not work over the summer.

V. HISTORY OF PROCEDURES

- a. 1998 Procedures: grandfathered and not to be covered by the “Craun Rules”
- b. Modest revisions pre-date 1998 from Nov. 17, 1994. Binding process for grandfathered group
- c. September 9, 1999: grandfathered group within library faculty
- d. November 29, 2000: L. Boetsch memo to AC re. tenure and promotion
- e. October 16, 2001: Peppers/Sessions Memo: Craun Report Committee created two differences in reviews for full professor candidates: 1) Promotion candidate to full must have served as associate professor for 5 years absent unusual circumstances (If tenured before 1-1-2002, W&L and FRC must judge their promotion cases per 1998 version of the faculty handbook), and 2) Full professor review MUST have external letters (vs. ‘may’ have – for those who are grandfathered).

VI. Issues from Past FRC Proceedings for Consideration

- a. Confidentiality
- b. Document Retention and Destruction
 - 1) Notes, summaries, report
- c. Final report based on facts derived from case; additional relevant documents, and interviews of witnesses, and drawing reasonable conclusions based upon facts as uncovered during process
- d. Prima Facie case: review of each count, claim – is written petition sufficient; burden on petitioner; only means a claim/allegation can go forward and more process is necessary.