

Executive Committee
Faculty Division of the Social Sciences
Standing Procedures

Elections and Vacancies

1. Eligibility

Tenured faculty members eligible to vote in the Social Sciences Division may stand for election to the Divisional Executive Committee.

No more than one member shall be from any one department.

A Committee member is not eligible for re-election for two years, unless they served a partial term.

Those who stand for election must reasonably expect to be able to serve the full term (three years, beginning in the fall semester).

2. Elections

Each spring elections will be conducted by the Office of the Secretary of the Faculty in accordance with the normal committee election procedures.

When the election for Divisional Executive Committee members results in a tie for fourth and fifth place, the Office of the Secretary of the Faculty will determine who will serve the term based on membership distribution needs.

3. Vacancies

If a committee member is unable to complete their term of service, the Committee on Committees will appoint a new member from a pool of faculty who have previously been elected to the committee and who meet the department distribution rules. This person shall serve until the next scheduled election, whereupon a new faculty member will be elected to serve the remainder of the term of this position on the committee. Temporary vacancies on the Divisional Executive Committee will be appointed by the Committee on Committees.

Officers

1. Chair

The chair presides at meetings of the Executive Committee and is also responsible for appointing its various subcommittees, including the ad hoc subcommittees that report on tenure cases before the Executive Committee. As in any small committee (under Robert's Rules of Order), the chair may freely participate in speaking, reporting, and voting. The chair is

authorized to take appropriate action at their own discretion in carrying out committee decisions already approved (such as adjudication of details of course proposals).

2. Vice Chair

The vice chair is chosen from the first-year members of the Executive Committee at a spring meeting of the committee. The vice chair accedes to the position of chair in the third year of service.

The vice-chair assumes the functions of the chair in cases of absence or of conflict of interest in tenure cases.

If both the chair and vice-chair are absent or have a conflict of interest in tenure cases, the chair (or vice-chair if appropriate) shall designate a member to preside at the meeting.

Tenure Decisions

1. When a tenure case comes to the Divisional Committee Office, the chair and the divisional committee coordinator will do a preliminary examination of the dossier to ensure that the required materials are included.
2. A subcommittee of two is named by the chair to report on each tenure case. Subcommittee members are expected to report in some depth on the tenure case, in the areas of teaching, scholarship, and service. The report will be based on both the departmental recommendation and dossier, and on direct examination of the published materials (as appropriate), and on other data supplied as part of the dossier.
3. The subcommittee's report includes a motion to recommend that the candidate be either: (a) promoted to associate professor with tenure; or, (b) appointed as associate professor (or professor) with tenure.

The report will be detailed and objective and will indicate that the subcommittee: (a) recommends for, (b) recommends against, or (c) has no recommendation regarding the candidate.

4. Each matter of tenure requires the presence of at least eight of the members of the committee.
5. Only members of the committee present for the report on, and discussion of, a tenure case may vote on it. Proxy votes on tenure matters shall not be accepted.
6. Following deliberation, a vote will be called. The motion calling for a vote may be to recommend promotion/appointment or to defer. A motion to defer shall only occur when the committee feels it has incomplete information. The motion passes with a positive vote by a majority of those present. Each member of the Executive Committee present is expected to vote on tenure decisions with one of the following votes:

Yes
No
Abstain

The committee then votes either “yes” or “no” to defer. If the majority vote is “no,” the chair moves approval and the committee proceeds as specified above. If the majority vote to defer is “yes,” then the committee ceases discussion. Documentation is then prepared to send to the department chair providing notification of deferral and the reasons for the action. The department addresses the reasons for the deferral and the case shall be heard at the next possible committee meeting.

7. A member of the committee who belongs to the department submitting the tenure case may not be in the room during the presentation of the report on the case, and shall cast a vote of technical abstention and will not be counted as present.
8. A department may request in writing reconsideration of a tenure recommendation in order to present data previously not considered or misinterpreted by the committee or to present evidence that the committee has made erroneous assumptions of fact or mistakenly applied University principles. In reconsiderations no more than two representatives from the department requesting reconsideration will be allowed to attend the meeting.

Also see FPP 7.15 C for the timing of these cases.

9. If a tenure case is reconsidered during a given year, the subcommittee will ordinarily consist of the two reviewers originally assigned. If a tenure case is reconsidered in a different year from the original review, new reviewers will be assigned.
10. To comply with Wisconsin Statute 19.85(1)(c) and (f), consideration of tenure proposals shall be placed at the end of the agenda so that tenure recommendations can be made in closed session.
11. On all matters of tenure, the committee shall adhere to the most recent guidelines for tenure adopted by the committee. (See the division's Statement of Criteria and Evidence for Recommendations Regarding Tenure.)
12. Normally voting is by a show of hands; if paper ballots are used during a closed session, ballots must be signed, counted and sealed in an envelope during the meeting. The sealed ballots may not be opened except in the presence of the current chair or designee, and a second member of the Executive Committee.
13. Tenure deliberations may not be recorded.
14. Reviewers must rely on information presented in the dossier and supporting materials. No independent research is permitted. If reviewers require additional information about a tenure case, they should contact the chair of the Social Sciences Divisional Committee and the

Divisional Committee Coordinator, who will determine whether and how to obtain additional information. The candidate for tenure should never be consulted.

15. The vote of the committee will be transmitted to the department following the meeting, and subsequently forwarded to the dean. If the candidate is not recommended for tenure the chair or a representative of the committee shall formulate in writing the rationale for that recommendation. A letter summarizing the basis of a negative vote will be sent to the department chair and dean.

Schedule of Meetings

The committee regularly meets on the second Wednesday of each month during the academic year (September-May). In cases of holidays or proximity to holidays, the meeting date may be adjusted. The chair may call special meetings as needed. Ordinarily, no summer meetings are held.

Deadlines for Receiving Materials

All materials to be acted upon at a given meeting should be in the Divisional Committee Office, available for distribution, on the deadline date for that scheduled meeting.

Hilldale Lecture and Hilldale Award

The committee is responsible for selecting the annual Hilldale Lecture and the Hilldale Award recipient in the Social Sciences.

A subcommittee is appointed each September to forward a recommendation to the full committee. The full committee selects the recipients from among the nominees.

Nominating Functions

The Executive Committee acts as Nominating Committee on behalf of the division for selected committees (e.g., Honorary Degrees Committee, the Committee on Committees).

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