

Executive Committee
Faculty Division of the Arts and Humanities
Standing Procedures

1. Elections

The committee shall consist of twelve faculty members, elected by the faculty of the arts & humanities division. No more than two members of the Divisional Executive Committee shall be from one department. In any given year the ballot should not contain more than one member from a single department.

At least one member will represent the arts.

Nominees must affirm that they would be willing to serve if elected. A candidate should reasonably expect to be able to serve a full term. A Committee member is not eligible for re-election for two years, unless they served a partial term.

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.

Temporary vacancies on the Divisional Executive Committee will be appointed by the Committee on Committees

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.

2. **Officers**

The Chair is chosen from among second-year members of the Divisional Executive Committee. The Vice-Chair is chosen from among the first-year members of the Committee at one of its spring meetings, and serves in this role during the following academic year. The Vice-Chair accedes to the position of Chair in the third year of service. If the Vice-Chair cannot serve as Chair, then a second-year member shall be selected to serve as Chair in their third year.

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.

3. **Chair**

As in any small committee (under *Robert's Rules of Order*), the Chair presides at meetings and may freely participate in speaking, reporting, and voting. The Chair also is responsible for appointing subcommittees. The Chair serves *ex officio* as a member of the Faculty Consultative Committee on Financial Emergency.

4. **Tenure Reviews**

A simple majority of the members of the Committee shall constitute a quorum in tenure discussions. Members on leave from the Committee are included in quorum calculations unless they are excluded by vote of the Committee. A vote for exclusion does not apply to the meeting in which the vote is taken. Each member of the Divisional Executive Committee present is expected to vote on tenure recommendations with one of the following votes:

On a motion to recommend promotion/appointment:

Yes

No

Abstain

Technical abstention (conflict of interest)

On a motion to defer:

Yes

No

Abstain

Technical Abstention (conflict of interest)

A vote to defer shall only occur when the Committee feels it has incomplete information. The committee then votes either “yes” or “no” to defer. If the majority vote is “no,” the chair moves to approve 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.

Motions on tenure recommendations pass with a positive vote by a majority of those present. Paper ballots will be used during a closed session. The ballots will be initialed, counted and sealed in an envelope during the meeting. Electronic voting via identifiable but confidential polling may be used, if necessary.

A member of the Divisional Executive Committee who is a voting member of the executive committee of the department submitting the tenure case, or where there is otherwise a conflict of interest, shall leave the room during the discussion and cast a vote of technical abstention and will not be counted as present for that vote.

When a tenure case comes to the Divisional Committee Office, the chair of the Divisional Executive Committee and the Divisional Committee Coordinator will do a preliminary examination of at least the form of the dossier to ensure that the required materials are included. Subsequently, the reviewers will perform their own preliminary examination of the dossier, within fourteen days of being appointed as reviewers. They will alert the chair of the Divisional Executive Committee and the Divisional Committee Coordinator, should anything be amiss (e.g. is the dossier incomplete, are the materials readable, is there anything egregiously wrong about the dossier etc.). The chair will remind the reviewers of this practice when first assigning the case, and then follow up at the end of the fourteen-day period.

Reviewers must rely on information presented in the dossier and supporting materials; they should not do independent research in reviewing a tenure case. If reviewers require additional information about a tenure case, they should contact as soon as possible the chair of the Divisional Executive Committee and the Divisional Committee Coordinator, who will determine whether and how to obtain additional information.

In tenure cases, a subcommittee of two is named by the Chair to report on the individual case. The members of the subcommittee are expected to report in some depth on the candidate's teaching, scholarship, and service. The report will be based not only on the departmental recommendations and dossier, but on direct examination of the published materials (as appropriate), and on the raw data of student evaluations, as well as departmental summaries of them.

The subcommittee's report on a tenure case will be detailed and objective. It does not include a motion, and need not contain a recommendation for the Committee's decision; or indicate how the individual(s) reporting intend(s) to vote.

Only members of the Divisional Executive Committee present at the presentation of the report on, and discussion of, any specific tenure case may vote on it.

The Chair of the Divisional Executive Committee conveys to the chair of the department or dean, in person or through their representative, the Committee's recommendation and its reasons.

A department may request reconsideration of a tenure recommendation in order to present information previously unconsidered or misinterpreted by the Divisional Executive 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.

If a tenure case is reconsidered and such information or evidence is provided in the same academic year, the subcommittee will ordinarily consist of the

same two Committee members who reported on the tenure case originally. If a tenure case is reconsidered in an academic year different from the academic year of the original decision, a subcommittee of two different Committee members will be appointed. Also see FPP 7.15 C for timing of these cases.

The Divisional Executive Committee will strive to see that its guidelines with regard to preparing and presenting tenure cases adequately reflect the committee's policies. (Such instructions represent a policy statement of the committee, and no effort is made in this general statement of Committee policies and customs to duplicate all that is said in its instructions.)

6. Deadlines for Receiving Materials

Materials to be acted upon at a given meeting should be in the Divisional Committee Office, available for distribution, by the published submission deadline for the meeting at which they are to be acted upon. Supplementary materials must arrive at least two weeks before a given meeting.

7. Schedule of Meetings

Meetings are held during the academic year on Thursdays, starting at 1:30 p.m. (Committee members are asked to hold the full afternoon), in 128 Bascom Hall.

The chair may call special meetings as needed, at their discretion.

8. Nominating and Appointing Functions

The Divisional Executive Committee acts as Nominating or Appointing Committee on behalf of the division for selected committees, as specified in Chapter 6 of Faculty Policies and Procedures.

9. Hilldale Award

The committee solicits nominations annually for this faculty award and selects the recipient from among the nominees. A subcommittee is appointed to forward a recommendation to the full committee. The full committee selects the recipient from among the nominees.

5. **Hilldale Lecture**

Among the subcommittees to be appointed each year is the one for the Hilldale Lecture. This may be a committee of one. The subcommittee forwards a recommendation to the full committee. The full committee selects the recipient from among the nominees.

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