Executive Committee
Faculty Division of the Biological Sciences
Standing Procedures

1. Committee Membership: Term, Eligibility, Elections and Vacancies

   The committee shall consist of twelve tenured faculty members, elected by the faculty of the biological sciences division. The term of service shall be three full years, from the first day of the academic calendar.

   Only one member of the committee shall be from any one department, based on their tenure home designation. No more than six members may be from a single school or college. Individuals are eligible for reelection after two years, unless they were appointed for a partial term, in which case they are eligible for re-election immediately.

   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 and school/college 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.

The Executive Committee acts as Nominating Committee on behalf of the division for selected committees:

A continuing member of the committee is selected to serve as member of the Faculty Consultative Committee on Financial Emergency the following year. Any member of the committee is eligible.

A past member of the committee is selected to serve on the Divisional Committee Review Council for one year. Any member who has completed a full term on the divisional committee is eligible for selection.

2. During one of its spring meetings, the Committee shall elect a vice-chair/chair-elect to serve for one year as vice-chair/chair-elect in their second year, and to serve the following year as chair. The vice-chair will conduct the meeting in the absence of the chair.

   The vice-chair assumes the functions of the chair in cases of absence or 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. Unless the chair considers there is insufficient business, the committee shall hold one regularly scheduled meeting per month during the period from September through May. Additional meetings may be called when deemed necessary by the chair (or in their absence, by the vice-chair), or as provided by Section 4.30.B of UW-Madison Faculty Policies and Procedures.

4. The agenda items for a given meeting shall be limited to the business which, in the view of the chair and the divisional committee coordinator, can be reasonably expected to be completed by the committee at the meeting. If it is clear that the business before the committee will require one or more additional meetings, such meetings should be scheduled in advance and the distribution of agenda items should be appropriate to the anticipated length of the meetings.

5. It is the responsibility of every member of the committee to attend all meetings. If an absence is unavoidable, the committee member must notify the divisional committee coordinator as soon as possible.

6. Robert's Rules of Order for parliamentary procedures shall be adhered to in all meetings of the committee.

7. To comply with Wisconsin Statute 19.85(1)(b), consideration of all tenure proposals shall be placed at the end of the agenda so that tenure recommendations can be made in closed session.

8. On all matters of tenure, the committee shall adhere to the most recent Guidelines for Tenure adopted by the committee.

9. Each matter of tenure requires the presence of at least eight of the members of the committee eligible to vote on that matter.

10. Proxy votes on tenure matters shall not be accepted.

11. In matters of tenure, when a member of the committee is a voting member of the executive committee of the same department as the candidate, or where there is otherwise a conflict of interest, that member shall leave the room during the discussion and cast a vote of technical abstention. Abstentions are not counted as present for the vote.

12. Paper ballots will be used during a closed session. The ballots must be initialed, counted and sealed in an envelope during the meeting. The envelope must be dated, including the candidate's name, and then maintained until the end of the academic year by staff in the Divisional Committee office. Electronic voting via identifiable but confidential polling may be used, if necessary.

13. Tenure deliberations may not be recorded.

14. A subcommittee of two reviewers shall be appointed for each tenure case: one designated as the primary reviewer, the other as the secondary reviewer.

15. The committee makes its decision only based on the information in the dossier. If reviewers require additional information about a tenure case, they should contact the chair of the Biological Sciences Divisional Committee and the Divisional Committee Coordinator, who will determine whether and how to obtain additional information.

16. Following deliberation, a vote will be called. The motion calling for a vote may be to recommend promotion/appointment or to defer. This motion must be seconded.
    a. A vote to defer shall only occur when the committee feels it has incomplete information to make a recommendation. Documentation is then prepared to send to the department chair providing notification of deferral and the main reasons for the action. The department addresses the reasons for the deferral and the case shall be heard at the next possible committee meeting.
    b. A motion to promote/appoint passes with a positive vote by a majority of those present.
    c. The vote of the committee will be forwarded to the dean and department. When the candidate is not recommended for tenure, the committee shall formulate in writing the rationale for that decision immediately after reaching its decision. A letter summarizing the basis of the negative decision will be written to the department chair and dean.
    d. A department may request, in writing, reconsideration of a negative 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 a reconsideration, no more than two representatives from the department requesting reconsideration will be allowed to attend the meeting. See FPP 7.15 C for timing of these cases. Clarifying information may be added to the previously submitted information. If a tenure case is reconsidered in a year subsequent to the original consideration, the case may be assigned new reviewers.