Standing Procedures

Definitions

Committee: The Physical Sciences Division Executive Committee

Chair: Member of the Physical Sciences Division Executive Committee, from the third year cohort

Vice-Chair: Member of the Physical Sciences Division Executive Committee, from the second year cohort

Subcommittee: The three member subcommittee assigned to review a tenure case

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

The committee shall consist of twelve tenured faculty members, elected by the faculty of the Physical Sciences Division. The term of service shall be three full years, from July 1-June 30.

Only one member of the committee shall be from any one department, based on their tenure home designation. Three members shall be from the College of Letters and Sciences, three from the College of Engineering, one from the College of Computing & Artificial Intelligence and one from either the College of Agricultural and Life Sciences or the School of Pharmacy. Individuals are eligible for reelection after a two-year hiatus, unless they were appointed/elected to serve a single partial term, in which case their eligibility is not restricted.

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. For temporary vacancies on the Divisional Executive Committee, a limited-term substitute will be appointed by the Committee on Committees.

2. Election of Officers

In spring, the vice-chair for the next year shall be elected from a pool of the four first-year members. The vice-chair shall assume the chair position in the following year. Should the chair or the vice-chair be unable to serve, a new chair or vice-chair shall be elected from their respective candidate pools.

3. Duties of the Chair and Vice-Chair

The chair sets the agenda, presides at meetings of the committee, and is responsible for oversight of all of the activities and duties of the committee as stated in FPP and this document. The chair is responsible for appointing subcommittees and assigning tasks, including ad hoc

tenure review subcommittees that report on tenure cases before the committee and any other subcommittees that may be named. As in any small committee (according to *Robert's Rules of Order*), the chair may freely participate in speaking, reporting, and voting.

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.

4. Tenure Reviews

When a tenure case comes to the Divisional Committee Office, the chair and the staff coordinator conduct a preliminary examination of the dossier to ensure that the format is correct and that the required materials are included. If the document is incomplete it will be returned to the department.

A subcommittee of three, with one member designated as subcommittee chair, is named by the chair to report on each individual tenure case. The primary basis for this report is the dossier submitted to the Divisional Committee Office. The subcommittee will obtain clarification of the case through an in-person interview with representatives of the department. The members of the subcommittee are expected to report in depth on the individual tenure case to the committee. The subcommittee may request that the department provide additional materials or information to supplement the case but should not seek out additional materials or information on their own.

A committee member who is a member of the executive committee of the department submitting the tenure case, or who otherwise has a conflict of interest, shall leave the room during the discussion and shall cast a vote of "technical abstention" and are not counted as present for that vote.

The subcommittee will provide an oral report to the committee based on the dossier, the departmental interview, and subsequent subcommittee discussion. The subcommittee's oral report on a tenure case will be detailed and objective. The oral report does not include a motion.

In tenure discussions the quorum shall be eight committee members. Only members of the committee present at the presentation of the subcommittee report on, and discussion of, any particular tenure dossier case are eligible to vote on that case.

The chair or the person presiding will ask for a motion to approve the tenure case. This motion must be seconded. The motion calling for a vote may be to recommend promotion/appointment or to defer.

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 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.

For a motion to recommend promotion/appointment, each member of the committee present shall vote with one of the following votes:

Yes to promote or appoint with tenure
No
Abstain
Technical abstention

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. The motion passes with a positive vote by a majority of those present.

The chair conveys to the department chair or dean in a telephone conversation and in writing the committee's recommendation and when the committee vote is negative, the reasons for the negative vote.

A department may request 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 applied *Faculty Policies and Procedures* incorrectly. In a reconsideration, one or two representatives of the requesting department may present a case to the committee in person, at a regularly scheduled committee meeting. Also see FPP 7.15 C for timing of these cases.

The committee strives to see that the instructions for preparing and presenting tenure cases adequately reflect the committee's policies. The guidelines shall be reviewed each year for accuracy and completeness.

5. Deadlines for Receiving Materials

Materials to be acted upon at a given meeting must be in the Divisional Committee Office, available for distribution, by the deadline in order to be acted upon.

6. Schedule of Meetings

The committee meets at 1:15 p.m., usually on the first Thursday of each month during the academic year (September- May). The chair is authorized to take appropriate action in carrying out committee decisions. The chair may call special meetings, as needed, if the business of the committee cannot be reasonably completed within the scheduled time. Absentee or proxy votes are not permitted. All committee business must be conducted in conformance with the State of Wisconsin open meetings laws; communications regarding committee business that is

distributed by email must be sent to all current committee members and to the divisional committee staff coordinator.

7. Nominating and Appointing Functions

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.

8. Hilldale Lecture and Hilldale Award

The committee solicits nominations annually for the divisional Hilldale Lecture and Hilldale Award. A subcommittee is appointed to evaluate nominees and to forward a recommendation to the full committee. Selection of lecturers and awardees is by majority vote of the full committee.

9. **Subcommittee for Expedited Tenure Review for Senior Hires**

A senior hire is defined as an individual who was granted tenure in another academic institution at least 5 years previously. In this context, a senior hire should currently be full Professor or advanced Associate Professor in another academic institution or should hold equivalent senior status. Returning faculty who received tenure at UW-Madison may use this streamlined option at any time

The Physical Sciences Divisional Committee (PSDC) Chair will form a standing 3-member subcommittee for evaluation of expedited reviews as described in the tenure guidelines. The subcommittee will include the PSDC Chair and Vice-Chair, plus either the PSDC Past Chair or a PSDC member in their third year of service. For any given case, other PSDC members may join, at their discretion, as ad-hoc voting members of the subcommittee. Should there be conflicts of interest for the 3-member subcommittee in any particular case, the Chair will appoint replacements as necessary to ensure that the subcommittee has at least 3 members.

Upon receipt of an expedited review dossier, the subcommittee will schedule a time and place for review, and inform the department chair and the PSDC members. A quorum requires attendance of all three subcommittee members. At the review meeting, the department chair will give a brief presentation of the case and answer questions from the subcommittee members. The chair will then be excused and the subcommittee will discuss and vote on the case.

A unanimous recommendation by all present members of the expedited review subcommittee shall constitute a positive PSDC recommendation for tenure. Should the vote not be unanimous, the department will be allowed to submit a full PSDC dossier for consideration according to standard PSDC protocols.

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