Recommendation of the University Committee to
Change Present Divisional Committee Structure,
UWM Policies and Procedures, Sections
3.04(2), 3.05, 3.06, 3.13

3.04 Membership of Divisional Executive Committee

OLD (2) After service on a Divisional Committee, each past member shall continue as an alternate member for five (5) years. When a member is unable to be present, or unable to review a candidate for promotion and/or tenure because the member is also a member of the candidate's department, or has any other conflict of interest, as determined by the Divisional Executive Committee, the Committee may replace the unavailable member(s) by ad hoc appointment(s) randomly selected from the pool of eligible alternate members. There is no limit on the number of ad hoc appointments for a given alternate; however, each ad hoc appointment shall be in accordance with rules regulating the structure of Divisional Executive Committees as specified in section 3.04(1).

NEW (2) After service on a Divisional Committee, each past member shall be eligible to serve as an alternate member. When a member is unable to be present, or unable to review a candidate for promotion and/or tenure because the member is also a member of the candidate's department, or has any other conflict of interest, as determined by the Divisional Executive Committee, the Committee may replace the unavailable member(s) by ad hoc appointment(s) from the pool of eligible alternate members. Whenever possible, alternates shall be randomly selected from those members who served during the previous years. There is no limit on the number of ad hoc appointments for a given alternate; however, each ad hoc appointment shall be in accordance with rules regulating the structure of Divisional Executive Committees as specified in section 3.04(1).

RATIONALE:

There is a continuous problem with finding sufficient number of appropriate alternates to serve on Divisional Committees. This is especially the case where several members of a given division come up for consideration. While an effort will be made to invite members who served most recently, we need to provide an opportunity to reach beyond the five year limit.

3.05 Election to Divisional Executive Committees

OLD Divisional Executive Committees shall make, administer, and publish rules for the nomination and election of their own members.

NEW Eliminate 3.05
3.06 Nominations for Elections to Divisional Executive Committees

OLD Divisional faculty members, through the departmental chairperson, nominate candidates for Divisional Executive Committees.

NEW 3.05 Nomination and Election to Divisional Executive Committees

1. Candidates for Divisional Executive Committees are nominated by faculty members from the same Division through the nominee's department chairperson who must forward the nomination to the Secretary of the University to be placed on the ballot.

2. Nominees for Divisional Executive Committees shall provide the Secretary of the University with a one-page vita which includes evidence of the nominee's recent and ongoing activity in scholarship and/or creativity as well as other exceptional professional activities. This vita shall be included with the ballots distributed to faculty members of each Division.

3. A ballot containing the names of the candidates will be distributed to each faculty member of the division. Those candidates receiving the largest number of votes will be declared elected. Ties will be broken by a device of chance.

4. In circumstances not anticipated in these rules, the Divisional Executive Committee shall seek the advice of the University Committee.

RATIONALE:

Rules and procedures for the nomination and election of Divisional Executive Committee members shall be uniform for all Divisional Executive Committees.

The old wording of 3.06 permits a candidate for a Divisional Executive Committee from one department to be nominated through the chair of another department. The new wording eliminates this possibility. In addition, new 3.06 (renumbered 3.05) provides detailed information concerning nomination procedures.

3.13 Bylaws

OLD Divisional Executive Committees shall annually distribute to the faculty a copy of their operating procedures and a copy of their criteria regarding tenure and promotion, and file same with the Secretary of the University.

NEW (1) Divisional Executive Committees shall annually distribute to the faculty a copy of their operating procedures and a copy of their criteria regarding tenure and promotion, and file same with the Secretary of the University.
(2) Divisional Executive Committee consideration of changes in the criteria and procedures shall take place in open meetings and involve opportunities for consultation with and input from faculty members in the Division. The agenda detailing the proposed changes shall be distributed to the faculty members of the division in advance of the meeting.

(3) Divisional Executive Committees shall take Departmental Executive Committee criteria for promotion and tenure [Sec. 4.05 (1)] into consideration in their deliberations regarding personnel from given Departments. Should a Divisional Executive Committee or Departmental Executive Committee perceive an apparent conflict or misunderstanding between the respective sets of criteria, representatives of the two bodies shall arrange to meet shortly after Divisional Executive Committee's criteria are published and communicated to the department to identify the differences and seek a resolution.

(4) If a Divisional Executive Committee requires additional information on a candidate for tenure or promotion, other than that originally provided by the department, it shall request that the candidate's department provide such information. However, should a Divisional Executive Committee receive unsolicited information on a candidate additional to that provided by the Department, the Divisional Executive Committee is required to share that additional information and its source(s) with the candidate's Departmental Executive Committee and, as appropriate, with the candidate at least one week prior to Divisional Executive Committee consideration of the candidate.

RATIONAL:

Tenured and non-tenured faculty members and their departments have interests just as vital as those of Divisional Executive Committees with respect to the criteria and procedures employed by Divisional Executive Committees. Therefore, as changes in criteria or procedures are proposed by Divisional Executive Committees, faculty members should have advance notice of and opportunities for input into consideration of such matters. The new section 3.13(2) provides this mechanism.

New section 3.13(3) provides a mechanism for resolving issues resulting from potential differences between departmental versus Divisional Executive Committee written criteria for tenure and promotion.

New section 3.13(4) spells out the guidelines for use of additional materials on candidates under consideration. Previously, on occasion, Divisional Executive Committees have utilized information on candidates for tenure beyond that provided by the department and only the divisional Executive Committee has been made privy to the additional information.

Satisfies the Codification Committee's criteria of clarity, internal consistency, and relationship to other policies and procedures governing UWM.
The University Committee
Barbara Borowiecki, Chairperson
Robert Greenstreet
Robert Ingle
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Erika Sander
Jack Waldheim
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