

III. EXECUTIVE COMMITTEE:

A. MEMBERSHIP AND FUNCTIONS

See UWM Policies and Procedures 4.04 and 4.05

B. GENERAL PROCEDURES

1. Parliamentary authority and conduct of meetings: See Departmental Faculty, II.B.1 and 2.
2. Voting on all personnel matters shall be by written ballot.
3. An absentee shall either send his/her ballot to the Chair or request a member of the Executive Committee to cast his/her proxy vote and so notify the Chair except in cases where a personnel action decision is involved. In these cases, the faculty member may appeal to the department chair for an absentee ballot. At the chair's discretion, absentee ballots, which must be cast in writing, may be given to faculty members for professional, medical, or emergency reasons. (See H.5 below.)
4. The Executive Committee shall receive and act upon recommendations of the Personnel Action Committee regarding appointment, extension of appointment, promotion, and termination of service.
5. The Chair may request members of the Executive Committee to assist him/her in preparing supporting data to accompany recommendations to the Dean.

C. CRITERIA FOR RECOMMENDING PROMOTION TO ASSOCIATE PROFESSOR WITH TENURE

The present and foreseeable needs of the Department may be a factor in determining recommendations for tenure. Because tenure constitutes a lifetime appointment, the Department must assess the candidate's potential for continued professional growth and accomplishment which must necessarily be judged on the basis of performance at the probationary rank. While successful teaching and commitment to the Department are essential, scholarly achievements weigh most heavily in the tenure decision.

1. Teaching

Candidates must demonstrate a sustained record of strong and successful teaching. Candidates whose teaching is judged unsatisfactory will not be tenured. In assessing teaching the department will consider evidence such as peer and student evaluations, letters of support, syllabi and other classroom materials, service on graduate student committees, new or revised courses, teaching awards, and overall contributions to the Department's curriculum.

The Department may also consider the candidate's ability to incorporate ongoing research into graduate and undergraduate teaching.

2. Scholarship

Candidates for promotion to Associate Professor must demonstrate evidence of ongoing, significant, and substantial research or creative activity which must necessarily take the form of publication by reputable presses and journals. Given the diversity of our Department, no hard-and-fast criteria can be formulated with regard to quantity of publication; however in most cases a book (published or accepted for publication) or its equivalent is expected for tenure. In fields in which the production of scholarly books is not the norm, judgment will likewise be based on ongoing, significant, and substantial publication as appropriate to the field. The Department will solicit outside evaluations regarding the substance and merit of the candidate's work.

3. Service

While the department does not require extensive service from Assistant Professors, candidates should demonstrate the capacity to work effectively within departmental structures as well as a commitment to the Department, the university, and the profession.

D. CRITERIA FOR RECOMMENDING PROMOTION TO PROFESSOR

Promotion to Professor is a recognition of significant accomplishment since tenure. Continued success as a teacher and substantial service to the Department are essential to promotion, but publication is the primary consideration. Although teaching and service cannot entirely replace publication, outstanding contributions in these areas will weigh heavily in the decision.

1. Teaching

In assessing teaching the Department will consider evidence similar to that considered for tenure. Additional considerations include directing graduate students, developing curriculum, work on graduate examinations, coordinating programs, and ability to incorporate ongoing research into graduate and undergraduate teaching.

2. Scholarship

Given the diversity of our Department, no hard-and-fast criteria can be formulated with regard to quantity of publication; however in most cases a second book (published or accepted for publication) or its equivalent is expected. In fields in which the production or scholarly books is not the norm, judgment will be based on ongoing, significant, and substantial publication as appropriate to the field. The Department will solicit outside evaluations regarding the substance, merit, and influence of the candidate's work. Candidates are expected to have attained a national reputation in their field.

3. Service

Candidates for promotion are expected to have contributed extensive service to the Department, the university, and the profession. While service cannot entirely replace publication, outstanding contributions in the area of service will strengthen the case for promotion.

E. CRITERIA OF THE DIVISIONAL COMMITTEE FOR ARTS AND HUMANITIES FOR TENURE PROMOTION

Each year the College of Letters & Science's Divisional Committee for Arts and Humanities updates and disseminates its criteria for promotion and tenure as well as information to candidates about preparing their files. Current information is available at <http://www.uwm.edu/Dept/SecU/artshum/>.

F. SABBATICAL RANKING PROCEDURE FOR ENGLISH

Early in the fall semester, the Chair will approve/disapprove and rank all sabbatical proposals submitted by department faculty. The following criteria will apply. The Chairperson's ranked list of sabbatical proposals will be submitted to the Executive Committee for approval.

1. Eligibility Criteria (every proposal that satisfies these criteria will be approved):
 - a) The faculty member has served seven years since his/her last sabbatical.
 - b) The faculty member can be spared without compromising the Department's academic programs in any essential way.

c) The faculty member has proposed a meritorious project.

2. Ranking Criterion:

The number of years during which the faculty member has served without receiving a leave of absence. The faculty member who has taught longest without a break will be ranked first. Buyouts and other partial leaves will be considered in making this calculation, as will years of service at other universities.

G. PROCEDURES FOR RECOMMENDING REAPPOINTMENT, PROMOTION, OR TERMINATION OF SERVICE (See also UWM Policies and Procedures, 5.10 through 5.19 at <http://www.uwm.edu/Dept/SecU/policies/chapter5.>)

1. After considering recommendations by the Personnel Action Committee, the Executive Committee states formally with reasons (though these reasons do not appear in the minutes), its intention (arrived at by a 2/3 majority of those present and voting in the affirmative) to recommend the promotion, non-retention, dismissal, or continuation in rank of the staff member.
2. If the intended recommendation is for other than promotion, the staff member is notified by the Chair in writing of the intention of the Executive Committee and is advised that s/he may request a reconsideration of the intended recommendation by notifying the Chair before a terminal date stated in the correspondence. The reasons are given orally unless the candidate requests the reasons in writing. (See 5.173).
3. The staff member is advised that appeal may take the form of a written statement or an appearance before the Executive Committee, or both, and that s/he may request a closed or open session to be scheduled within a reasonable time. Such a session will include reconsideration of all pertinent information discussed in earlier meetings. (See 5.174.)
4. After this procedure, the Executive Committee makes its recommendation to the Dean.

H. REGULATIONS GOVERNING EXECUTIVE COMMITTEE PERSONNEL ACTIONS

1. A quorum shall consist of a simple majority of members not on leave or excused because of illness.
2. All actions concerning faculty appointments, reappointments, and promotions are open to comments by the Chair concerning Departmental needs and priorities.

3. A motion recommending tenure or indefinite appointment requires the affirmation of two-thirds of those present and voting to pass. (Abstentions do not count in determining the two-thirds of those present and voting.)
4. Votes on promotions from Associate to Full Professor will be cast by the Associate and Full Professors meeting in executive session.
5. There will be no proxy voting on personnel actions, except in the case of faculty members who appeal to the department chair for an absentee ballot. At the chair's discretion, absentee ballots may be given to faculty members for professional, medical, or emergency reasons.

I. RECOMMENDING SALARY INCREMENTS

Members of the Department will complete the Annual Summaries of Academic Activities, as required by the Dean's office. Seven copies will be provided for use within the Department--five for the Merit Committee, one for the Chair, and one which shall be available for inspection by any member of the Executive Committee in the office of the Administrative Assistant.

Each year the Executive Committee will elect a Merit Committee of five members from a slate of nominees proposed by the Committee on Committees. Members are exempt from service on the Merit committee for five years following their initial term and may be excused for two more years for good reason (i.e., on leave, departmental administration, etc.). The Committee shall not award points to its own members for salary adjustment or exceptional accomplishments, but they should include themselves in the general distribution of points for satisfactory performance. They are also eligible for points allocated by the Department Chair (see 3. below).

1. Merit Reports and Merit Score Sheets are distributed annually; the most recent forms and instructions are available in the Appendix.
2. Accomplishments in teaching, research, and service, 95 points. Assignment of these points shall be made on the basis of the annual merit self-reports submitted by each member of the departmental merit pool. Merit scores for members of the Merit Committee will be tabulated by the Department Chair, those for other members of the merit pool by the Merit Committee. Each member will receive a merit score which is the mean of his/her score in the current year and his/her scores for the two previous years.

If a member has been in the Department for less than three years, she/he will receive a score which represents the man for the number of years she/he has been in the Department.

3. Chairperson's allocation. 0-5 points. The Chair will be allocated 5 points to award to members of the Department who, in her/his opinion, deserve additional consideration._

Further, to expedite the Merit Committee's task and to promote fairness, the following practices shall be observed.

- a) The Committee shall meet at least once in the fall semester of each year to plan its work for the year. It shall have available to it the reports and recommendations of previous Merit Committees, which shall be preserved by the Department.
- b) During the second semester, while waiting for the Faculty Merit Self-Evaluations to appear, the Committee is advised to begin reviewing teaching evaluations.
- c) Each faculty member shall be provided with instructions for filling out a Merit Self-Evaluation Form. Along with the Merit Self-Evaluation form, each merit pool member shall submit to the Merit Committee one copy of all publications listed on the Merit Self-Evaluation Form.
- d) A uniform teaching-evaluation form shall be used for all members of the merit pool. Except for members of the Merit Committee, every merit pool member's teaching evaluations ought to be read by at least two of the Merit Committee's members. Evaluations for members of the Merit Committee shall be read by the Chair.
- e) As part of its report to the Executive Committee, the Merit Committee shall list both the raw and merit point scores assigned to each member of the merit pool for each of the categories assessed (teaching, research, and service).
- f) The Chairperson will add her/his points in a separate entry column and provide an explanation for each entry.
- g) The entire recommendation must be distributed to the Executive Committee at least one week before the meeting at which it is to be approved.
- h) Amendments to the recommendations may be offered in the Executive Committee but the maximum established for the merit categories may not be exceeded.
- j) When appropriate, the Merit Committee will consult with individual faculty for the purposes of explanation, clarification, or justification.

J. SUBCOMMITTEES OF THE EXECUTIVE COMMITTEE

1. Personnel Action Committee

a. Membership

Four members of the Executive Committee elected for two-year terms, with Chair ex officio.

b. Duties

- (1) To meet with the Department Chair early in the first semester of the academic year to establish a calendar for required personnel actions.
- (2) To help candidates for reappointment or promotion in the preparation of materials for Executive Committee review.
- (3) For promotions to the rank of Associate and Full Professor, to arrange for at least four outside evaluations of the candidate's work by distinguished persons in the candidate's field. Outside reviewers should hold the appropriate academic rank. (Additional evaluations may be solicited by the candidate or on his/her behalf.)
- (4) To review the candidate's record and, guided by the Criteria for Recommending Promotion, jointly or individually to report to the Executive Committee their estimate of the candidate's accomplishments and to make appropriate motions.
- (5) To review the records of faculty on probationary appointments to make recommendations to the Executive Committee regarding renewals.
- (6) To identify and nominate faculty colleagues whose work seems worthy of various university-wide awards.

2. Long-Range Planning Committee

a. Membership

Twelve members: the present and the immediately preceding Department Chair; the Associate Chair for Undergraduate, the Associate Chair for Graduate Studies, and the Associate Chair and Director of Composition; the Coordinators of the six graduate plans in the Department; and the Coordinator of Film Studies.

b. Duties

- (1) To meet early in the fall semester after an initial exploratory meeting with the Departmental Committee to consider the long-range goals of the Department and to make appropriate recommendations to the Executive Committee.
- (2) To develop an annual hiring plan, reviewed by all Department faculty, and submitted as a recommendation to the Executive Committee by the middle of spring semester of each year.
- (3) To consider such other matters as either may be directed by the Executive Committee or brought before the Long-Range Planning Committee by one of its members and to make appropriate recommendations to the Executive Committee.

3. Merit Committee

a. Membership

Five members of the Executive Committee elected annually. Members are exempt from service on the Merit Committee for 5 years following this initial term and may be excused for two more years for good reason (i.e., on leave, departmental administration, etc.).

b. Duties

- (1) To review the Annual Summaries, publications, teaching evaluations, and other pertinent material of all members of the Department's Merit pool, and to award merit points in conformity with the procedure described under III.I.
- (2) To review the merit procedure and recommend changes as necessary.