

# THE UNIVERSITY OF WISCONSIN-MILWAUKEE

## Policies and Procedures - August 2008

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## **THE FACULTY DIVISIONS**

### **3.01 Faculty Divisions**

Divisions of faculty members in related subjects of teaching and research, independent of colleges, schools and departments, are: (1) Arts and Humanities; (2) Natural Sciences; (3) Professions; (4) Social Sciences. Each academic department and non-departmentalized school, college, or division or any other unit in which tenure is granted shall be a member of at least one (1) division. Each division has an Executive Committee whose chairperson also serves as chairperson of the divisional faculty.

### **3.02 Divisional Membership and Meetings**

- (1) The Executive Committee of each division recommends, for approval by the University Faculty or the Faculty Senate, which academic departments or schools, hereinafter called "department," shall be included in its division. Applications for membership of departments in more than one (1) division are recommended by the appropriate divisional executive committees for approval by the University Faculty or the Faculty Senate. A dispute as to divisional membership shall be settled by the University Faculty or the Faculty Senate on the recommendation of the University Committee.
- (2) The University Committee shall, in conjunction with its annual review of membership on the Faculty Senate, file a list of departmental membership in the faculty divisions.
- (3) The division's chairperson may call meetings of the division's faculty, and must do so on the written request of ten (10) members.

### **3.03 Eligibility to Vote in Divisions**

Faculty members having the rank of professor, associate professor, assistant professor, instructor and such other persons having faculty status are eligible to vote in the Division in which their department has membership. If a department is in more than one (1) division, a member of its faculty shall vote in only the one with which the subject matter of the faculty member's courses and research are most appropriately associated. This will usually be the division concerned with advice for tenure status. If a faculty member holds an appointment in a department which is in more than one (1) division, then the faculty member must choose a divisional membership during the first semester of employment. The faculty member may not change membership in a division after being considered for promotion to a tenure position until the faculty member has gained tenure. Changes of membership in divisions require the approval of the Executive Committee of both divisions.

(Document 1389, 2/23/84; UWM Administration approval, 3/1/84)  
(Editorially revised in accordance with Document 1968, 5/11/95; UWM  
Administration approval, 6/7/95; Regent approval, 7/14/95)

### **COMPOSITION OF DIVISIONAL EXECUTIVE COMMITTEES**

#### **3.04 Membership of Divisional Executive Committees**

- (1) Each Divisional Executive Committee consists of seven (7) faculty members. Members of the Executive Committee are elected by the divisional faculty for staggered three-year terms and may not succeed themselves. They are eligible for election again after two (2) years. No more than one (1) member shall be from a single department in a departmentalized school or college.
  - a) No more than one (1) member from a single non-departmentalized school or college shall be allowed membership on the Divisional Executive Committees of the Divisions of Natural Sciences or the Social Sciences.
  - b) In the Division of the Professions no more than two (2) members shall be from a single school, college or unit.
  - c) In the Division of Arts and Humanities no more than four (4) members shall be from the same school or college.

(Document 1003, 10/21/76; UWM Administration approval 11/2/76;  
Regent approval, 4/15/77)

(Document 1062, 12/20/77; UWM Administration approval, 12/31/77)

(Document 1284, 10/13/81; UWM Administration approval, 10/21/81)

(Document 1347, 3/17/83; UWM Administration approval, 3/25/83)

- (2) Whenever a Divisional Executive committee is considering the case of a candidate for tenure and/or promotion in closed session, no currently-serving Divisional Executive Committee member of the candidate's department shall be present except as a departmental executive committee representative [see 3.12(5)], and in no case shall such a member be present during the deliberation and voting on the Committee's advice. The Divisional Executive Committee shall invite the executive committee of the candidate's department to designate one of its members who is not currently serving on the Divisional Executive Committee to observe the deliberation and voting on the committee's advice.

(Document 1872, 5/13/93, 10/21/93, 2/24/94; UWM Administration  
approval, 3/25/94; Regent approval, 5/6/94)

(Editorially revised in accordance with Fac. Doc. No. 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)

- (3) 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 five (5) 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).

(Document 1062, 12/20/77; UWM Administration approval, 12/31/77)

(Document 1122, 12/13/78; UWM Administration approval, 12/16/78)

(Document 1178, 12/20/79; UWM Administration approval, 12/31/79)

(Document 1617, 5/10/88; UWM Administration approval, 5/20/88;

System Administration approval, 6/21/88)

### **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.

(Document 1617, 5/10/88; UWM Administration approval, 5/20/88;  
System Administration approval, 6/21/88)

**3.06 Eligibility for Membership on Divisional Executive Committees**

Ordinarily tenured professors and tenured associate professors eligible to vote in a division may serve on its Divisional Executive Committee. However, the University Faculty or the Faculty Senate may designate faculty members of other divisions and/or other units as eligible to serve.

(Document 1189, 2/21/80; UWM Administration approval, 2/27/80; Regent approval, 6/6/80)

**3.07 Election of Divisional Executive Committee Chairperson**

Each Divisional Executive Committee annually elects one (1) of its members chairperson. He/She shall report annually to the divisional faculty.

**3.08 Vacancies on a Divisional Executive Committee**

A member of a Divisional Executive Committee unable to serve for two (2) consecutive semesters during his/her term of office shall be replaced by the available candidate who had the next highest number of votes at the last election. If there is no available nominee, the vacancy is filled by an appointee of the University Committee. If the term of office extends beyond the current academic year, an election for the unexpired term is held at the time of the next regular election. An unexpired term of more than one (1) year is considered a full term. A person serving in such an unexpired term is not eligible to serve again until two (2) years have elapsed after the end of such service, except as provided for in 3.04(2).

(Document 1009, 12/14/76; UWM Administration approval 12/29/76; Regent approval, 4/15/77)

(Document 1062, 12/20/77; UWM Administration approval, 12/31/77)

**PROCEDURES OF DIVISIONAL EXECUTIVE COMMITTEES**

**3.09 Meetings of the Divisional Executive Committees**

A Divisional Executive Committee meets at least monthly throughout the academic year unless the chairperson considers there to be insufficient business. The schedule of meetings is published at the beginning of each academic year.

### **3.10 Special Meetings of the Divisional Executive Committees**

The chairperson may call a special meeting of the Divisional Executive Committee at any time, and he/she must call one on the request of any three (3) members of the committee.

### **3.11 Quorum Rule**

A quorum of six (6) members who are eligible to vote is required for the transaction of business at meetings of Divisional Executive Committees.

(Document 1123, 12/13/78; UWM Administration approval, 12/16/78)

### **3.12 Bylaws**

- (1) Divisional Executive Committees shall annually distribute to the faculty, and file with the Secretary of the University, a copy of their operating procedures and criteria regarding tenure and promotion. These procedures and criteria shall conform to the affirmative action policies and procedures of the university, as well as facilitate a balanced consideration of all work and accomplishment that express a faculty member's academic interest.

(Document 1873, 5/13/93; UWM Administration approval, 7/22/93; Regent approval, 9/10/93)

- (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 [ 4.05 (l)] 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. Whenever a Divisional Executive Committee receives unsolicited information on a candidate additional to that provided by the

Department, the Divisional Executive Committee is required to send that additional information and its source(s) to the candidate's Departmental Executive Committee and the candidate. The only material or information that will be considered in the evaluation of the candidate is that which comes to the Divisional Executive Committee from the Department Executive Committee.

(Document 1617, 5/10/88; UWM Administration approval, 5/20/88; System Administration approval, 6/21/88)

(Document 1916, 3/24/94; UWM Administration approval, 4/1/94; Regent approval, 5/6/94)

- (5) Divisional Executive Committees will provide an opportunity during the evidentiary phase of Divisional Committee considerations for member(s) of the candidate's department to present the candidate's case. The member(s) shall be selected by the departmental executive committee and may include a currently-serving Divisional Committee member who is also a member of the candidate's department [see 3.04(2)].

(Document 1872, 5/13/93, 10/21/93, 2/24/94; UWM Administration approval, 3/25/94; Regent approval, 5/6/94)

## **PERSONNEL MATTERS**

### **3.13 Advice on Tenure Appointments**

Before appointment, or promotion, to a position on the tenured faculty is made, the dean shall ask the advice of the appropriate Divisional Executive Committee, before recommending action to the Chancellor. For appointments involving tenure implications, not covered by the four (4) divisions, or other units in which tenure is granted, the University Committee will be the appropriate review body. In each case, the dean informs the committee of his/her action based on the committee's advice.

(Editorially revised in accordance with Document 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)

### **3.14 Advice on Tenured Appointment as Professor or Promotion to Professor**

- (1) Divisional Executive Committees are charged with rendering advice on promotions to professor to the dean of the appropriate school or college. (See Chapter 5.20)
- (2) Advice on tenured appointments as full professor or promotion to full professor shall be considered by a subcommittee of the appropriate Divisional Executive Committee. This subcommittee shall be composed

of all regular Divisional Executive Committee members who hold the rank of full professor. Should there be fewer than three full professors eligible to serve for a given candidate, the Divisional Executive Committee chair shall appoint the necessary additional members from among former Divisional Executive Committee members holding the rank of full professor. These additional appointments will bring the subcommittee membership to three.

This subcommittee shall review advice for tenured appointments as professor or promotion to the rank of full professor and shall transmit its advice, accompanied by a detailed statement of the reasons that ground it, to the Dean through the Chair of the Divisional Executive Committee.

(Editorially revised in accordance with Document 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)

- (3) Procedures for review of candidates for promotion to full professor will otherwise follow procedures identical to those used for promotion to associate professor, including the right of the candidate to choose an open meeting.
- (4) Each Divisional subcommittee of full professors shall elect one of its members as chairperson.
- (5) A quorum of the subcommittee of full professors will be a majority of the subcommittee members, but not fewer than three.
- (6) An associate professor who is a member of a divisional executive committee must cease to be a member if his/her own promotion is to be reviewed by the Divisional Subcommittee during his/her tenure. Such action shall become effective as soon as positive recommendation has been made by his/her Departmental Executive Committee.

(Document 1061, 12/20/77; UWM Administration approval, 1/4/78; Regent approval, 7/14/78)

(Document 1230, 2/19/81; UWM Administration approval, 2/26/81)

(Document 1629, 2/16/89; UWM Administration approval, 3/6/89; Regent approval, 5/5/89)

### **3.15 Record of Committee Advice**

- (1) Advice of the Divisional Executive Committee accompanies the personnel papers through administrative channels to the Chancellor. Copies are given to the department concerned.

- (2) Annual reports to the Faculty by each Divisional Executive Committee shall detail activities, including the number of cases considered for tenure or promotion, the number and type of advice, the number of reconsiderations, and an enumeration of advice accepted and the number rejected by the Dean and by the Chancellor.

(Document 1629, 2/16/89; UWM Administration approval, 3/6/89; Regent approval, 5/5/89)

(Editorially revised in accordance with Document 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)

### **3.16 Vote Record**

Advice on personnel recommendations includes the text of the motion voted on by the Divisional Executive Committee, and the "ayes," "nays," and abstentions.

### **3.17 Criteria for Advice**

- (1) Teaching, research and service are all to be considered in any judgment concerning promotion or appointment with tenure, specifically as measured by demonstrated teaching ability, professional competence, past and anticipated creative accomplishments, and contributions and service to the public, the University, and to the faculty member's profession. Annually each Divisional Executive Committee shall distribute to every member of the Division a written statement of the standards and guidelines governing its deliberations in cases concerning promotion or appointment to tenure or within tenure rank.
- (2) With respect to the granting of tenure, all probationary faculty shall be evaluated by departmental and divisional executive committees in accordance with the most current written standards and guidelines in existence, or, at the candidate's written request, those written standards and guidelines in existence at the time of initial employment. A faculty member may exercise this option only once and prior to any tenure evaluation of the candidate by the department.
- (3) All tenured associate professors being considered for promotion to the rank of professor shall be evaluated in conformity with current written standards and guidelines or, at the candidate's option, those in effect during the year immediately preceding the year of consideration for promotion.

(Document 1061, 12/20/77; UWM Administration approval, 1/4/78; Regent approval, 7/14/78)

(Document 1300, 4/22/82; UWM Administration approval, 5/12/82; Regent approval, 10/8/82)

### **3.18 Reconsideration of Negative Advice**

Procedures of reconsideration of negative advice are specified in Section 5.177.

(Document 1519, 11/20/86; UWM Administration approval, 11/29/86; Regent approval, 4/10/87)

(Document 1968, 5/11/95; UWM Administration approval, 6/7/95; Regent approval, 7/14/95)

### **3.19 Waiver of Review by Divisional Executive Committees or Subcommittees**

In dealing with an appointment or promotion with tenure, a Divisional Executive Committee or Subcommittee may waive review where a Divisional Executive Committee of a different division has previously recommended appointment or promotion.

(Document 1629, 2/16/89; UWM Administration approval, 3/6/89; Regent approval, 5/5/89)

### **3.20 Advice on Other Personnel Matters**

A chancellor, dean, or department may ask the advice of the appropriate Divisional Executive Committee concerning other personnel matters. The Divisional Executive Committee may study and make recommendations regarding appointments which will strengthen the faculty and academic programs.

(Document 1629, 2/16/89; UWM Administration approval, 3/6/89; Regent approval, 5/5/89)

## **OTHER FUNCTIONS**

### **3.21 Advice on Educational Policy**

On their own initiative or on request, the Divisional Executive Committees may advise the Chancellor, the deans or other administrative officers of their respective units on educational policy and its implementation.

### **3.22 Advice on Ad Hoc Committee Selection**

The faculty or the Chancellor may request Divisional Executive Committees to nominate or appoint persons from their divisions to ad hoc committees.

(Document 909, 2/27/75; UWM Administration approval, 3/29/75; Regent approval, 3/5/76)

(Document 990, 5/13/76; UWM Administration approval, 11/12/76; Regent approval, 4/15/77)