

UWEX ARTICLES OF FACULTY GOVERNANCE

Article 5

Faculty Tenure Advisory Committee

5.01 Membership.

- (1) The membership of the Faculty Tenure Advisory Committee shall consist of eleven members of the tenured faculty of Extension, elected for staggered three-year terms.
- (2) Each of the four Cooperative Extension community-based departments will elect two tenured faculty to the Faculty Tenure Advisory Committee; all other UW-Extension faculty departments will elect one tenured faculty member to this committee. If a department chooses not to elect a member, that position shall remain vacant until that department chooses to fill that position.
- (3) Members may not succeed themselves but are eligible for election again after two years.

5.02 Elections.

- (1) Each academic department shall determine its own procedures for nominating and electing members to the Faculty Tenure Advisory Committee.
- (2) Vacancies that occur mid term on the Faculty Tenure Advisory Committee shall be filled for the remainder of the term by the University Committee in consultation with the relevant department.
- (3) When a member of the Faculty Tenure Advisory Committee is unable to serve for a continuous six-month period during an elected term, that position shall be deemed vacant and filled according to (2) above.

5.03 Chair.

- (1) Each year, between March 1 and July 1, the Faculty Tenure Advisory Committee shall elect a chair from among its members according to procedures determined by the committee.

5.04 Functions.

The sole function of the Faculty Tenure Advisory Committee is to provide a recommendation to the dean, as required under Chapter UWEX 3.06, of the UWEX Faculty Policies and Procedures.

5.05 Meetings.

- (1) Regular meetings. The Faculty Tenure Advisory Committee shall meet as needed to conduct its business. Meeting dates for the next year shall be published no later than July 1 and shall be distributed to the committee members and appropriate deans.
- (2) Special meetings. The chair may call a special meeting of the Faculty Tenure Advisory Committee at any time and must do so at the request of a dean or four members of the committee. Notice of special meetings shall be distributed as soon as feasible to all Extension faculty, but under no circumstances may notice be provided less than 24 hours before the special meeting is scheduled to begin.

5.06

Procedures.

- (1) Presentation of candidate's documentation in support of promotion in tenure and rank. The Faculty Tenure Advisory Committee shall review the materials forwarded by the dean for consideration by the committee. Meetings of the Faculty Tenure Advisory Committee may be held in either open or closed session at the committee's decision, except that a Faculty Tenure Advisory Committee meeting held to review and/or deliberate on a candidate's application for tenure must be held in open session if that candidate so requests. In an open meeting, the candidate or, if he or she chooses, a representative of the candidate, may be present for all discussion and voting and may provide clarification and explanation if the committee so requests. No new material may be presented to the committee unless it has first been submitted to the dean. Following consideration of these materials, the committee shall vote upon its recommendation.
- (2) Voting and record of vote. Voting may be by written ballot, but ballots must be signed and preserved (forwarded to Secretary of the Faculty). If vote is by show of hands, only the number voting each way must be recorded. However, if a member of the committee requests at the time that the vote is taken, a roll call vote must be taken and each member's vote recorded. Advice on personnel recommendations shall include the text of the motion voted on by the Faculty Tenure Advisory Committee and the number of "ayes," "nays," and abstentions.
- (3) Record of committee advice. All advice and recommendations of the Faculty Tenure Advisory Committee to the dean shall be a detailed written rationale consistent with the criteria for tenure and promotion in rank as expressed in Appendices IB and IIB or Appendices IC and IIC of the UW-Extension Articles of Faculty Governance and shall accompany the relevant personnel papers through channels to the chancellor. Copies of the advice and recommendations provided to the dean shall be given to the department and to the candidate within 10 calendar days of the committee's action.
- (4) Reconsideration of negative advice. If the Faculty Tenure Advisory Committee advises against a recommendation for tenure, within thirty calendar days of receipt of the recommendation, the dean, the department, or candidate may request in writing a reconsideration on the grounds that the procedures followed were improper or that factors relevant to the decision were not properly considered. Within forty-five calendar days the committee must hear the dean, the department, or candidate and take a new vote. The chair of the committee shall set the date, time and location or medium of the meeting for reconsideration. The committee chair, after consultation with the party who requested the reconsideration, shall set the scope of the reconsideration process and shall communicate the scope of the reconsideration process to the dean, department and candidate at least five calendar days prior to the meeting for reconsideration.
- (5) Quorum rule. Seven members shall constitute a quorum at any meeting.

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