and presides over its proceedings.

(b) Meetings. The chair shall give five-days notice of Review and Appeals Board meetings and include in the call to the meeting the list of agenda items, tenure and promotion material, and all other necessary papers.

(c) Quorum. A quorum shall consist of two-thirds of the Review and Appeals Board members eligible to vote in a case.

(d) Rules. The rules of parliamentary procedure as stated in the most recent edition of Robert’s Rules of Order, shall govern the Review and Appeals Board in all cases to which they are applicable. See the “Review and Appeals Board Guidelines for the Standing Rules Governing the Review of a Negative Recommendation by the Advisory Committee.”

(e) Votes. In all votes regarding promotion or promotion conferring tenure, abstentions will count as if they were negative votes. The president shall report the vote when making recommendations to the Board of Trustees.

(f) Secretary. The Office of the Academic Secretary shall be responsible for keeping the minutes of the Review and Appeals Board. The minutes shall include the count of all written ballots or show of hands and the results of voice vote.

Part III. The Advisory Committee

Sec. 301. Functions. A standing committee of the Academic Council, called the Advisory Committee, meets regularly with the president, consults with departments, drafts legislation for consideration by the Academic Council, and advises the president on matters pertaining to appointments, reappointments, and promotions in the faculty, and reports its advice to the council. In the case of promotions conferring tenure, that advice, if positive, constitutes a motion for the Review and Appeals Board’s concurrence. The Advisory Committee also acts as a conference committee on behalf of the Academic Council for conference with the Board of Trustees.

Sec. 302. Composition. The Advisory Committee consists of nine tenured members: three members from each of the three divisions. All must be on full-time appointments. At least three must be professors, one from each division, and at least three must be associate professors, one from each division. One professor and one associate professor from each of the divisions shall be elected by the tenured members of that division, and one member from each division shall be elected by all the tenured faculty of the University. No more than two members may come from the same department. The Advisory Committee may, for brief periods occasioned by the abstentions of members for cause, enlist one or two faculty members who have served on the committee previously and who shall be selected from the same division as the
absent member in order of the most recent date of prior service to provide an adequate number of members to vote on a tenure decision, and to participate in the review leading up to that vote.

Sec. 303. Term. The regular term of service of tenured faculty elected to the Advisory Committee shall be two years, served either sequentially or interrupted by sabbatical or leave. The maximum service in any seven-year period shall be two years. Associate professors shall serve a maximum of two years, and professors are excused from further service after serving six years, but may request to be placed on the ballot. All faculty shall have the choice of whether or not to count their service prior to July 1, 2009 toward their maximum.

Sec. 304. Elections:

304a. Date of Election. The annual election of members of the Advisory Committee shall take place before April first of the academic year preceding that in which the term of service on the committee is to begin. Notice will be in accord with Section 102c.

304b. Method of Election. Elections for the Advisory Committee shall be conducted by the Office of the Academic Secretary following a set of procedures, approved by the faculty on May 3, 1995, providing for approval voting. A winning candidate must receive a number of votes equal to or greater than 50 percent of all ballots returned. If no candidate attains this, a runoff ballot shall be circulated with the names of the top candidates, whose votes, when combined, account for at least 50 percent of all ballots returned.

Sec. 305. Vacancies. A vacancy in the membership of the Advisory Committee arising before the expiration of a regular term of service shall be filled by the election of a member who shall be elected to serve out the uncompleted academic year and two additional academic years; except that whenever a member of the Advisory Committee is to be absent on sabbatical leave or other leave of absence for a period of one semester, a member of the Academic Council shall be elected to take his/her place for the entire academic year in which the leave occurs. Vacancies shall be filled as soon as they occur, or by election in the manner prescribed in Sec. 304b.

Sec. 306. Meetings. The Advisory Committee shall normally meet once each week during the academic year, at the call of the president or his/her designee, who prepares the agenda and chairs the meetings. Additional representatives of the administration may attend regular meetings of the committee, at the president’s request after consultation with the committee. The Advisory Committee’s final vote and recommendation on an appointment or a promotion may, at the request of the committee, be to the president alone, and shall in any case be delivered with no faculty members present other than the members of the committee.
Sec. 307. Vice-Chair. The Advisory Committee shall elect each year one of its members as vice-chair. He/She may propose items for the agenda of regular meetings, and may convene special meetings of the committee, provided the president be informed of such meetings in advance, and of the agenda.

Sec. 308. Committee Secretary. The Office of the Academic Secretary shall serve as secretary to the committee and keep a record of its proceedings and decisions.

Part IV. Faculty Appointment, Promotion, and Tenure Procedures

Sec. 401. Initiative for Appointment, Promotion, and Tenure. Nominations for appointment and promotion, including appointments and promotions conferring tenure, may originate with the president of Wesleyan University, or with departments through the president. (Note: by-laws that have been adopted by the Board of Trustees provide that only the president of the University has the power to make faculty appointments, subject to trustee approval of appointments conferring tenure. These trustee by-laws empower the president to make an independent judgment concerning each faculty appointment and the president is not bound by evaluations of candidates made by the faculty or by representations made by faculty members to candidates.)

If a nomination for a faculty appointment or promotion, including appointments or promotions conferring tenure, originates with the president, he/she consults the Academic Council in the department or departments concerned before presenting the nomination to the Advisory Committee. The Academic Council members in a department represent that department in recommending appointments, promotions, and tenure to the Advisory Committee. Where a department has fewer than three eligible Academic Council members, the VPAA, in consultation with the chair of the department, must supplement that number to a minimum of three.

Sec. 402. Advice and Concurrence. The president seeks advice from the Advisory Committee before making appointments or promotions or reporting them to the Board of Trustees. The Advisory Committee seeks the concurrence of the Review and Appeals Board on positive recommendations for appointments and promotions conferring tenure.

Sec. 403. Procedure When There Is Agreement. When the department and the Advisory Committee are in agreement with respect to a tenure recommendation,

(a) and the recommendation is positive, the case shall be forwarded to the Review and Appeals Board, where a simple majority of those present and eligible to vote shall be required for non-concurrence, based on whether the Advisory Committee made a telling procedural error or made its positive recommendation based on any of the three inappropriate criteria. If the Board votes non-concurrence, it shall remand the case to the Advisory Committee to