

MEMORANDUM:

TO: The Faculty Senate

FROM: Harry Haynsworth, Chairman
University Committee on Tenure and Promotions

RE: Filling Vacancies on the Committee

DATE: October 20, 1981

Paragraph 10 of the University Tenure and Promotion Rules authorizes the Committee on Tenure and Promotions to fill vacancies "as soon as possible by existing procedures for appointment or nomination and election." At the October 16th meeting, the Committee adopted the following written procedures to fill all vacancies:

- I. Vacancies of appointed members. It seems there is no confusion or cause for dispute in this case. The Administration has inherent power to fill such a vacancy and should do so.
- II. Vacancies of elected members. There are three situations that should be considered depending upon the time of the vacancy.
 - A. 1. Permanent vacancy with more than one year remaining of the three year term. This situation should call for a full faculty election of a member to serve out the remainder of the unexpired term, including nomination by the appropriate faculty committees, etc. This may require a special election, depending upon the time when the vacancy occurs.
 2. Vacancy of approximately two semesters. The results of the most recent regular election should be used and person with highest number of votes who is also eligible to serve on the committee should be requested to substitute in the vacancy. After exhausting the most recent election, the regular election immediately preceding the most recent should be utilized in the above manner. If both these fail, the method of #3 should be followed.
 3. Vacancy of one semester or less. Obtain the services of a previously elected member who has served a 2 or 3 year term. Priority should be given to choosing a person from the same college or area if feasible.
- B. In any case in which procedures set forth in A2 or 3 above fail to produce a substitute, a full faculty election as described in A1 will be used to obtain a substitute.
- C. The chairman of the University Tenure and Promotions Committee will be responsible for initiating action to fill a vacancy and the Provost will determine willingness of the substitute candidate to serve.

The Committee felt that this issue was of sufficient interest to the entire faculty to justify a special distribution through the Faculty Senate.