DPC/CPC Chairs' Workshop Office for Faculty Development

DPC Chair Responsibilities:
- Establish confidentiality as a committee value and practice
- Collaborate with department chair to organize the committee's work and develop a calendar for its completion
- Lead the committee in dividing tasks fairly and appropriately, relative to expertise
- Keep the committee on schedule
- Make sure that members have the materials needed for doing their work
- Model civil discourse and hold the committee to that standard during discussions
- Edit major personnel reports and AFR comments
- Define expectations and standards for major decisions and votes in accordance with Red Book and past practice in department
- Record votes needed for major personnel reviews
  - *Fourth year review:* DPC chair records votes to renew or not renew contract through sixth year. A rating system of excellence, strength or no strength in each of the three areas is **not** used.
  - *Tenure review*: DPC chair records votes for or against tenure. Additionally, DPC chair records votes in each area—scholarship, teaching and service—using the rating system of excellence, strength, no strength in each. (See Redbook 4.9: "Convincing evidence of excellence in at least two, and strength in the third" are necessary for tenure consideration.)
  - *Promotion to Full*: DPC chair records votes for or against promotion to full professor. A rating system of excellence, strength or no strength in each of the three areas is **not** used.

- Work with chair to guide tenure and fourth year review candidates in relation to chores including revision of personal statement when needed

CPC Chair Responsibilities:
- Establish confidentiality as a committee value and practice
- Collaborate with dean's office to organize the committee's work and develop a calendar for its completion
- Lead the committee in dividing tasks fairly and appropriately, relative to expertise
- Keep the committee on schedule
- Make sure that members have the materials needed for doing their work
- Model civil discourse and hold the committee to that standard during discussions
- Edit major personnel reports
- Define expectations and standards for major decisions and votes in accordance with Red Book and past practice in department
- Record votes needed for major personnel reviews
- Liaison with DPC chair in the event of a decision that differs from DPC or in the event of questions for the DPC
- Maintain record of correspondences between committees in the event of legal action