**DPC Procedures Template (Arts)**

***The DPC is a Collective Agreement committee (Article 13). Its deliberations are confidential. Members are elected by Department Members. Every year, the DPC shall determine its procedures and communicate them to the Dean for review by October 15. The Chair of the Department is a non-voting member of the DPC.***

**Department:**

**Number of (voting) members:**

*(Note: although a DPC “of the whole” is permitted, please note the need for all members to be available to conduct its work (13.02(1)); the greater the number of members, the more difficult this becomes. An even number of members creates issues in the case of voting. The Department Chair is non-voting and cannot break a “tie.” A tie means that a motion has failed to attract the majority of votes.)*

**Term (1 or 2 years) of voting members:**

*(Number of years, stop and start dates. Will there be an overlap of terms (half of DPC membership every year, for instance), whereby the DPC maintains continuity?)*

**Quorum**: Given 13.02(1), the work of the DPC is conducted when all members are available. The quorum of the DPC is the full membership.

**Voting procedures**

The DPC will reach decisions by (consensus or vote).

If by vote, voting will be by (show of hands or secret ballot).

*To abstain means one consents to the majority decision. An abstention does not count as a vote for or against a motion.*

**Procedures for AR evaluation**

What will a DPC meeting to assess Activity Reports look like? Will there be a meeting? Who drafts the recommendation? How is work shared? Will there be a discussion then a vote on each of the three categories of performance? Does a Member get to meet with the DPC and discuss the evaluation before evaluation is finalized, etc.?

*The DPC has the right to ask for more information when an Activity Report lacks clarity. The onus is on the Member to provide such clarity and sufficient information in order to allow for a fair assessment.*

**Procedures for interviewing**

All DPC members are expected to attend all formal parts of the interview for all candidates.

In addition to the actual interview with the DPC, as well as meetings with the Executive Director of UWFA and with the Dean, the formal part of the process will include the following (research talk, mock lecture, meet-and-greet with other Department members, etc.):

DPC Chair Date