

Planning Your DPC or CPC Activity

We know that, especially for the CPC level, the timing is very tight, especially given that Thanksgiving falls during the review period. To allow time for drafting, proofreading, gathering signatures and review by P&T by the required deadline, we offer these suggestions for early action.

	Access/ read candidate materials starting	Recommended date by which to meet and vote	Write/circulate/approve drafts, send approved, unsigned copy to Dean's admin for DocuSign, CC to pandt@uml.edu for review	Committee chair confirms all members have signed via DocuSign & forwards signed letter to pand@uml.edu	Contractual deadline for reviewed letters to be posted
DPC	10/7	10/15	10/21	10/25	10/28
CPC	11/12	11/18	11/22	11/29*	12/2

*Note: 11/29 is the Friday after Thanksgiving.

CPC Chairs: Please remember that you will serve on the University Rank & Tenure Committee, which will convene for **full-day meetings on 2/6 and 2/7 2025**. Please mark your calendar for those dates. At URT, you will make a five-minute summary introduction of each case from your college.

Planning your Committee Meeting

When working with your committee, please be sure to use best practices to ensure integrity and respect in the process and mitigate bias in decision-making.

- Ask members for their meeting availability early, and set a clear deadline for responses. Strive to include all elected members.
- Follow the contract and the guidelines.
- Remember that the P&T process is a confidential personnel matter; neither conversations nor documentation relating to this process may be shared outside the committee.
- Organize your meeting to be considerate of all members: Address cases involving all ranks first, and be courteous when asking members to step out when they are rank ineligible.
- Discuss your meeting plan and expectations (see timing chart above) to ensure that all members are on the same page.
- Review the Advance OFER [Best Practices for Reducing Bias in Personnel Decisions](#).
- Discuss potential biases openly when you convene, and use the Advance OFER [meeting protocol](#).
- Ensure that members refer to specific evidence when offering evaluations. Be sure to keep notes on evidence presented in favor of and against recommendation, as that will be needed for the letters.
- Be sure all voting members' signatures are collected on each letter.

Committee Letters

- All committee members share responsibility for ensuring that the letter meets all requirements. Please draft and review each letter with attention to the requirements noted in the **P&T Committee Letter Guidance** document.
- Please be sure to cc your unsigned letter to pandt@uml.edu as early as possible.
- CPC/DPC Chairs can send letters for signature to the committee by using the [P&T DocuSign PowerForm](#), this form must be initiated by the CPC/DPC Chair. Add your committee members' names and email addresses (cut/paste for accuracy), click "begin signing," click "continue," click on the paperclip icon to attach your letter(s) and click "Done," click the "Sign" icon to add your own signature, then click the "Finish" button at the bottom of the page. Committee members will receive the DocuSign envelope simultaneously and the chair will receive a final signed copy (and notification if members have failed to sign).