

PERSONNEL COMMITTEE WORKSHOP  
MASSACHUSETTS SOCIETY OF PROFESSORS

Responsibilities listed below are suggestions and should correspond with any written and duly adopted by-laws within the respective department or college

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 assure standards for major decisions and votes in accordance with MSP contract, University Academic Personnel Policy (Redbook) and past practice in department
- Record votes needed for major personnel reviews
- Work with department chair to guide/advise/mentor tenure and mini-tenure review candidates regarding process and standards

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 assure standards for major decisions and votes in accordance with MSP contract, University Academic Personnel Policy (Redbook) and past practice in college
- Record votes needed for major personnel reviews
- Liaison with DPC chair in the event of questions for the DPC