

Make-up and Responsibilities of the Departmental Planning Committee

Make-up of the DPC

The Departmental Planning Committee (DPC) shall be made up of the Chair, the three Section Associate Chairs, one additional tenured faculty member from each faculty section, and one junior faculty member from each faculty section. Junior faculty members will ordinarily be pre-tenure. If a faculty section should have two or fewer pre-tenure faculty, then the three most junior faculty (i.e. least time since achieving tenure) shall be eligible.

Election of faculty representatives from each section

Faculty representatives on the DPC shall be elected by a vote of all members of their faculty section. For elections, the Section Associate Chair will first seek nominations from the section faculty by e-mail. Self-nominations are allowed. All nominated faculty will be asked if they are willing to serve on the DPC, and those willing to serve will stand for election, with separate elections being held for both the tenured and junior-faculty positions if both are open in the same year. If no eligible pre-tenure faculty members are willing to serve, then nominations for the junior faculty position will be opened to all Associate Professors, and the nomination process repeated. Voting will be overseen by the Chair's administrative assistant, with votes cast anonymously using an on-line system. If three or more candidates stand for election to a single position and none receive >50% of the vote, then the top two vote getters in the initial election will have a run-off election.

Term limits for faculty representatives

Elected appointments to the DPC are for two years. Multiple successive terms are not allowed; however, a faculty member may return to the DPC after a two- year absence. Elections should be held in May or June for appointments to begin on July 1. In cases where appointments must be made prior to July 1, the two year clock will begin in July.

Responsibilities of the DPC

- 1. Draft and update departmental policy documents.** The primary role of the DPC is to draft and update departmental policy documents. Such policy documents apply to all aspects of departmental operations (i.e. teaching, research, and service). Once drafted and agreed upon by the DPC, the Chair presents policy documents to the departmental faculty as a whole for additional discussion and modification. Ultimately, new and modified policy documents must be approved by a vote of the entire tenure track faculty and are adopted by majority vote.
- 2. Set graduate student admission targets each year.** With input from the Director of Graduate Studies and the Advisor for Graduate Affairs, the DPC is responsible advising the Chair on the number of admission offers to be made by each graduate training program. Factors to be considered in determining these

numbers include the amount of available fellowship funds, number of existing graduate students, number of students expected to graduate in the current year, number of available AI lines, and perceived faculty need. Admission numbers may be increased during the admissions process when additional fellowship funds associated with a specific student are identified (e.g. a minority student offered a University Fellowship).

- 3. Advise Chair on departmental planning issues and other decisions likely to have a department-wide impact.** The SAC and junior faculty member are representatives of their faculty sections. When important departmental issues arise, these should be discussed at section meetings, and then shared with the DPC. Although the Chair is ultimately responsible for most decisions, the decision-making process should be transparent to the DPC.