

DPEC Procedural Guidelines

All DPEC actions shall conform with Article VIII, Evaluation, of the [Collective Bargaining Agreement](#).

1. The chair shall be responsible for constituting DPECs and the timely and adequate completion of all DPEC evaluations. The size and membership of a DPEC shall be decided by the department.
 - a. Each DPEC shall normally consist of at least three tenured faculty members from the department group. When the size of the department permits, it is advisable to vary the membership of a faculty member's DPEC from year to year.
 - b. A faculty member is encouraged to name one member from outside their department to their DPEC.
 - c. A faculty member shall have the right to remove one colleague from their DPEC. The remaining members of the DPEC shall choose a replacement, if necessary.
 - d. A faculty member shall not be a member of their own DPEC.
2. DPECs are encouraged to make several observation visits to the class(es) of a faculty member under review. The following courtesies should be observed:
 - a. Normally a faculty member will invite a DPEC member to visit a class at a mutually agreed upon time.
 - b. Before a class visit, it is helpful if the faculty member and the prospective visitor have a brief conversation about what the faculty member plans to do in the class and how this relates to the course objectives.
 - c. Visitors should be as nonintrusive as possible. It is appropriate for the faculty member to introduce the visitor and briefly explain that it is a College practice for faculty to visit each other's classes as part of a continuing discussion of teaching methods and goals.
 - d. The visitor should provide a [written summary of observations](#) and impressions of the class or classes attended. This should be completed within a week and should provide the framework for a conversation about the class.
 - e. Classroom observations should be both formative and summative.
3. To help with their evaluation, the DPEC may request any appropriate materials from a faculty member. The DPEC may receive signed unsolicited material with requests for addition of those materials to a file. The DPEC, at its discretion, may do so. However, no additions, deletions, or alterations of a candidate's file are permissible without the candidate being fully informed about those changes and having complete access and a timely opportunity to fully respond to those changes. DPECs are strongly encouraged to review teaching materials such as syllabi, tests, assignments, videos, and other visual materials, computer materials, copies of appropriate student work.

4. Performance evaluations should be both formative and summative. It is the particular responsibility of DPEC to bring to the attention of junior colleagues, as clearly and unambiguously as possible, areas of their work that need improvement, to suggest ways in which this improvement might be effected, and to monitor progress on a year-to-year basis, recording their observations in the annual [DPEC reports](#). It is also the responsibility of DPEC to note in annual evaluations the department's awareness of junior colleagues' accomplishments.
5. A DPEC may make a recommendation of nonrenewal. Such recommendations would normally be made only in the face of compelling and continuing evidence, documented in previous annual evaluations, of inadequacies in one or more of the three categories of teaching, scholarship, and professional activity, and service to the College.
6. Each department may develop its own set of [guidelines](#). Each department shall distribute these to each tenure-track faculty member. These procedural guidelines must be consistent with the Collective Bargaining Agreement and this document.
7. DPECs may meet with the faculty member being evaluated, either as a routine part of the DPEC process itself or to request clarification or additions of the materials presented to the DPEC.
8. All members of the DPEC shall sign [DPEC letters](#). Promotion and tenure recommendations shall record the DPEC vote. In the event of split votes, the letter should reflect the basis of the different conclusions reached by the DPEC members. The writing of DPEC recommendation letters will be divided equitably among all DPEC members. Letters will address performance in all three evaluative categories:
 - Teaching effectiveness
 - Scholarship and related professional activity
 - Service to the College
9. A copy of the DPEC letter will be promptly provided to the faculty member, and a signature line should be provided to indicate receipt of the document and to register any disagreement with its conclusions. A faculty member may provide a further written response to the DPEC evaluation. Such a response shall accompany that DPEC letter in all its subsequent uses and considerations.
10. If the dean notifies the DPEC chair that, in the dean's judgment, the DPEC report is not sufficiently substantive and specific or does not conform to contractual guidelines, the DPECs shall deliberate and may elect either to rewrite the report or allow the initial report to stand.
11. All faculty members should thoroughly familiarize themselves with the Evaluation article (Article VIII) of the Collective Bargaining Agreement.