

James D. Kundaosh 9/26/2016
UHPA/DATE

Matthew D. Laf 9/29/16
CHANCELLOR/DATE

**GENERAL PROCEDURES
HUMANITIES DIVISION PERSONNEL COMMITTEE**

1. The Division Personnel Committee shall be composed of five Unit 07 tenured members and two tenured alternate members (should one or more of the sitting members be unable to serve) elected by all faculty members of the Humanities Division.
2. The DPC shall select a chair at its first meeting.
3. All members of the DPC and the Division Chair (DC) shall sign a confidentiality statement prior to viewing the dossiers of any candidates. No personnel information of any kind, including voting, may be discussed outside the committee. Infraction of this principle is a serious violation of professional ethics.
4. No current member of the DPC shall contribute a letter of recommendation to any candidate's file.
5. When deliberating on applications for contract renewal, the DPC and DC shall adhere to relevant sections of the current agreement between UHPA and the BOR.
6. During its review of an application, the DPC may request additional pertinent material from the candidate.
7. All voting shall be done by secret ballot.
8. The chair of the DPC and the DC will meet jointly with each candidate to review the recommendations from the DPC and the DC regarding his or her application for Contract Renewal but not for Tenure or Promotion.