

Handling DTPC and FTFC memos

Instruction approved by Deans' Council, 25 November 2009

Committee chair provides a copy to members. To acknowledge that s/he has received a copy, each member signs one master copy or emails the committee chair within two working days of distribution of the memo.

Any committee member who does not agree with the majority recommendation may submit a signed statement setting out the reasons s/he disagrees to the committee chair within five working days of distribution of the memo. The committee chair will append any statement received to the memo.

Statement on the memo/in the email: "I acknowledge that I received a copy of the memo setting out the discussion and recommendation of the committee. I am aware that, in the event I disagree with the majority recommendation, I have the opportunity to submit a signed statement with reasons for my disagreement. I am also aware that should I see the need, I have the opportunity to submit a signed clarification. Disagreements and clarifications must be submitted to the chair within 5 working days of distribution of the memo."