

**Dalhousie University**  
**DPMG**  
**Job Evaluation Committee – for appeals**  
**Terms of Reference**

**Purpose:**

As per the Job Classification section of the Dalhousie Professional and Managerial Group (DPMG) Handbook, the Job Evaluation Committee provides a process to hear appeals for DPMG employees appealing classification decisions.

**Membership:**

As required, the Job Design Unit sets up appeal meetings of the Job Evaluation Committee. The Job Evaluation Committee is comprised of:

**Non-Voting Members**

- Job Analyst who classified the position

**Voting Members**

- One DPMG representative
- One university representative
- Officer of the University responsible for the Human Resources (People & Culture) department, or designate, who acts as Chairperson (Ex Officio member)

If the DPMG or the university representative on the committee declares a conflict of interest vis-à-vis the job under consideration or the employee in the position, they will excuse themselves, and another representative from the committee pool will be asked to serve.

**Length of Term**

The Job Evaluation Committee members shall serve staggered terms of a minimum of five (5) consecutive years to a maximum of ten (10) consecutive years. Members can rejoin the committee provided there is a minimum of one (1) year interval following the end of their second term.

**Selection Criteria**

Membership on the committee has an overarching commitment to Equity, Diversity, Inclusion and Accessibility (EDIA) to reduce systemic barriers and biases experienced by

**Dalhousie University**  
**DPMG**  
**Job Evaluation Committee – for appeals**  
**Terms of Reference**

historically and currently underrepresented and equity-deserving groups. Differing views, ideas and approaches, and equitable and inclusive practices help promote informed decision making.

University representative

- Member of the Senior Executive Administration (EXAD) Group
- Supervision of DPMG employees.
- Understanding of the DPMG job evaluation process.
- Familiarity with university administration and the various employee groups.
- Availability/commitment to come prepared and attend meetings.

DPMG representative

- Member of the Job Evaluation Committee (as elected through DPMG nomination processes).
- Understanding of the DPMG job evaluation process.
- Availability/commitment to come prepared and attend meetings.

**Duties & Responsibilities:**

- Review the job description and letter of appeal prior to the meeting.
- Gather information to gain a clear understanding of the assigned responsibilities as described in the job description.
- Carefully review the factor/point rating decisions, discuss as required, and revise when warranted in the committee's best collective judgment.
- Remain impartial which includes not interacting with, or contacting the employee or supervisor prior to, or after the meeting to seek clarification or provide advice on the appeal process.
- All discussions and materials shared at the meeting must be kept confidential by all members.

The responsibilities do not include:

- Assessing or evaluating the competence of the employee. The committee assumes that job performance is satisfactory.
- Assessing changes in job content, addition of new responsibilities, or responsibilities added on a temporary basis if such changes are made after the submission of the job description for regular review.

**Dalhousie University**  
**DPMG**  
**Job Evaluation Committee – for appeals**  
**Terms of Reference**

- Assessing compensation.

**Role of the Chair:**

- Ensure the job description and letter of appeal are distributed to the committee at least five (5) days prior to the meeting.
- Ensure no conflict of interest exists between committee members and the employee/supervisor.
- Cast a vote if a consensus cannot be reached.
- Decide if a factor that has not been appealed should be taken into consideration by the committee.