This DEP template is intended to **organize** and **clarify** departmental and program level DEPs and PEPs. It is **not** intended to alter the content of such DEP/PEPs, only the format in which they are constructed and presented. It is hoped your department or program adopt this format the next time you update your plan.

There are two main reasons for doing so. First, the administration must review all DEP/PEPs and approve all changes. By having all such documents follow a standard format, the time and effort to do so will be reduced. Second, as more and more “joint appointments” where different programs share a faculty member are being created, having a standard format will help DPCs and PECs who need to take into consideration the criteria used by other departments. Having all plans in a similar format will make this a much easier task.

In the following template, some items are required (for example, by state law). Where items are optional, this has been indicated in the text of the template.