V. MEETINGS

5.A. Meetings are called when the need arises either by the University Librarian or upon the written request of at least two members of the committee or one-fourth of the entire Library faculty.

5.B. Meetings are normally held in the library but may be held elsewhere on campus if the location is announced to the library faculty in advance.

5.C. All Library faculty are notified in writing by paper or e-mail of all meetings and agenda items. The announcement clearly states the time and place of the meeting and becomes a part of the DPC's permanent records. Each Library faculty member is notified of those persons being considered for promotion, tenure, and reappointment. Any Library faculty member may present her/his views before the committee in regard to any item(s) on the agenda, but will be excused during the discussion and voting.