VI. GENERAL PROCEDURES

6.A.
The DPC makes recommendations only when three tenured and one non-tenured voting members are present. The appropriate alternate member has full voting powers when substituting for a voting member.

6.B.
All personnel actions are by written secret ballot, counted by at least two committee members.

6.C.
No abstention votes shall be allowed in DPC personnel decisions. Instead, if a voting member of the DPC wishes to be recused relative to any of the personnel items on a meeting's agenda, that person must provide the departmental chair with written notification of recusal from both the discussion and the vote on that particular matter. For that one personnel decision, an alternate from the respective tenure category shall then step in for both the deliberation and the vote. This rule shall supersede the rule in Robert's Rules of Order relative to the right of abstention.

6.D.
When possible, the aforementioned written notification shall be submitted with sufficient promptness to allow the alternate to be notified, before the meeting, that the alternate will become a voting member for that one agenda item.

6.E.
With the exception of the written notification ruling, this no-abstention-votes regulation shall also apply to the two situations noted in section 4.1.4.1.9 of the ASU Faculty Handbook. In those two situations, recusal is required.

6.F.
DPC members who are under consideration for promotion, tenure, or reappointment will be excused during the discussion and voting on their own candidacy. A DPC member who expects to apply for a vacant position will not serve on the DPC during its discussions of the appointment of the search committee for that position or during its discussion of rank for the candidates who will receive job offers.

6.G.
DPC members will be excused during any discussion and voting which involves a related person (see the ASU Faculty Handbook 4.6.2), or a possible conflict of interest (see the ASU Faculty Handbook 4.8.10).
6.H.
All motions must be phrased in the affirmative. The affirmative recommendation must be supported by a vote of at least 75% of the committee's voting membership (see the ASU Faculty Handbook 4.1.4.1.9).

6.I.
The DPC may request information from any appropriate source relevant to personnel actions being considered.

6.J.
The DPC's recommendation is transmitted to the University Librarian. The University Librarian transmits the following to the appropriate administrator in Academic Affairs:
(a.) The DPC's recommendation; (b.) The University Librarian's recommendation; (c.) The faculty member's supporting documentation.

6.K.
Notification to the faculty member of the results of a DPC vote on tenure or promotion should be made the next working day following the date of the DPC vote, except under extenuating circumstances. Notification to the faculty member of the chair's recommendation to the dean on tenure or promotion should be made in a timely manner as defined by the department, not to exceed five working days, except under extenuating circumstances.

6.L.
The committee is charged with understanding thoroughly, and applying fairly, the Library's and the University's criteria for reappointment, promotion, and tenure.

6.M.
It is unethical for any DPC member to discuss or make implications outside the DPC meetings about information relative to any DPC deliberations. It is also unethical for any library faculty member who presents views before the committee to discuss or make implications outside the meetings about information the faculty member shared or questions the DPC members asked.

6.N.
The DPC follows the procedures in Robert's Rule of Order as revised, except when there is a conflict with the ASU Faculty Handbook.