VIII. RECORDS

8.A.
At the first meeting of the academic year, the committee elects a recorder from its voting membership who keeps minutes of the meetings.

8.B.
The minutes of each meeting record all persons present and all absent members of the DPC. A record is kept of each personnel action considered; however, this does not include individual comments. The written record states that the DPC formally considered personnel action regarding the particular faculty member and spells out the specific action considered. In instances of personnel action involving promotion or tenure, the minutes state specifically that the criteria for promotion as set forth in the ASU Faculty Handbook 3.4.2 (inclusive) or that the items required to be considered in granting tenure as specified in the ASU Faculty Handbook 3.4.1, as well as the relevant sections of this document, were considered. The minutes show the vote (the number affirmative and negative) on each action, but do not specify how each member of the committee voted.

8.C.
All minutes of committee action must be approved and, if necessary, modified by a majority of the assembled committee. Such action normally takes place at the next meeting of the personnel committee except that, following the last meeting in a given academic year, the recorder is responsible for gaining the approval of the minutes from the voting members.

8.D.
A permanent file of all minutes of the DPC is maintained in the Library administrative office. No other copies of minutes will be retained. In addition, the paper ballots for each vote are kept in sealed, labeled and dated envelopes. Nothing in these guidelines should violate the confidentiality of the minutes, except that any individual faculty member shall have access to those portions of the minutes of meetings in which personnel actions involving that faculty member were considered.