

Leadership and Educational Studies Departmental Personnel Committee

(Based on ASU Faculty Handbook, Chapters III and IV)

Functions:

The Leadership and Educational Studies (LES) Departmental Personnel Committee (DPC) functions include the following:

1. Reviewing, at the automatic intervals specified in section 3.4.2 (inclusive) of the [Faculty Handbook](#), the question of the reappointment of all non-tenured faculty and making recommendations to the department chair.
2. Reviewing the question of the granting of permanent tenure, either when a request for tenure is made by faculty member, or at the automatic intervals specified in section 3.4.2 (inclusive) of the *Faculty Handbook* and making a recommendation to the chair concerning the conferring of tenure. Recommendations shall be accompanied by DPC vote, supporting materials and all documents submitted to the committee.
3. Reviewing the question of the granting of a promotion when a request for promotion is made by a faculty member and making a recommendation to the chair regarding the granting of a promotion. Recommendations shall be accompanied by the results of the DPC vote, supporting materials, and all documents submitted to the committee.
4. Reviewing requests for renewal of graduate faculty status and making a recommendation to the Department Chair. Initial graduate faculty status potential and recommendations are handled through the search process.

DPC Composition

1. The LES Department shall have a DPC consisting of eight faculty members and the Department Chair. When possible, the eight members shall include six tenured faculty

members and two non-tenured faculty members. In addition, there shall be two alternates (one tenured and one non-tenured) who shall attend all meetings and who shall vote in the absence or recusal of two tenured or untenured faculty members on the DPC. DPC composition shall, to the extent possible, represent the 3-to-1 tenured to non-tenured ratio. Regular members serve three-year staggered terms. Alternates (one tenured and one non-tenured) serve one-year terms.

2. The LES Department Chair shall serve as a non-voting chair of the DPC and preside at all meetings, except when the personnel action being considered involves the Department Chair. The Department Chair shall call meetings when two or more DPC members make a written request for a meeting of the DPC.
3. At the beginning of each fall semester, the LES Department will elect one DPC tenured faculty member to serve as the departmental Equal Opportunity Associate for that year. This person will represent the University's Office of Compliance Programs in all departmental personnel affairs.

DPC Procedures:

1. All DPC meetings are held on campus.
2. A meeting agenda, including the meeting date, time, and location, are emailed to all members of the department prior to the meeting.
3. Any member of the LES Department may present her or his views before the DPC on any item on the agenda by notifying the Department Chair prior to the meeting.
4. In all cases involving a vote on personnel decisions, the full voting membership of the DPC must be present unless an alternate can sit in for the voting member. Alternates should attend all meetings.

5. No abstention votes shall be allowed in DPC personnel decisions. Instead, if a voting member of the DPC chooses to be recused relative to any of the personnel items on a meeting's agenda, that person must provide the department 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. When possible, 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. Minutes shall record persons in attendance and absent from a particular meeting. A record shall be kept of each personnel action considered; however, this record shall not include individual comments. The written record shall state the specific personnel actions considered for a particular faculty member. In instances of personnel actions involving promotion and/or tenure of a faculty member, the minutes shall state specifically that the criteria for promotion and that the items required to be considered in granting tenure were considered. The minutes shall show the vote (the number of affirmative and negative votes) on each action, but not the votes of individual members of the committee.
7. All minutes of DPC actions must be approved, and if necessary, modified by a majority of the assembled committee. The approval of minutes will normally take place at the next meeting of the DPC. The Department Chair shall be responsible for gaining the approval for the minutes from the voting members of the committee.
8. A permanent file of all minutes of the DPC shall be maintained in the department office. In addition, the paper ballots for each vote should be kept in sealed, labeled, dated envelopes. Nothing in these guidelines shall violate the confidentiality of the DPC 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. All motions must be phrased in the affirmative.

9. An affirmative recommendation must be supported by a vote of at least 75 percent of the committee membership. A member of the DPC may not vote on any matter before the committee that concerns a member who is a related person. In this case the alternate member shall serve as a voting member.
10. The results of the DPC's vote, supporting materials, and all documents submitted to the committee, shall be forwarded with the Department Chair's recommendation to the RCOE Dean and through the Dean to the Provost.
11. Notification to the faculty member of the results of the DPC vote on tenure or promotion shall be made the next working day following the date of the DPC vote, except in extenuating circumstances. Notification to the faculty member of the Department Chair's recommendation to the Dean on tenure or promotion should be made in a timely manner, not to exceed five working days except in extenuating circumstances.