LFPA Committee Final Report

Committee Name: Executive Committee

Committee Chair: Sherry Williams (2015-2016)

Members (with terms): Sara Morris, vice chair/chaire lect (2015-2017); Greta Kliewer, secretary (2015-2016); Musa Olaka, committee member (2015-2016); Fran Devlin, committee member (2015-2016); Gaele Gillespie, committee member (2015-2016; Jocelyn Wehr, committee member (2015-2016)

Fiscal Year: 2016

Standing Charges: The Executive Committee shall ensure the orderly and effective operation of the Library Faculty and Professionals Assembly. It shall be the first point of contact for any matters referred to the attention of the Library Faculty and Professionals Assembly, save those, which are specifically assigned to standing committees in the ensuing paragraphs of the Code of Governance, and, where appropriate, shall assign such matters to standing or ad hoc committees. The Executive Committee-elect shall meet following its election to organize and make committee appointments for the forthcoming year. Committee appointments shall be made early enough to ensure that the committees will be able to assume their duties on July 1. It shall schedule meetings, prepare agendas, review and revise charges to standing committees, ensure an appropriate roster for each mail ballot, and disseminate committee reports and ballot results by publication in FYI or other appropriate manner. This committee shall take no action contrary to the desires of the Library Faculty and Professionals Assembly.

Standing Charges Progress Summary (please include progress and/or accomplishments related to Standing Charges):

- Met approximately every two weeks throughout year to conduct business, with agendas distributed in advance to library staff
- Made committee appointments for the year
- Appointed liaisons from Exec to each committee
- Prepared special charges for committees as needed
- Published committee meeting minutes on the website
- Planned and held LFPA meetings in the fall and spring
- Chair and Vice chair met monthly with Deans Miller and Roach
- Chair and Unclassified representative served on the Faculty Senate’s Library Committee
- Welcomed new Dean to the library
Governance Reorganization

Our main activity for the year was to move forward, following the membership's affirmative vote to reorganize the Library Faculty and Professionals Assembly (LFPA) into the LFA (Library Faculty Assembly,) and Library Staff Assembly (unclassified professional and KU library support staff(KULSS)), with all working under the umbrella of the Library Faculty and Staff Assembly (LFSA). We accomplished the following

- Received the report from the Ad Hoc Committee on Governance Restructuring, Sept. 30, 2015. (See attached report and proposed transition plan.) Committee members were Marianne Reed (chair), Ann Snow (KULSS), MaryAnn Baker (KULSS), Brad Engelbert (unclassified professional), Sharon Riley (unclassified professional), John Stratton (faculty), Lyn Wolz (faculty).
- Discussed report at joint LFPA/KULSS meeting, Nov. 16, 2015, where the membership approved sending out a mail ballot on the proposed new structure.
- New governance structure went to ballot and was approved by both LFPA and KULSS
- Appointed (with chair of KULSS) an ad hoc committee to write code for the new governance structure. Members included Sara Morris (chair), Fran Devlin, Ann Snow, MaryAnn Baker, Brad Engelbert, and Heather Mac Bean
- Received and reviewed report from Ad Hoc code committee, March 31, 2016. (see attached)
- Presented proposed Code for discussion at two joint LFPA/ KULSS meetings, March 31, April 20, 2016.
- Held two open forums for members of the potential LSA and LFA, April 4 and 5.
- Ensured timely votes on all mail ballots through coordination with the Nominating and Ballot Committee
- Once the ballot was approved by both organizations, the affirmative results were announced to all members (May 2, 2016)
- Met with new Dean of Libraries to obtain his acceptance of our new governance structure. His letter of endorsement (May 18) 2016 was received and placed in the University Archives

Research Requirements for Unclassified Academic Staff/ Promotion and Tenure Criteria

- We learned that the Provost’s Office expects unclassified academic staff to have a research requirement.
- This was not what we had endorsed, as a body, nor approved through a change to our Discipline Expectations.
- Staff who had already been hired in this category were given the option of adding research to their assignment, or being grandfathered in with no research requirement. Going forward, new academic staff positions will require a research component
- At the same time, the Deans were asked to submit our promotion and tenure criteria to the university’s Standards and Procedures for Promotion and Tenure Committee (SPPT) for approval, since this had not been reviewed when we adopted the category of unclassified academic staff.
• Judith Emde, (a former member of SPPT) met with the committee chair, William Keel. Before reviewing our criteria the committee is requesting that the four documents we have that address criteria and practice be combined into one form following a template that other units use.

• Exec determined that this activity would need to be addressed in the next fiscal year, given the ongoing code revision necessitated by governance restructuring. (See LFPA spring assembly minutes, May 18, 2016.)

Other Issues

• Academic staff have not been included in the Provost’s orientation for new faculty, due to the emphasis on research programs in the orientation. We discussed with Deans Miller and Roach efforts to address this, and the need for ongoing advocacy.

Special Charges: None

Recommendations:

1. Continue in transition activities, as new governance structure will be in place on July 1.
2. Revise governance website to reflect new governance structure
3. Appoint ad hoc committee to combine all promotion and tenure documentation into one form as requested by SPPT
4. Continue to lobby for inclusion of academic staff in the university’s orientation program for faculty.
5. Faculty evaluation plan needs to be updated (by LFA) to include Unclassified Academic Staff.
6. Explore with HR making names of faculty going up for tenure and post tenure review available to aid process of finding eligible people to run for committee positions with LCPT and SLPTR (Sabbatical Leave and Post Tenure Review)

Prepared By: Sherry Williams, Chair