

LIBRARY FACULTY ASSEMBLY CODE OF GOVERNANCE

[December 2005]

Article I. PURPOSE

1.1 The Library Faculty Assembly shall act as an advisory body to the Dean of Libraries, subject to the policies of the Board of Regents, the University Senate, and the Dean of Libraries. The Library Faculty Assembly shall discuss and make recommendations on matters pertaining to the professional and academic concerns of and standards for librarians and other members, the Library's policy of service to the University community, and University policies relating to the Library.

1.2 It shall be the privilege of the Library Faculty Assembly to address itself to the Dean of Libraries, to the Libraries Management Council, to the Libraries Classified Conference, and to the University Council through the Libraries' representative on those matters of concern to the library faculty.

Article II. CATEGORIES OF MEMBERSHIP AND RIGHTS OF MEMBERS

2.1 Library Faculty Assembly membership shall include individuals in the following categories:

2.1.1 All librarians with rank of Librarian I-III on tenure-track or continuing appointments.

2.1.2 All librarians with rank of Librarian I-III on term appointments.

2.1.3 An emeritus or emerita member of the library faculty who indicates in writing to the LFA Chairperson his or her desire to remain a member.

2.1.4 Unclassified professional staff on salaried appointments (non-tenure track).

2.1.5 Visiting library faculty.

2.2 Among the rights of Library Faculty Assembly members shall be the following:

2.2.1 VOTING

2.2.1.1 Members in category 2.1.1 may vote in all LFA elections.

2.2.1.2 Members in category 2.1.2 may vote in all LFA elections except those for candidates for the Committee on Promotion and Tenure.

2.2.1.3 Members in category 2.1.3 may vote for candidates for positions on the Executive Committee.

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2.2.1.5 Members in category 2.1.5 may vote for candidates for positions on the Executive Committee.

2.2.1.6 Members in all categories may vote on all other ballots unless specifically excluded by a simple majority vote of all members present at the LFA meeting during which the ballot is adopted.

2.2.2 HOLDING OFFICE AND SERVING ON COMMITTEES

2.2.2.1 Members in category 2.1.1 may serve and hold office on all standing committees. Exception, the Dean and any associate Dean or assistant Deans may not serve on the Library Committee on Promotion and Tenure.

2.2.2.2 Members in category 2.1.2 may serve and hold office on all standing committees except Promotion and Tenure.

2.2.2.3 Members in category 2.1.3 may serve and hold office on the Planning and Resources, Nominating and Ballot, and Code and Bylaws Committees. Members in category 2.1.3 may not serve or hold office on Promotion and Tenure, Salaries and Benefits, Executive, and Research and Scholarly Activities Committees.

2.2.2.4 Members in category 2.1.4 may serve and hold office on all standing committees except Promotion and Tenure.

2.2.2.5 Members in category 2.1.5 may serve and hold office on the Planning and Resources, Nominating and Ballot, and Code and Bylaws Committees. Members in category 2.1.5 may not serve or hold office on Promotion and Tenure, Salaries and Benefits, Executive, and Research and Scholarly Activities Committees.

2.2.2.6 All members are eligible for appointment to ad hoc committees.

Article III. ORGANIZATION

3.1 OFFICERS AND TERMS OF OFFICE

3.1.1 Officers of the Library Faculty Assembly shall include a chairperson, a vice-chairperson (chairperson-elect), and a secretary. All officers serve one-year terms and cannot be re-elected to the same office without two years intervening.

3.2 CALENDAR AND MEETINGS

3.2.1 The Assembly year shall run from July 1 to June 30. There shall be at least one regular meeting each year, to be held during the Fall Semester. The Executive Committee may call extraordinary meetings on its own initiative, or upon the request of the Dean of Libraries, or upon petition of at least ten members of the Library Faculty Assembly delivered to any member of the Executive Committee. An extraordinary meeting must take place within ten working days after the receipt of the petition.

3.3 STANDING COMMITTEES

3.3.1 Members may serve up to two successive terms on the same committee save where otherwise specified.

3.3.2 EXECUTIVE COMMITTEE

3.3.2.1 The Executive Committee shall ensure the orderly and effective operation of the Library Faculty Assembly. It shall be the first point of contact for any matters referred to the attention of the Library Faculty 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 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 Assembly.

3.3.2.2 The Chairperson of the Library Faculty Assembly shall represent the Assembly at Management Council. The Chairperson shall serve or shall designate another member of the Executive Committee to serve as representative to the University Committee on Libraries.

3.3.2.3 The Executive Committee shall be composed of seven members: the officers of the Library Faculty Assembly, three elected librarians, one from each of the three ranks of library faculty on regular appointment, and one elected member from the unclassified professional staff (non-tenure track) on salaried appointment (i.e., membership category 2.1.4), who shall serve one-year terms. The vice-chair, who also serves as chairperson-elect, will have a second year in office as chairperson, so will serve a two year term. The Chairperson of the Library Faculty Assembly shall act as the presiding officer of the Executive Committee.

3.3.2.4 Each of the committees here following shall include a member of the Executive Committee to act as a liaison with that body. The Executive Committee shall appoint this member as a non-voting member.

3.3.3 NOMINATING AND BALLOT COMMITTEE

3.3.3.1 The Nominating and Ballot Committee shall provide a slate of candidates for vice-chairperson (chairperson-elect) and secretary of the Library Faculty Assembly; and members of elective standing committees, in sufficient time for elections to take place no later than May. The Nominating and Ballot Committee shall also assemble all Library Faculty Assembly ballots, and tabulate and report the results to the Executive Committee.

3.3.3.2 The Nominating and Ballot Committee shall be appointed by the Executive Committee and be composed of three members. Committee members shall serve two-year overlapping terms. The committee members shall select a presiding officer and a recording secretary.

3.3.4 COMMITTEE ON PROMOTION AND TENURE

3.3.4.1 The Committee on Promotion and Tenure (LCPT) is the committee required by Faculty Senate Rules and Regulations 6.1.1. It shall review the qualifications and performance of all members of the Library Faculty who are to be considered for promotion, award of tenure, or non-reappointment, and make recommendation to the University Committee on Promotions and Tenure in accordance with the guidelines accepted by the University of Kansas for granting promotions and tenure for librarians. Its recommendations, together with those of the Dean of

Libraries, shall be forwarded to the Office of the Provost for consideration by the University Committee on Promotions and Tenure.

3.3.4.2 The Committee on Promotion and Tenure also acts as the Libraries' sabbatical leave committee. It shall review and evaluate the merit of each applicant for sabbatical leave and of his or her proposal. It shall notify each applicant in writing of its recommendation and shall forward each recommendation to the Dean of Libraries, who will review and evaluate the merit of the applicants and their proposals before transmittal to the Provost for referral to the University Committee on Sabbatical Leaves for evaluation. (Faculty Senate Rules and Regulations 8.2.2-8.2.4)

3.3.4.3 The Committee shall review annually the criteria established by the University Libraries in accordance with the aforesaid guidelines and recommend to the Library Faculty Assembly revisions of these criteria, as necessary. It shall also recommend the procedures used for the preparation of dossiers for librarians under consideration for promotion and/or tenure and shall present its recommendations to the Library Faculty Assembly for approval.

3.3.4.4 The first meeting of the Committee each year shall be called by the Library Faculty Assembly Executive Committee no later than the first week of August; the first order of business shall be to select a presiding officer and a recording secretary.

3.3.4.5 The Committee on Promotion and Tenure shall be composed of seven members: three librarians from rank III, three librarians from rank II and one librarian from rank I – all to be elected by members of the Library Faculty Assembly eligible to vote (see 2.2.1 supra). The elected LII and LIII members of the Committee shall ordinarily serve two years with overlapping terms to provide continuity. The LI representative will serve a one-year term. Members may not ordinarily succeed themselves without one year intervening. However, a current member of LCPT may be nominated to serve for a one-year term in order to provide the possibility of achieving the desired balance in overlapping terms.

3.3.4.5.1 A librarian who is scheduled for promotion or tenure review may not stand for election or serve on the Committee during the year in which he or she will be reviewed for promotion, tenure or non-reappointment.

3.3.4.5.2 A librarian who has a domestic or familial relationship to the librarian being considered for tenure or promotion may not serve on the Committee during that year.

3.3.4.5.3 A unit head or supervisor of a librarian being considered for promotion or tenure may not serve on the Committee during the year.

3.3.4.5.4 No librarian may serve simultaneously on the Library Promotion and Tenure Committee and the University promotion and tenure committee.

3.3.4.6 The Committee shall function as a unit with all members present. Each shall have the full privilege of voice and shall vote in all proceedings except those in which the vote is specifically denied by Section 3.3.4.7 or Section 3.3.4.8 or when by a majority vote, the Committee disqualifies a member from discussion, voting, or both because his or her relationship to the matter under discussion is judged prejudicial by the Committee.

3.3.4.7 For promotion, only those members of the rank for which the candidate is being nominated and the rank above shall vote; for tenure, only those members of the Committee with

tenure shall vote. If, due to unanticipated circumstances, there are fewer than three available members of the Committee on Promotion and Tenure qualified to vote in an individual case, the Library Faculty Executive Committee shall appoint a qualified member of the Library Faculty Assembly to participate in that action.

3.3.4.8 In cases involving requests for sabbatical leave, all qualified members shall meet and vote.

3.3.4.8.1 A librarian who submits a sabbatical leave file for consideration may not participate in the review of his or her file or any other sabbatical files under consideration at the same time.

3.3.4.8.2 A librarian who has a domestic or familial relationship to a librarian submitting a sabbatical file may not participate in the review of this file or any other sabbatical files under consideration at the same time.

3.3.4.8.3 A unit head or supervisor of a librarian submitting a sabbatical file may not participate in the review of this file or any other sabbatical files under consideration at the same time.

3.3.4.8.4 A librarian may not participate in the review of any sabbatical files under consideration while at the same time serving on the University Sabbatical Review Committee.

3.3.4.9 The Committee shall promptly notify each candidate in writing of its recommendation regarding promotion or tenure. In the case of a negative recommendation on promotion the candidate shall also be notified that the dossier will be forwarded to the University Committee on Promotions and Tenure only if he or she specifically so requests in writing. In case of a negative recommendation on tenure, dossiers will be routinely forwarded. Questions to LCPT regarding its recommendation must be directed to the Committee within one week of the notification of the recommendation. Formal appeal procedures in such matters are set out in Faculty Senate Rules and Regulations 6.4.

3.3.4.10 The deliberations on individual cases involving non-reappointment, tenure, promotion, and sabbatical leave shall be held in strict confidence; discussion of such cases by Committee members shall be restricted to meetings of the Committee formally convened for the purpose.

3.3.5 COMMITTEE ON PLANNING AND RESOURCES (Joint Committee with Classified Conference)

3.3.5.1 The Committee on Planning and Resources, in consultation with library administration, Library Faculty Assembly Executive Committee and Classified Conference Executive Board, and library staff, shall examine general priorities in the distribution of resources, study planning issues and review ongoing planning activities within the Libraries, and participate in a timely manner in the Libraries' budget activities. In addition, the Library Faculty Assembly Executive Committee and the Classified Conference Executive Board shall jointly issue other charges as needed. The Committee shall make recommendations concerning these priorities, issues and activities, as appropriate, to the Library Faculty Assembly Executive Committee and the Classified Conference Executive Board.

3.3.5.2 The Committee on Planning and Resources shall be composed of three members from the Library Faculty Assembly, appointed by the Executive Committee, three members from the Classified Conference, and the Libraries' budget officer (ex officio).

3.3.5.3 The Committee members shall serve two-year overlapping terms and shall select a presiding officer and a recording secretary.

3.3.6 COMMITTEE ON SALARIES AND BENEFITS

3.3.6.1 The Committee on Salaries and Benefits, in consultation with the library administration and the Library Faculty Assembly, shall prepare such reports and statistical studies as may be needed to support the library's budget request for salaries and shall seek ways to educate staff concerning benefit options.

3.3.6.2 The Committee on Salaries and Benefits shall be composed of three members of the Library Faculty Assembly appointed by the Executive Committee, and the Libraries' Human Resources Officer (ex officio). The appointed members shall serve two-year overlapping terms, and shall select a presiding officer and a recording secretary.

3.3.7 COMMITTEE ON THE CODE AND BYLAWS

3.3.7.1 The Committee on the Code and Bylaws shall be responsible for reviewing the LFA Code and Bylaws, as well as any proposed amendments, and for ensuring that all sections and parts of the Code and Bylaws are internally uniform and conform to the stated purpose of the LFA (1.1). The Committee shall, upon request of any LFA member or committee conveyed through the Executive Committee, also render interpretive decisions as to the meaning of a particular section or parts of the Code and Bylaws. The Committee's recommendations and decisions shall be forwarded to the Executive Committee.

3.3.7.2 The Committee on the Code and Bylaws shall be appointed by the Executive Committee and be composed of three members of the Library Faculty Assembly. Committee members shall serve two-year overlapping terms and shall select a presiding officer and a recording secretary.

3.3.8 COMMITTEE ON RESEARCH AND SCHOLARLY ACTIVITIES

3.3.8.1 The Committee on Research and Scholarly Activities (CRSA), in keeping with the Libraries' mission, shall encourage, promote, and support research and scholarly activities of the members of the Library Faculty Assembly.

3.3.8.2 The Committee on Research and Scholarly Activities shall establish and review, on an annual basis, guidelines for the disbursement of funds received from the Dean of Libraries for scholarly pursuits. The Committee shall allocate these funds based on those guidelines. The Committee shall also administer the University's General Research Funds based on the established criteria.

3.3.8.3 The Committee on Research and Scholarly Activities shall compile and maintain documentation on the Libraries' requirements for research and scholarly activities. The Committee shall review this documentation and update it annually to reflect the current faculty requirements. This documentation shall be made available to all Library Faculty members.

3.3.8.4 The Committee on Research and Scholarly Activities shall be composed of five members from the Library Faculty Assembly to be appointed by the Executive Committee, three of whom have the requirement to engage in research and scholarly activities as part of their professional assignment. A reasonable effort will be made to appoint members who represent the various

ranks of faculty as well as the different units of the Libraries.

3.3.8.5 Committee members shall serve two-year overlapping terms. The committee members shall select a presiding officer and a recording secretary.

3.4 AD HOC COMMITTEES

3.4.1 Ad hoc committees may be established by the Executive Committee.

BYLAWS

Article I. PARLIAMENTARY PROCEDURES

1.1 The most recent edition of *Robert's Rules of Order, Newly Revised*, shall be the parliamentary authority used in conducting meetings of the Library Faculty Assembly, where these rules are not inconsistent with the provisions of the Code. The Chairperson of the Library Faculty Assembly may appoint a parliamentarian to serve during meetings of this body as necessary.

Article II. AGENDA, MINUTES, QUORUM, REPORTS

2.1 AGENDA

2.1.1 Agenda for regular meetings of the Library Faculty Assembly shall be distributed no later than one week prior to a meeting. Agenda for extraordinary meetings shall be made available with the call for the meeting. Minutes of regular and extraordinary meetings of the Library Faculty Assembly shall be distributed to the membership in a timely manner.

2.2 QUORUM

2.2.1 The quorum for the Library Faculty Assembly shall be one-third of the total membership of the Assembly.

2.3 COMMITTEE REPORTS

2.3.1 All committees shall provide the Executive Committee with minutes of meetings, delivered within two weeks of each meeting, and, at the end of the year an annual report. Joint committees shall provide minutes of meetings and reports to the Classified Conference Executive Board as well. These minutes and reports shall be distributed to the membership in a timely manner.

2.4 PRESERVATION OF RECORDS

2.4.1 The Executive Committee secretary shall deposit copies of all agenda, minutes, reports, and other records of the deliberative bodies and committees established in the Code, in the University Archives.

Article III. ELECTIONS AND VACANCIES

3.1 ELECTIONS

3.1.1 The Nominating and Ballot Committee shall assemble and distribute ballots, and tabulate and report to the Executive Committee the results of elections, for dissemination to the Library Faculty Assembly.

3.1.2 Whenever possible distributed ballots (paper or electronic) shall be used for elections. Optimally, ballots should include at least two nominees for each vacant position and space for write-in candidates. However if after an extensive search nominees are lacking, the following minimum requirements should be observed, in addition to provision for write-in candidates: ballots for one vacancy in a given category must include at least two nominees; ballots for two vacancies in a given category must include at least three nominees; ballots for three vacancies in a given category must include at least five nominees; and ballots for four vacancies in a given category must include at least seven nominees.

3.1.3 A plurality shall not be considered as valid. A preferential vote as defined in *Robert's Rules of Order* will be used whenever necessary to obtain a majority of votes cast.

3.1.4 If an election results in a tie vote, a runoff election will be held.

3.1.5 Elections shall be completed in time to provide officers and elected committee memberships by June 1 of each year.

3.1.6 The results of elections must be submitted by the Chairperson of the Nominating and Ballot Committee to the Chairperson of the Library Faculty Assembly, who must deposit them in the University Archives.

3.1.7 Prior to the appointment of members to any appointive committee, there shall be a call for nominations or self-nominations from the membership of the Library Faculty Assembly.

3.2 VACANCIES

3.2.1 Any office or committee membership shall be considered vacant upon the resignation of the incumbent from the office or the University of Kansas Libraries. Vacancies on elected committees shall be filled by special election; vacancies on other committees shall be filled by appointment made by the Executive Committee. All such members shall serve for the remaining part of the original terms. If less than one quarter of the term remains at the time the incumbent resigns, the committee chairperson may request that the Executive Committee leave the position vacant for the remainder of the term. Replacement committee members or officers who serve one quarter term or less shall be eligible for re-election or re-appointment (LFA Code 3.3.1). When more than one quarter of the vacant term has been served, replacement committee members or officers are eligible for re-election or re-appointment for one additional term unless otherwise specified.

Article IV. AMENDMENTS

4.1 THE CODE

4.1.1 A two-thirds vote of those who cast a distributed ballot (paper or electronic) shall be required for adoption of any proposed amendment to the Code, provided that a majority of the membership eligible to vote returns valid ballots.

4.2 THE BYLAWS

4.2.1 A simple majority vote by distributed ballot (paper or electronic) shall be required for adoption of any proposed amendments to the Bylaws.

4.3 NOTIFICATION

4.3.1 Upon the approval by the membership of any amendment(s) to the Code or Bylaws, the Chairperson of the Executive Committee shall notify the Dean of Libraries of the results and convey a copy of the amendment(s) for approval. The amendment becomes effective upon written approval by the Dean. A copy of the revised Code and Bylaws shall be posted on the Libraries' website.

Article V. SELECTING MEMBERSHIP FOR THE DEAN'S REVIEW COMMITTEE

5.1 Upon call from the Provost, or other appropriate University authority, the Executive Committee shall direct the Nominating and Ballot Committee to create a ballot containing the names of all members of the Library Faculty Assembly. Appropriate notice shall be given to the members so that any individual may remove his/her name from the ballot before it is submitted to the membership for the vote.

5.2 The votes will be cast by distributed ballot (paper or electronic) with as much time elapsing before the closing date of the election as is possible within the constraints imposed by the call from the Provost. Each individual will be allowed to vote for as many candidates as the Library Faculty is allowed members on the Review Committee.

5.3 The Executive Committee will forward as many names as requested in the call for members to the Dean's Review Committee, with the names placed in rank order by the number of votes received.