

Library Faculty Governance

USC Libraries

Preamble

The Library Faculty of the USC Libraries is organized according to the following governance structure in order to foster an atmosphere where professionalism in library services can flourish. The general functions of the Library Faculty organization are advisory, legislative, and adjudicative. The advisory function provides a means for expressing the larger interests of the faculty to the Dean of the USC Libraries and the University Administration. The legislative function exists as specifically enabled by the University for the purpose of recommending guidelines and procedures in support of academic librarianship and the academic and professional responsibilities of the faculty. The adjudicative function is necessitated by the reviews and evaluations set forth in procedures established by the University. Together, these functions represent the formal decision arrangements and informal procedures used to uphold and maintain criteria for excellence and professionalism as outlined in the Guidelines.

The organization and operations described herein are subordinate to official policies set forth in the current USC Faculty Handbook and the rules and by-laws of the Academic Senate.

Membership

The Library Faculty organization consists of all individuals who are properly appointed to the status of faculty in the USC Libraries and who work half time or greater.

Eligibility

All Library Faculty members may attend regular faculty meetings and take part in discussions. All Library Faculty members, with the exception of the Dean of the USC Libraries and members of the senior administration, are eligible to serve on governance committees, vote in Library Faculty elections, nominate candidates to serve on governance committees, and serve as a representative to the Academic Senate.

Only continuing appointment/tenured or continuing appointment-track faculty may vote on recommendations pertaining to University policies and procedures concerning tenure/continuing appointment and the tenure/continuing appointment system as outlined in the Academic Senate Constitution.

Organization

The governing body of the Library Faculty organization is the Faculty Council, consisting of seven members, each elected for a two-year term by vote of the Library Faculty. The Faculty Council is presided over by one of its members who are elected by the Library Faculty to serve a one-year term as President. The President is assisted by a Vice-President who is elected by the Library Faculty for a one-year term. A regularly elected Vice-President of the Faculty Council is also the President-Elect, succeeding to the presidency when it is vacated. The President and Vice-President are assisted in their duties by a Faculty Council Secretary who is elected by the Library Faculty for a one-year term. There are no alternate members of the Faculty Council, and under no circumstances may anyone who is not an elected Faculty Council member ever be appointed as a substitute for an absent Council member.

The Faculty Council has overall responsibility for all Library Faculty governance. The Council reports regularly to the Library Faculty on professional rights and responsibilities, professional status, library policy and management, and other pertinent matters as they may arise. The Council speaks on behalf of the Library Faculty in all matters which concern faculty. The Council meets regularly with and advises the Dean of the USC Libraries regarding faculty viewpoints on planning, policy, goals and objectives, priorities, budget, resource allocation, staffing, reorganization, administrative appointments, the appointment of special committees and task forces, and other faculty concerns which may arise. The Council oversees the work of the standing committees, fills certain vacancies on these committees as provided for in the bylaws, and, as needed, appoints special task forces to study issues and make recommendations on matters of faculty concern. Should the need arise, the Faculty Council is guided by the authority of the Faculty Handbook to interpret the Library Faculty Governance document.

The President conducts all meetings of the Library Faculty and the Faculty Council, and acts as principal voice of the Council in all discussions with the Library Faculty and Administration, and with other groups or individuals. In the absence of the President, the Vice-President has the same authority and responsibilities. In the absence of both the President and Vice-President the same authority and responsibilities are delegated by the President, or by the Vice-President acting as president, to another member of the Faculty Council.

The Faculty Council Secretary keeps an accurate record of all decisions and recommendations of the Faculty Council, and reports them to the Library Faculty and Dean of the USC Libraries in a timely manner. The Faculty Council Secretary prepares agendas and keeps minutes for all general meetings of the Library Faculty, ensuring that minutes of the previous meeting are available at or before each faculty meeting. This officer is also responsible for the retention and proper management of all records of the Faculty Council and for routinely transferring non-current records to the University Archives. Any of these responsibilities may be delegated as needed. However, keeping records of Faculty Council proceedings may be delegated only to another Council member.

Standing Committees

Standing committees exist as provided for in the bylaws. Standing committee members shall be

elected from among the Library Faculty membership according to the rules and procedures given in the bylaws. Some members of standing committees may be appointed by the Faculty Council, as provided for in the bylaws. Standing committees carry out the functions pertinent to their respective charges and report monthly in Library Faculty meetings. The work of the standing committees may be done in consultation with the Faculty Council, with Library Faculty members, and with other groups or individuals within or outside the Library.

Academic Senate

The Library Faculty is represented in the University Academic Senate as provided for in the current Academic Senate Constitution and Bylaws, wherein the Library has status equivalent to that of a school for the purposes of Senate participation. The Library Faculty Vice-President or one other elected member of the Faculty Council serves as a voting member of the Academic Senate.

Elections

All officers and members of the Faculty Council and standing committee members are elected by a vote of the Library Faculty, except for certain members of standing committees who may be appointed by the Faculty Council, as permitted in the bylaws.

Special elections are called whenever required in order to fill vacancies in the Faculty Council or the standing committees. They may also be called at any time deemed necessary by the Faculty Council in order to vote on any initiative proposed by the Faculty Council.

All regular and special elections are conducted by secret ballot vote under the direction of the Elections Committee and according to the specific rules and provisions of the bylaws. No member of the Library Faculty may cast more than one vote for a single candidate or proposition in any election.

Amendments and Revisions

Amendments to and revisions of the Library Faculty Governance document may be proposed by any Library Faculty member. A copy of any proposed amendment or revision must be delivered to every member of the Library Faculty at least thirty days before any action can be taken by the Library Faculty as a body. This requirement includes Library Faculty members who may not be in residence at the University when an amendment or revision is proposed.

Any amendment to or revision of the Library Faculty Governance document must be approved by a two-thirds majority of the votes cast thereon. If the total vote is less than half of the library faculty, a proposed amendment or revision may be resubmitted for a vote in a subsequent referendum held at least thirty days after the first vote.

Rules and procedures for revising the bylaws of the Library Faculty Governance document are

given in the bylaws.

Bylaws

Rule 1. Library Faculty Meetings.

The Library Faculty organization holds regular monthly meetings that are presided over and conducted by the President of the Faculty Council. Regular monthly meetings are not required in June, July, or August but may be called at the discretion of the President. The President has authority to call a special meeting of the Library Faculty at any time it is deemed necessary. In the absence of the President, the Vice-President has the same authority. In the absence of the President, the Vice-President presides over and conducts meetings of the Library Faculty. In the absence of the President and Vice-President, a member of the Faculty Council designated by the President or Vice-President has the authority to call faculty meetings and presides over and conducts such meetings.

Rule 2. Faculty Meeting Procedures.

All regular and special meetings of the Library Faculty follow the procedures of *Robert's Rules of Order*, most recent revision, in all cases in which they are applicable and not in conflict with the governance document and its bylaws. Except where stated in the governance document, one-third of all Library Faculty members constitute a quorum. In the absence of a quorum, no action may be taken except adjournment to a specified future time.

Rule 3. Terms of Service on the Faculty Council.

Regular terms of service on the Faculty Council are overlapping, with four members ordinarily elected in the even years and three members ordinarily elected in the odd years. No member of the Faculty Council may serve more than two consecutive full terms, or four consecutive years on the Council. At times it may be necessary to specially elect Council members for terms of less than two years in order to maintain total Council membership at seven. Should a Council seat become vacant with more than four months of service remaining, a special election of the Library Faculty is held to fill that vacancy. A specially elected Faculty Council member serves only for the time remaining in the vacated term.

Rule 4. Automatic Election as Faculty Council Member.

A faculty member who is elected as a Faculty Council officer [*i.e.*, Vice-President/President-Elect or Secretary] when not currently serving on the Faculty Council, is automatically elected to a regular two-year term as a Council member and need not stand for separate election to the Council. A faculty member who is elected as

an officer of the Council while currently serving a regular two-year term as a Council member is automatically re-elected to an additional two-year term on the Council only if an additional term is required in order to serve the term of office to which that person is elected. A faculty member who is elected an officer of the Council while serving as a specially elected Council member is automatically elected to a regular two-year term as a Council member, beyond the current special term that person is serving. Otherwise, there is no automatic election to membership on the Faculty Council.

Rule 5. Succession to the Presidency of the Faculty Council.

As President-Elect, the Vice-President succeeds to the presidency whenever it is vacated. When the presidency is vacated upon completion of a full term, the Vice-President becomes President and serves a full one-year term in that office. If the presidency is vacated before completion of the full one-year term, the Vice-President succeeds immediately to the presidency and serves the remainder of the vacated term plus a full one-year term as President.

Rule 6. Vacancies in the Offices of Vice-President and Faculty Council Secretary.

When the office of Vice-President or Secretary of the Faculty Council is vacated more than four months before completion of the full term, a special election by the Library Faculty is held within thirty days to elect a new Vice-President or Faculty Council Secretary respectively. Otherwise, a new Vice-President or Faculty Council Secretary is elected in the next regular election.

Rule 7. Failure to Provide Representation.

“Failure to provide representation” shall be defined as, but not limited to, any member who repeatedly fails to attend regularly scheduled meetings of the Council and/or does not participate in the work of the Council. Any member of the Council who demonstrates sufficient cause for dismissal may be removed upon a majority vote of the full Council. A vote to remove a member will only be in order after that individual has been notified by the President of the Library Faculty that such a vote is scheduled and after that individual has been given an opportunity to address the Council. A vacancy caused by removal due to failure to provide representation will be filled under procedures set forth in Rule 3, Terms of Service on the Faculty Council and Rule 12, Dates of Service.

Rule 8. Limitations on Consecutive Terms for Faculty Council Officers.

No President, Vice-President, or Secretary may serve two consecutive full terms in the same office of the Faculty Council. No officer may serve more than two consecutive full terms in any combination of offices of the Council. However, a Council officer may serve a partial term in succession with one full term in the same office, or in succession with

three full terms in a combination of offices, provided that person's service as a Council member does not exceed the allowable total of four consecutive years. No member of the Faculty Council may serve on the Council more than four consecutive years.

Rule 9. Faculty Council Meetings.

Each Faculty Council establishes its own time, place, and frequency of meetings. Faculty Council meetings are open to all Library Faculty members who may wish to attend. However, at times the Faculty Council, by a majority vote of its members who are present, may declare a meeting open to certain designated visitors only or the meeting in Executive Session and closed to all visitors. This action may be taken for any cause deemed justifiable by the Council. The Dean of the USC Libraries has a standing invitation to attend all Faculty Council meetings, except when requested not to attend.

Rule 10. Communicating on Behalf of the Library Faculty.

The Faculty Council is one of the established channels of communication between the Library Faculty and the Dean of the USC Libraries and other University bodies, be they administrative, faculty, or staff. No individual or other group may communicate on behalf of the Library Faculty, nor may any member of the Faculty Council other than the President communicate on behalf of the Library Faculty without proper delegation to do so. Academic senators who represent the Library Faculty are free to speak and vote as conscience may dictate on matters arising within the Senate, but whenever possible they are expected to consult with the Library Faculty and the Faculty Council on pending Senate actions which may substantially affect the Library or Library Faculty members.

Rule 11. Elections.

All regular and special faculty elections are conducted under the directions of the Elections Committee. Any Library Faculty member eligible to vote and hold office may nominate candidates. Each election may be conducted in one or two stages, as deemed necessary by the Elections Committee in order to ensure that all are elected by a **plurality** of those voting. The Elections Committee will endeavor to present a slate of at least two candidates for each office for which there will be an election; if it is unable to do so, the Committee will refer the issue to the Faculty Council for resolution. The Committee will also ensure that all candidates are eligible and prepared to serve the full term if elected. The confidentiality of all votes will be safeguarded to the maximum extent possible.

The regular elections for Faculty Council Vice-President, Faculty Council Secretary, and Faculty Council Member(s)-at-Large are held in February. Any Library Faculty member may nominate candidates for these offices in the regular January Faculty meeting, or in writing to the Elections Committee during January. The final results of these elections are announced before or at the regular March faculty meeting.

The regular elections for the Personnel Steering Committee and Personnel Committee are held in March. Any Library Faculty member may nominate candidates for these offices in the regular February Faculty meeting, or in writing to the Elections Committee during February. The final results of this election are announced before or at the regular April Faculty meeting.

Regular elections for the Professional Development Committee, Research Committee, and Elections Committee are held in April. The final results of these elections are announced before or at the regular May Faculty meeting. All standing committees except the Personnel Committee elect their own chairs.

Rule 12. Dates of Service.

Newly elected Faculty Council members and officers assume their duties on the first day of May, unless elected to an office that is vacant at the time of their election. In the latter instance they assume their duties immediately upon announcement of the election results. Newly elected members of all standing committees, including the Personnel Steering Committee, assume their duties on the first day of July. New senators assume their duties according to the schedule given in the Academic Senate Constitution. Faculty members who are specially elected to any bodies or offices assume their duties immediately upon announcement of the election results.

Rule 13. Standing Committees.

The following standing committees exist as part of the Library Faculty organization:

- Elections Committee
- Personnel Committee
- Professional Development Committee
- Research Committee

All standing committees are elected on a basis of overlapping membership. As nearly as possible, half of each committee's membership is elected annually. If total committee membership is an odd number, the larger number is elected in the even years and the smaller number in the odd years.

Each committee is also responsible for the retention and proper management of all records of the committee and for routinely transferring non-current records to the University Archives.

Elections Committee. This committee consists of three members who are each elected for a two-year term. The committee conducts all regular and special elections for

membership on and for offices within the Faculty Council and for standing committees. It conducts any elections that are held to decide upon proposed revisions of or amendments to the governance document, as well as revisions of the Bylaws. It also conducts any other special elections or polls requested by the Faculty Council. This committee has the responsibility for preparing and distributing a list of all current Faculty Council and standing committee members, including their elected or appointed terms of service.

Personnel Committee. This committee consists of twelve members on the continuing appointment/tenure track, each elected for a two-year term. During years when the number of contract librarians in the USC Libraries exceeds three on July 1st, an additional member on contract appointment will be elected for an annual term. The Committee handles faculty matters pertaining to appointments, mid-cycle reviews, promotions, continuing appointment or tenure, annual performance reviews, and career advisement. It participates in faculty grievances pertaining to these areas when a faculty grievant or the Dean of the USC Libraries chooses to seek this committee's advice or assistance. The three-member Personnel Steering Committee directs the work of the Personnel Committee and consists of a chair, a vice chair for appointments and promotions, and a vice chair for peer review. These three positions are held by faculty with continuing appointment or tenure who are a part of the entire membership of the Personnel Committee. They are elected to two- year terms by vote of the faculty. The Personnel Steering Committee decides its member- specific responsibilities each year, determines the primary panel assignments within the Personnel Committee, provides mentoring to probationary librarians, and takes responsibility for ensuring fairness and consistency in the work of the Committee.

Of the Personnel Committee members who are not members of the Personnel Steering Committee, seven must have continuing appointment or tenure and two must be on the continuing appointment/tenure track. In cases where the number of contract librarians in the USC Libraries exceeds three, an additional member will be elected annually by October 31st to participate on the Peer Review panel for evaluations of all library faculty. A faculty member who receives continuing appointment or tenure while serving on the Personnel Committee may continue to serve for the full term of two years. When this occurs, a special election is held within ninety days to elect a new member who represents the faculty who are without continuing appointment or tenure. In such cases, the total of Personnel Committee members may be temporarily greater than twelve.

Faculty on the continuing appointment/tenure track may serve up to three consecutive terms as a member of the Personnel Committee. They may serve beyond three consecutive full terms only when appointed by the President of the Faculty Council to fill the remainder of a vacated term on the Committee. Faculty may serve up to two consecutive full terms on the Personnel Steering Committee. They may serve beyond two consecutive full terms only if elected to fill the remainder of a vacated term on the Steering Committee.

The greater part of Personnel Committee work is conducted by panels which are appointed from among the Committee membership by the Personnel Steering Committee. Appointment, and promotion/continuing appointment/tenure (APCAT) dossiers are reviewed by panels that are assembled for this purpose. The number of APCAT panels formed depends upon the number of dossiers to be reviewed in a given year. Peer review panels are constituted each year to review annual performance documentation for each faculty member. The Personnel Steering Committee ensures fairness and consistency in the work of APCAT and peer review panels. As needed, other panels may be formed for purposes such as faculty grievances or for study and recommendation on any matters within the domain of Personnel Committee responsibilities.

Personnel Committee members may serve on any of the Committee's panels with the following exception: Only faculty with continuing appointment or tenure may serve on panels with APCAT responsibilities. See also Rule 14, Exclusions on Concurrent Committee Service.

Professional Development Committee. This committee consists of six faculty members, who are each elected for a two-year term, in observance with PDC guidelines governing the disbursement of professional development funds, which provide criteria for the disbursement of funds and establishes grievance procedures for hearing concerns. It supports professional development of the faculty through scheduling speakers, symposia, workshops, meetings, continuing education classes, and the like. It advocates for library faculty by advising the Dean of USC Libraries on the professional development needs of library faculty. It also promotes the exchange of information and ideas with colleagues and peers inside and outside the University. It recommends procedures regarding the disbursement of available funding for faculty attendance, including lodging and travel accommodations, at meetings, conferences, continuing education programs, and other professional activities.

Research Committee. This committee consists of three faculty members who are each elected and one staff member who is appointed. The committee membership is for a two-year term. The committee encourages research and development projects by Library faculty and staff members, and promotes the dissemination of research through established communication channels. The committee solicits and reviews all applications for Library faculty and staff research funds according to guidelines established by the Dean of the USC Libraries. The committee interacts with the USC Libraries' grants officer to identify additional funding opportunities.

Rule 14. Exclusions on Concurrent Committee Service.

Library Faculty members may not serve concurrently on appointments/promotions/continuing appointment/tenure (APCAT) panels within the

Personnel Committee and on the University Committee on Appointments, Promotions, and Continuing Appointments for Librarians (*i.e.*, the Provost's Panel), except to review Librarian and Assistant University Librarian appointments and to consider proposed promotions up to the rank of Assistant University Librarian.

Rule 15. Vacancy Appointments to Standing Committees.

When necessary, the Elections Committee holds a special election to fill standing committee vacancies. Vacancies on the Personnel Steering Committee are always filled through special election by the Library Faculty. Vacancies on the Elections, Personnel, Professional Development, and Research Committees which occur between regular elections may be filled through appointment by the President, in consultation with the Faculty Council. However, at no time may greater than half the membership of any of these committees consist of appointed members. Members of standing committees who are elected or appointed to fill vacancies which occur between regular elections serve only for the remainder of the term to which they are elected or appointed.

Temporary appointments to standing committees may be made by the President of the Faculty Council, in consultation with the Faculty Council and the affected standing committee whenever the anticipated length or timing of a committee member's professional leave, disability, or other personal leave of absence, is judged to interfere with the fulfillment of the committee's charge. The length of the temporary appointment will be determined at the time the appointment is made, and may be extended if conditions warrant, up to the end of the elected member's term of service. Upon the return of the elected member, the number of members on standing committees may be temporarily expanded to accommodate the participation of both the elected and temporary members when needed to provide continuity in the committee's workload.

Should a member of a standing committee decide to resign, the committee member will notify in writing the chair of the committee of the intended resignation, and the effective date of resignation. The chair of the committee notifies the Faculty Council of the intended resignation, at which point the Faculty Council will determine if a special election is to be held to fill the vacancy or if the vacancy may be filled through an appointment by the President of the Faculty Council, in consultation with the Faculty Council.

Rule 16. Bylaw Changes.

Bylaws may be added, deleted, or revised by a secret ballot majority vote of Library Faculty members at any time, provided that the proposed changes have been sent or delivered at least thirty days before the voting to all Library Faculty members. If the total vote is less than half of those eligible to vote thereon, the proposed changes may be resubmitted for a subsequent referendum held at least thirty days after the first vote. No

Bylaw change can be approved without a majority vote in a referendum in which at least half of all Library Faculty members.

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