

Faculty Shared Governance and Bylaws

Preamble

The Faculty of the USC Libraries (hereinafter referred to as faculty) is organized according to the following structure for the purpose of supporting the principles of shared governance as described in Chapter 2 of the current University of Southern California Faculty Handbook (hereinafter referred to as Faculty Handbook). The general functions of the faculty organization are advisory, legislative, and adjudicative. The advisory function provides a means for expressing the interests of the faculty to the Dean of the USC Libraries, the Academic Senate, 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 the Faculty Handbook and other policies and procedures established by the University. Together, these functions represent the formal shared decision-making arrangements and processes used to uphold and maintain criteria for excellence and professionalism as outlined in this document.

The organization and operations described herein support and supplement official policies set forth in the Faculty Handbook and the Constitution and Bylaws of the Academic Senate. The Council is guided by the authority of the Faculty Handbook to interpret this document.

Membership

The faculty organization is defined as consisting 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 faculty may attend regular faculty meetings and participate in discussions. With the exception of the Dean of the USC Libraries and administrative faculty appointed by the Dean to serve on the Dean's Cabinet, all faculty are eligible to serve on standing committees, nominate candidates to serve on standing committees, vote in faculty elections, and serve as a Senator on the Academic Senate.

Only continuing appointment/tenured or continuing appointment faculty may vote on recommendations pertaining to University policies and procedures concerning continuing

appointment/tenure and the continuing appointment/tenure system as outlined in Article I, section 3 of the Academic Senate Constitution.

Organization

The governing body of the faculty organization is the Library Faculty Council (hereinafter referred to as Council), consisting of seven members, each elected for a two-year term by eligible voting members of the faculty. The Council is presided over by one of its members who are elected by the faculty to serve a one-year term as President. The President is assisted by a Vice-President who is elected by the faculty for a one-year term. A regularly elected Vice-President is also the President-Elect, succeeding to the presidency when it is vacated. The President and Vice-President are assisted in their duties by the Secretary who is elected by the faculty for a one-year term. The remaining members of the Council have the title Member-at-Large. There are no alternate members of the Council, and under no circumstances shall anyone who is not an elected member of the Council be appointed as a substitute for an absent Council member.

The Council has overall responsibility for all aspects of faculty shared governance. The Council is responsible for reviewing this document each year to ensure its contents are up-to-date and accurately reflect current policies applied to faculty of the University. Any recommended updates, deletions, or revisions are implemented under Bylaw 16 of this document. The Council reports regularly to the 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 faculty in all matters which concern faculty. The Council meets regularly with and advises the Dean of the USC Libraries regarding 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 forms special panels for purposes of faculty grievances or for study and recommendation on any personnel matters within the domain of the Peer Review or the Appointments, Promotions, Continuing Appointment and Tenure (APCAT) Committees as defined in Chapter 7, Section A of the Faculty Handbook. As needed, the Council appoints special task forces to study issues and make recommendations on matters of faculty concern and provide reports as requested.

The President conducts all meetings of the faculty and the Council, and acts as the principal voice of the Council in all discussions with the faculty and administration of the USC Libraries, and with other groups or individuals. The President serves on the Academic Senate as the Senator representing the Libraries, or may designate another member to serve as Senator in the President's place. 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 Council.

The Secretary maintains an accurate record of all decisions and recommendations of the Council and reports them to the faculty and Dean of the USC Libraries in a timely manner. The Secretary prepares agendas and keeps minutes for all general meetings of the faculty, ensuring that minutes of the previous meeting are available before each faculty meeting. This officer is also responsible for the retention and proper management of all records of the 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 Council proceedings shall be delegated only to another Council member.

Standing Committees

Members of standing committees shall be elected from among eligible faculty according to the rules and procedures given in the Bylaws. Members of joint faculty and staff standing committees shall be elected from among eligible faculty and staff memberships according to the rules and procedures of their respective Council Bylaws. Faculty members of standing committees may be appointed by the Council, as provided for in Bylaw 15.

Standing committees carry out the functions pertinent to their respective charges and provide a monthly report of their activities at meetings of the faculty. The work of the standing committees may be done in consultation with the designated Council liaison to the committee, with faculty members, and with other groups or individuals within or outside of the Libraries. Each standing committee retains and manages records of all official business of the committee, submits an annual report to the faculty at the end of the academic year, and routinely transfers non-current records to the University Archives.

Academic Senate

The faculty is represented in the Academic Senate as provided for in the current Senate Constitution and Bylaws, wherein the Libraries has status equivalent to that of a school. Under the Constitution of the Academic Senate, Article II, Purposes and Roles, and Article V, School Faculty Councils, the Council is established for the purposes of participating in shared governance of the Libraries and the University and for the purpose of seeking advice from the Senate on any matters pertaining to the faculty. The President or a designated member of the Council serves as Senator for the purposes of participation and carries the authority to vote on resolutions and other matters raised by the Senate. The Council may also designate an official alternate to serve in the absence of the President or other elected member under Bylaw 12 of the Senate.

Elections

All officers and members of the Council and faculty members of standing committees are elected by a vote of eligible faculty. The Elections Committee shall call for nominations in any special elections required to fill vacancies in the Council or the standing committees. They may also be called at any time deemed necessary by the Council to vote on any initiative proposed by the Council.

All regular and special elections are conducted by secret electronic ballot vote under the direction of the Elections Committee and according to the specific rules and provisions of the Bylaws. No member of the faculty may cast more than one vote for any election.

Bylaws

Bylaw 1. Faculty Meetings

The faculty organization holds regular monthly meetings that are presided over and conducted by the Council President. Regular monthly meetings are not required in June or July, but may be called at the discretion of the President. A meeting called in August may take the form of a faculty retreat. The President has the authority to call a special meeting of the 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 faculty. In the absence of the President and Vice-President, a member of the Council designated by the President or Vice-President has the authority to call, preside over, and conduct such meetings. All faculty meetings are open to anyone wishing to attend. However, at any time during a meeting, a voting member of the faculty can make a motion to move into Executive Session by a majority vote of the voting members present. When a meeting enters into an Executive Session, only voting members of the faculty may remain.

Bylaw 2. Faculty Meeting Procedures

All regular and special meetings of the faculty follow the procedures of the most recent revision of Robert's Rules of Order in all cases in which they are applicable and not in conflict with this document. One third of all faculty members constitute a quorum. In the absence of a quorum, no action may be taken except adjournment to a specified future time.

Bylaw 3. Terms of Service on the Faculty Council

Regular terms of service on the 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 Council shall 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 faculty is held to fill that vacancy. A specially elected Council member serves only for the time remaining in the vacated term.

Bylaw 4. Succession from Faculty Council Secretary to Member-at-Large

The faculty member who is elected as Secretary serves a two-year term, serving in year one as Secretary and in year two as Member-at-Large.

Bylaw 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.

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

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

Bylaw 7. Failure to Fulfill Responsibilities of Elected Position

A faculty member's failure to provide representation, comply with confidentiality policies where appropriate, or otherwise fulfill the responsibilities of an elected position serving the Council or any standing committee named in this document may result in the removal of the faculty member from their elected position. Any faculty member of the Council or standing committee (hereinafter referred to as elected body) who demonstrates sufficient cause for dismissal may be removed upon a majority vote of the full elected body. The elected body should consider a vote for removal only after following closed discussions to address the

nature of unmet responsibilities and potential remedies. These closed discussions should involve the faculty member, the committee chair or president of the elected body, and, if applicable, the Council member-at-large who acts as the committee's liaison. Before proceeding with a vote to remove a faculty member from their position, the Council President or standing committee chair must notify the faculty member and provide them with an opportunity to address the other elected members of the corresponding body. Details on the responsibilities of each elected position, along with policies regarding confidentiality and meeting attendance, can be found in each elected body's process manual. A vacancy caused by removal will be filled under procedures set forth in Bylaw 3, Terms of Service on the Faculty Council; Bylaw 12, Dates of Service; Bylaw 15, Vacancy Appointments to Standing Committees; and/or the elected body's process manual.

Bylaw 8. Limitations on Consecutive Terms for Faculty Council Officers

No President, Vice-President, or Secretary shall serve two consecutive full terms in the same office of the Council. No officer shall 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, 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 shall serve on the Council more than four consecutive years.

Bylaw 9. Faculty Council Meetings

Each instance of the Council establishes its own time, place, and frequency of meetings. Council meetings are presumed to be open to all faculty and administrative faculty of the USC Libraries. However, the Council reserves the right to enter into Executive Session—or Executive Session with invited guests—to address items involving privileged information and matters requiring confidentiality. A majority vote of Council members is required to enter into Executive Session or close attendance to Council members and designated guests only. Council members may vote to limit attendance either before or during a meeting. Such a vote may be initiated for any cause deemed justifiable by the Council.

Bylaw 10. Communicating on Behalf of the Faculty

The Council is one of the established channels of communication between the faculty, the Dean of the USC Libraries, and other University bodies. As the Libraries' representative in the Academic Senate, only the Council President or an official alternate designated by the Council may speak on behalf of the faculty as a Senator. The Senator is responsible for communicating issues to the faculty that have been discussed during Senate meetings. The Senator is free to speak and vote as they choose on any matters arising within the Senate.

However, the Senator is expected to consult with the faculty and the Council on pending Senate actions which may substantially impact the Libraries or the faculty or that require the Council to take action.

Bylaw 11. Elections

All regular and special faculty elections are conducted under the directions of the Elections Committee. Any 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. If the Elections Committee is unable to find any candidates to run for an office/position for which there will be an election, the Committee will refer the issue to the Council, who will identify a candidate. The Committee will also ensure that all nominators are eligible faculty, candidates are eligible for the position, and nominees are 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 Council Vice-President, Secretary, and Member(s)-at-Large are held in February. Any faculty member may nominate candidates for these offices in the regular January faculty meeting, or in writing to the Elections Committee during January, or by responding to the call(s) for nominations shared by the Elections Committee. The final results of these elections are announced before or at the regular March faculty meeting.

Regular elections for the Peer Review Committee and the APCAT Committee are held in March. Any faculty member may nominate candidates for these offices in the regular February faculty meeting, or in writing to the Elections Committee during February or by responding to the call for nominations shared by the Elections Committee. 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, Elections Committee, and Salary and Compensation Committee are held in April. Any faculty member may nominate candidates for these offices in writing to the Elections Committee or by responding to the call for nominations shared by the Elections Committee. The final results of these elections are announced before or at the regular May faculty meeting. All standing committees elect their own chairs or co-chairs.

Bylaw 12. Dates of Service

Newly elected 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 assume their duties on the first day of July. New

senators assume their duties according to the schedule provided by the Academic Senate. Faculty who are specially elected to any committees or offices assume their duties immediately upon announcement of the election results.

Bylaw 13. Standing Committees

The following standing committees exist as part of the faculty organization:

- Elections Committee
- Peer Review Committee
- APCAT Committee
- Professional Development Committee
- Research Committee
- Salary and Compensation Committee

All standing committees are elected on a basis of overlapping membership. 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.

The Elections Committee consists of three faculty 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 Council and for standing committees. It conducts any elections that are held to decide upon proposed revisions of or amendments to this document. It also conducts any other special elections or polls requested by the Council. This committee has the responsibility for preparing, distributing, and maintaining a list of all current Council and standing committee members, including their elected or appointed terms of service.

The Peer Review Committee consists of four faculty with continuing appointment/tenure; two faculty on the continuing appointment/tenure track, each elected for a two-year term, and, when applicable, one contract faculty member. In years where the number of contract faculty in the USC Libraries exceeds three on July 1st, an additional member on contract faculty appointment will be elected annually by October 15th to participate on the Peer Review Committee for evaluations of all library faculty. A faculty member who is granted continuing appointment/tenure while serving on the Peer Review 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/tenure. Due to these rules, the total Peer Review members may be temporarily greater than six. Faculty may serve up to three consecutive terms as a member of the Peer Review Committee. They

may serve beyond three consecutive full terms only when elected to fill the remainder of a vacated term on the Committee. The committee reviews, updates, and distributes a Process Manual for that year's Peer Review process; alone or in collaboration with other faculty, creates and distributes instructional and training materials to faculty and reviewing officers to ensure consistency in documentation and scoring; conducts reviews of faculty; and provides merit scores and feedback on performance for the faculty under review and for the Dean to consider for final rating and merit increase decisions.

The APCAT Committee consists of six faculty with continuing appointment/tenure each elected for a two-year term. Faculty may serve up to three consecutive terms as a member of the APCAT Committee. They may serve beyond three consecutive full terms only when elected to fill the remainder of a vacated term on the Committee. The committee creates, reviews, updates, and distributes guidelines, templates, and examples of dossiers that meet Libraries' criteria; alone or in collaboration with other faculty and administrative members, creates and distributes instructional and training materials to faculty to ensure consistency in dossiers; reviews all dossiers for promotion; identifies internal and external referees for the dossiers of candidates for promotion; reviews midcycle dossiers and provides evaluation and suggestions to submitters on improving documentation for subsequent dossiers; recommends emeriti status; reviews faculty search committee reports and contributes to the final search report by writing an evaluation letter; reviews draft faculty position descriptions; and provides evaluative feedback to search committees.

The Professional Development Committee consists of six faculty members, who are each elected for a two-year term. It governs the disbursement of professional development funds, provides and distributes 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 faculty by advising the Dean of USC Libraries on the professional development needs of faculty. It also promotes the exchange of information and ideas with colleagues and peers inside and outside of 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.

The Research Committee is a joint faculty and staff committee that consists of three faculty members who are elected by the faculty, each for a two-year term, and one staff member who is elected by the Staff Council under their bylaws. The committee

encourages research and development projects by faculty and staff members, and promotes the dissemination of research through established communication channels. The committee solicits and reviews all applications for faculty and staff research funds according to guidelines established by the Dean of the USC Libraries. The committee consults with the Libraries' grants officer to identify additional funding opportunities.

The Salary and Compensation Committee consists of three faculty members who are each elected for a two-year term. The terms of service are overlapping with one new member elected in odd years and two new members elected in even years. The committee works across departments to create and publish an annual salary report. The committee will identify areas of concern and strategies for addressing salary compression and equity, and make recommendations to the dean related to establishing and updating appropriate salary floors, benchmarks or "brackets" for faculty at all ranks and in all divisions. The committee defines appropriate salary floors, benchmarks, or brackets for faculty at all ranks and in all divisions at Libraries; identifies equity concerns impacting specific groups or categories of faculty and recommends measures for ameliorating concerns over a reasonable timeline; creates a detailed annual report for use by the Dean of the USC Libraries, Associate Deans, and Council; and, publishes an annual summary report accessible to all faculty.

Bylaw 14. Exclusions on Concurrent Committee Service

Faculty shall not serve concurrently on the APCAT Committee and on the University Committee on Library Appointments, Promotions, and Continuing Appointments, except to review Librarian and Assistant University Librarian position descriptions and appointments to consider proposed promotions up to the rank of Assistant University Librarian.

Bylaw 15. Vacancy Appointments to Standing Committees

Should a member of a standing committee resign, the committee member shall notify in writing the chair of the committee of the effective date of resignation. The chair of the committee notifies the Council. A faculty member shall be appointed or elected to the standing committee to serve the remainder of the term of the resigning member as detailed below.

Should a member of a standing committee take any leave of absence, the committee member shall notify in writing the chair of the committee of the anticipated start date and duration of the leave. The chair of the committee notifies the Council. If the Council and committee chair agree that the anticipated length or timing of the leave will interfere with the fulfillment

of the committee's charge, a faculty member shall be temporarily appointed or elected to the standing committee. The temporary appointment may be ended when the elected member returns from leave, or, may be extended to the end of the elected member's original term if needed to provide continuity to the committee's work. The Council and committee chair shall make the determination of the length of the temporary appointment.

All vacancies on the Peer Review Committee and the APCAT Committee, including temporary leaves of absence, shall be filled through election. To fill vacancies in all other committees, Council and the affected standing committee members shall discuss whether to fill the vacancy through election or appointment, and Council shall make the determination. At no time may greater than half the membership of any committee consist of appointed members.

If an election must or will be held, the Elections Committee holds a special election. If the vacancy will be filled through an appointment, the President shall consult with the Council and the standing committee to identify potential appointees, and the President selects the appointee.

Bylaw 16. Faculty Shared Governance and Bylaws Changes

Any faculty member who is eligible to serve on standing committees, nominate candidates to serve on standing committees, vote in faculty elections, and serve as a Senator on the Academic Senate may propose an amendment or revision to this document by submitting a written document of proposed changes, indicating alternative, revised, or new language, to the faculty. A proposed amendment or significant revision must be discussed at a minimum of one faculty meeting before the Elections Committee conducts a vote. Additionally, a final version of any proposed amendment or revision must be distributed to all faculty members at least thirty days before the vote is conducted.

Approval requires a majority of votes cast, by secret ballot, with at least half of all eligible faculty participating. If less than half of all eligible faculty participate in the vote, the proposed amendment or revision may be resubmitted for a second vote held at least thirty days after the initial vote. The second vote requires the same conditions for approval: a majority of votes cast with at least half of all eligible faculty participating.

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