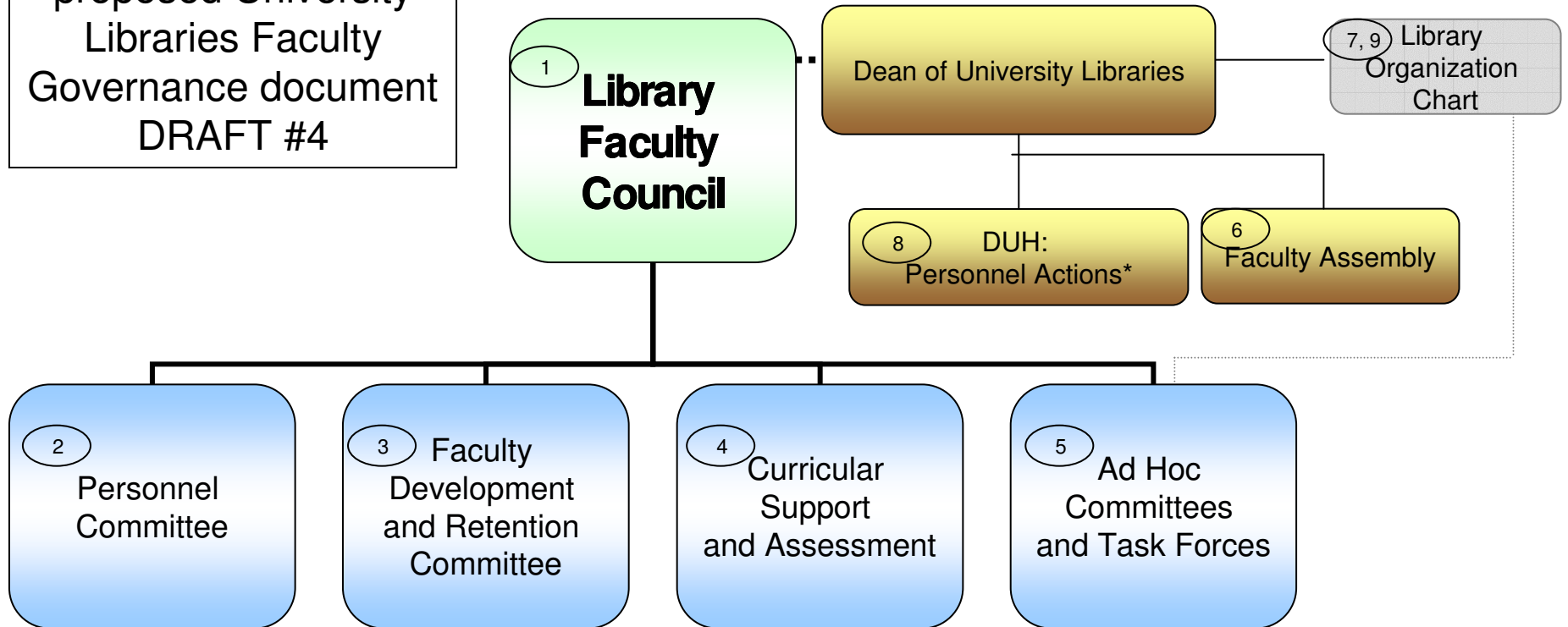


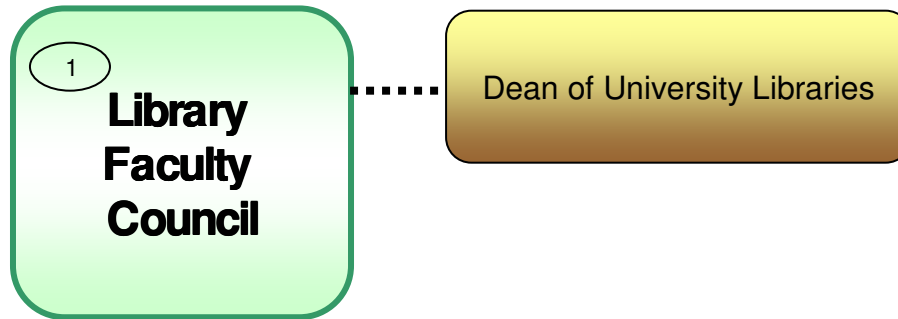
Faculty Governance

Unit Service

This draft chart
 coincides with the
 proposed University
 Libraries Faculty
 Governance document
DRAFT #4

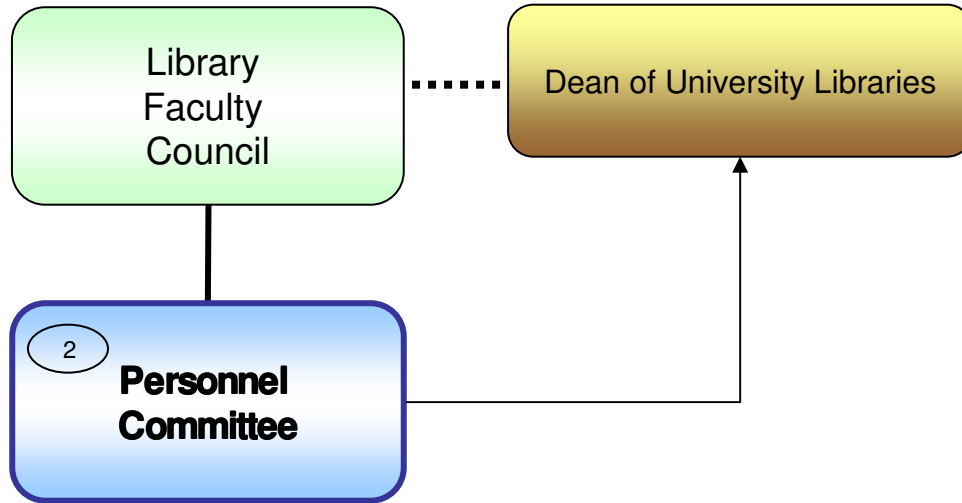


*Appointed based on Faculty recommendation



- Function:** The University Libraries Faculty Council shall serve as the chief faculty organization of the University Libraries; to assist in carrying out the University Libraries mission; to support faculty development and mentoring; to review faculty standing committee reports; to make recommendations to the Dean; and to represent faculty interests and concerns to the Dean.
- Powers & Duties:** Advise the Dean on academic and curricular support programs and educational policies of the University Libraries for the attainment of objectives; vote or otherwise take action on recommendations of standing committees; review bylaws biennially in the fall of even years and revise if necessary.
- Membership:** Faculty of the University Libraries who hold tenure or tenure track positions on a full or part-time (at least 50%) basis; the Dean (or designee) will sit on the committee as a non-voting, ex-officio member.
- Meetings:** At least two times per semester (Fall, Winter, and Spring/Summer) or at the petition of 15% of the University Libraries faculty.
- Leadership:** The chair of the University Libraries Faculty Council shall be tenured, and elected by tenured and tenure-track faculty. The term as chair-elect will be one year, followed by a term as chair for one year. The University Libraries Faculty Council Chair may request time on the agenda of any regular Library Council meeting, with the expectation that the request will be honored in a timely and appropriate manner.

Faculty Governance – Standing Committees: Library Personnel Committee (LPC) 2 Unit Service



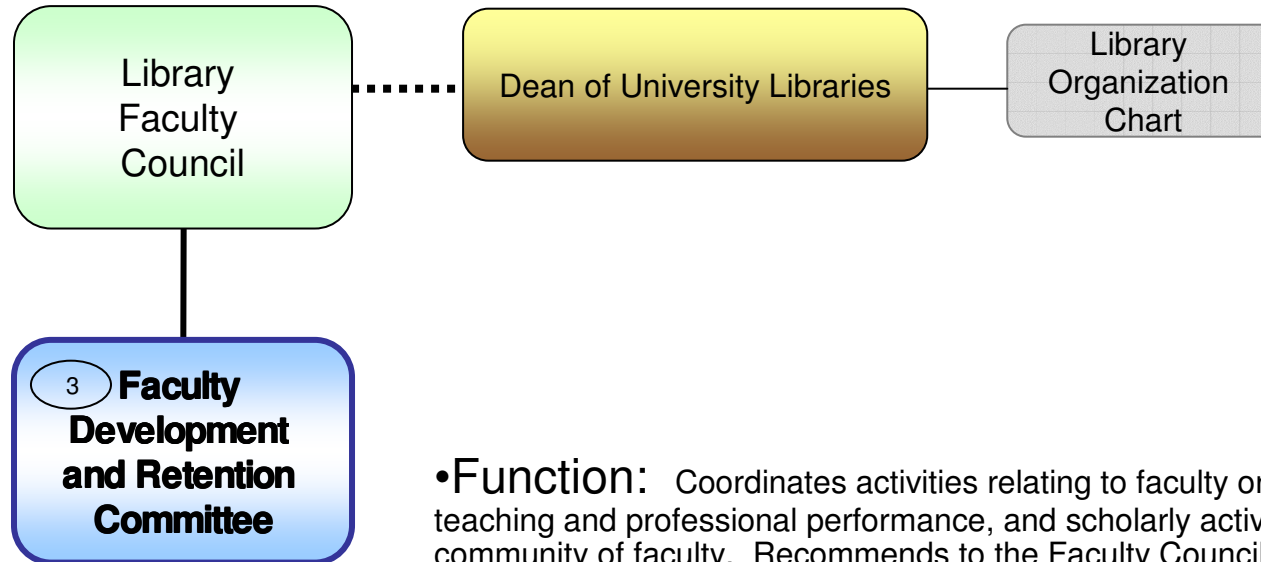
- Function:** Recommend action concerning regular faculty appointment renewals, promotion, tenure, sabbaticals, and periodic performance reviews within the Library. The Committee recommends to the Dean.
- Membership:** The Library's Personnel Committee will be composed of five (5) tenured faculty members; two (2) librarians elected from the library faculty and one (1) tenured faculty member each from three of the eight Colleges elected by the library faculty from a slate provided by the Provost. Members from the Colleges will serve on a rotating basis.
- Meetings:** At least one meeting in each Fall or Winter semester in which there are regular faculty appointment renewals, promotion, tenure, or sabbaticals scheduled for review.
- Leadership:** The chairperson of the Library Personnel Committee will be a librarian elected by the committee membership.
- This committee is largely established already in the Faculty Handbook.

Faculty Governance – Standing Committees:

Faculty Development and Retention Committee

Unit Service

3



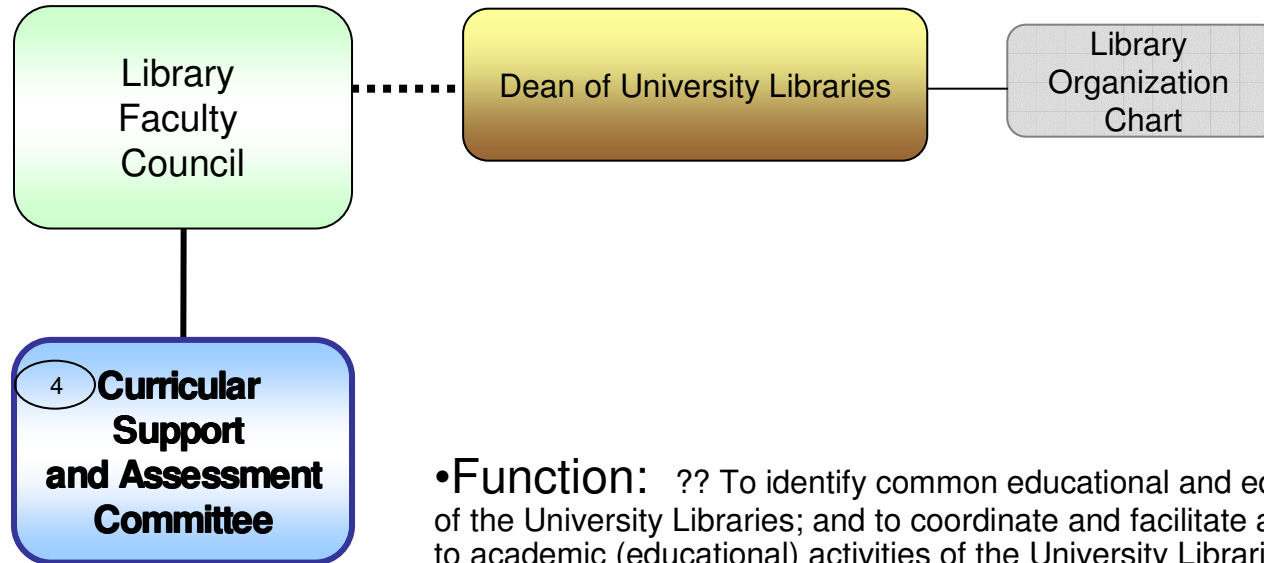
- Function:** Coordinates activities relating to faculty orientation, training for effective teaching and professional performance, and scholarly activity assistance; fosters a community of faculty. Recommends to the Faculty Council and the Dean on allocation of faculty development resources.
- Membership:** [Number to be decided] tenured or tenure track faculty members elected by the faculty serving staggered two-year terms, the Dean (or designee) as non-voting *ex officio*. ??Should membership be specifically divided/allocated among all/some of the Libraries' administrative divisions?
- Meetings:** ??
- Leadership:** Chaired by a member elected from among the committee.

Faculty Governance – Standing Committees:

Curricular Support and Assessment Committee

Unit Service

4



•**Function:** ?? To identify common educational and educational support objectives of the University Libraries; and to coordinate and facilitate assessment activities related to academic (educational) activities of the University Libraries, and respond to feedback produced by the University Libraries Administrative Services Division's assessment activities.

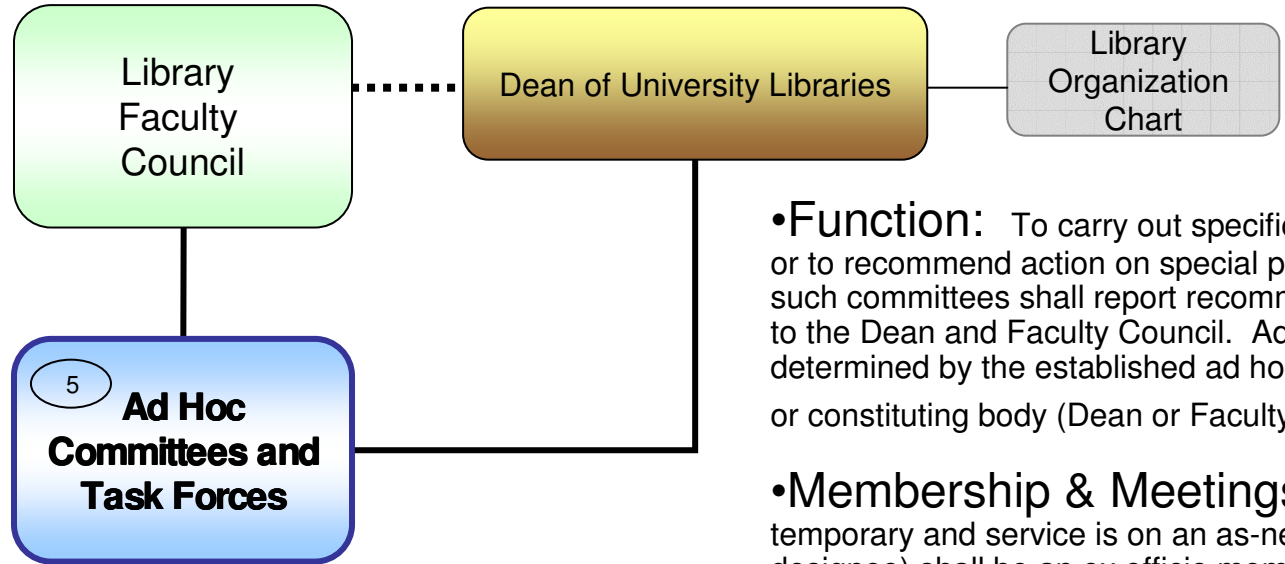
•**Membership:** [Number to be decided] tenured or tenure track faculty members elected by the faculty serving staggered two-year terms, the Dean (or designee) as non-voting *ex officio*. ??Should the Director of Administrative Services and the Director of Research and Instructional Services be permanent members of this committee? Co-Chairs? Be considered *de facto* as the Dean's designee?

•**Meetings:** ??

•**Leadership:** Chaired by a member elected from among the committee.

Faculty Governance – Ad Hoc Committees and Task Forces

Unit Service



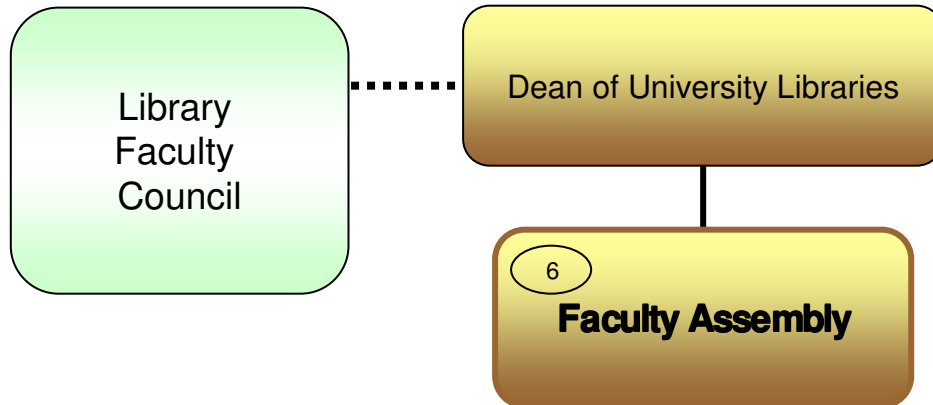
•**Function:** To carry out specific, short-range assignments, or to recommend action on special problems and/or issues; such committees shall report recommendations and/or findings to the Dean and Faculty Council. Additional duties will be determined by the established ad hoc committee or task force, or constituting body (Dean or Faculty Council).

•**Membership & Meetings:** Membership is temporary and service is on an as-needed basis. The Dean (or designee) shall be an ex officio member of all ad hoc committees and task forces.

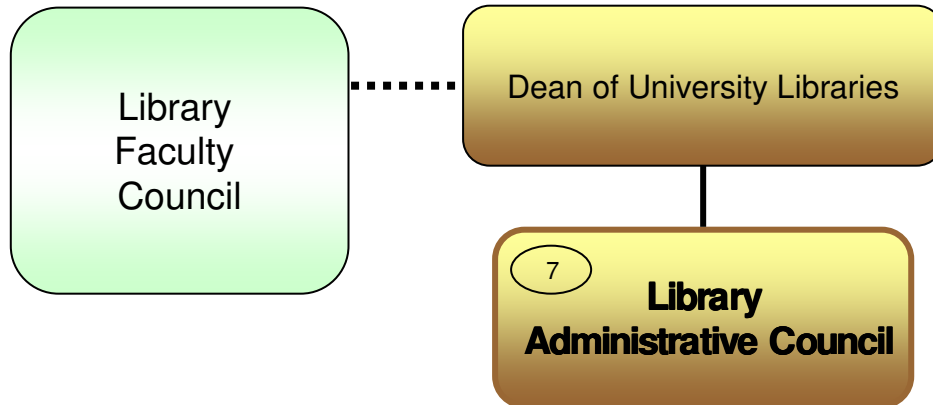
•**Appointment:** Ad hoc committees and task forces may be appointed by the Dean or by the University Libraries Faculty Council. Tenure of an ad hoc committee or task force will be established in the committee’s charge and be subject to renewal, if the Dean or Faculty Council wishes to extend an ad hoc committee’s or task force’s deadline for completion of its business.

•**Leadership:** ?? Chair will generally be designated by the constituting body as part of the committee or task force charge.

Library Administrative Structure & Faculty Governance – Library Faculty Assembly 6



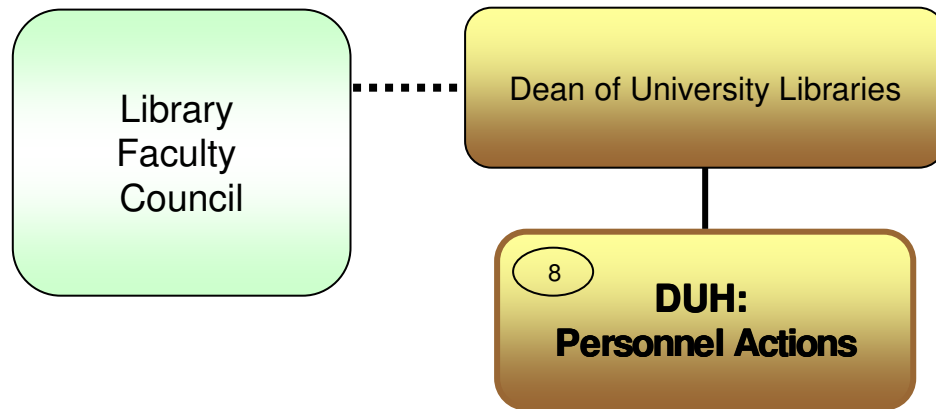
- Function:** To be a forum for information, discussion, and when necessary, formal resolutions to the Dean.
- Membership:** All University Libraries faculty, including visiting and adjunct appointees, are invited to attend Faculty Assembly meetings.
- Meetings:** To be called at least once each semester to receive reports from the committees and from the Dean; to be called into special session by the Dean or by 15% of the University Libraries Faculty Council.
- Leadership:** Chaired by the Dean.



- Function:** Leadership team to advise the Dean on matters of concern to the faculty, staff, and students; coordinate administration of academic and service resources and operations; and develop policy recommendations.
- Membership:** Dean (chair), Division Directors, and others appointed by the Dean. The Chair of the University Libraries Faculty Council is not a sitting member of the Library Council, but may always request time on the agenda of a regular Library Council meeting.
- Meetings:** Normally weekly.
- Leadership:** Chaired by the Dean.

Library Administrative Structure & Faculty Governance – Designated Unit Head for Library Faculty Personnel Actions

Unit Service 8



•**Function:** The Designated Unit Head for Library Faculty Personnel Actions is delegated by the Dean to carry out the responsibilities of a unit head in regards to conducting unit reviews for regular faculty appointment renewal, promotion, tenure, and sabbaticals in accordance with the Faculty Handbook, Chap. 4.02.10.5-7 and Chap 4.02.10.8, Sect. A.4. Additionally, collects nominations and prepares ballot for annual elections/nominations to faculty governance committees internal and external to the University Libraries.

•**Appointment:** The Dean shall appoint a Designated Unit Head for Library Faculty Personnel Actions, normally a nominee recommended by the faculty of the unit, following as a general model the guidelines for the appointment of unit heads specified in the Faculty Manual, Chap. 1.08, Sect. B-C.

Library Administrative Structure – The Unit 9



- **Mission:** The Grand Valley State University Libraries serve as the information gateway for our community. Dedicated to providing quality service, fostering an informed citizenry, and supporting liberal education, the Libraries promote intellectual discovery, critical thinking, and lifelong learning.
- **Function:** [Operationalize the University Libraries mission through an established administrative reporting and responsibility structure, with input from the Unit's faculty via the faculty governance structure.]
- **Membership:** All faculty and staff of the University Libraries.
- **Meetings:** [As may be defined within the context of the administrative reporting structure.]
- **Leadership:** [The Dean is the Unit Head and chief administrator.]