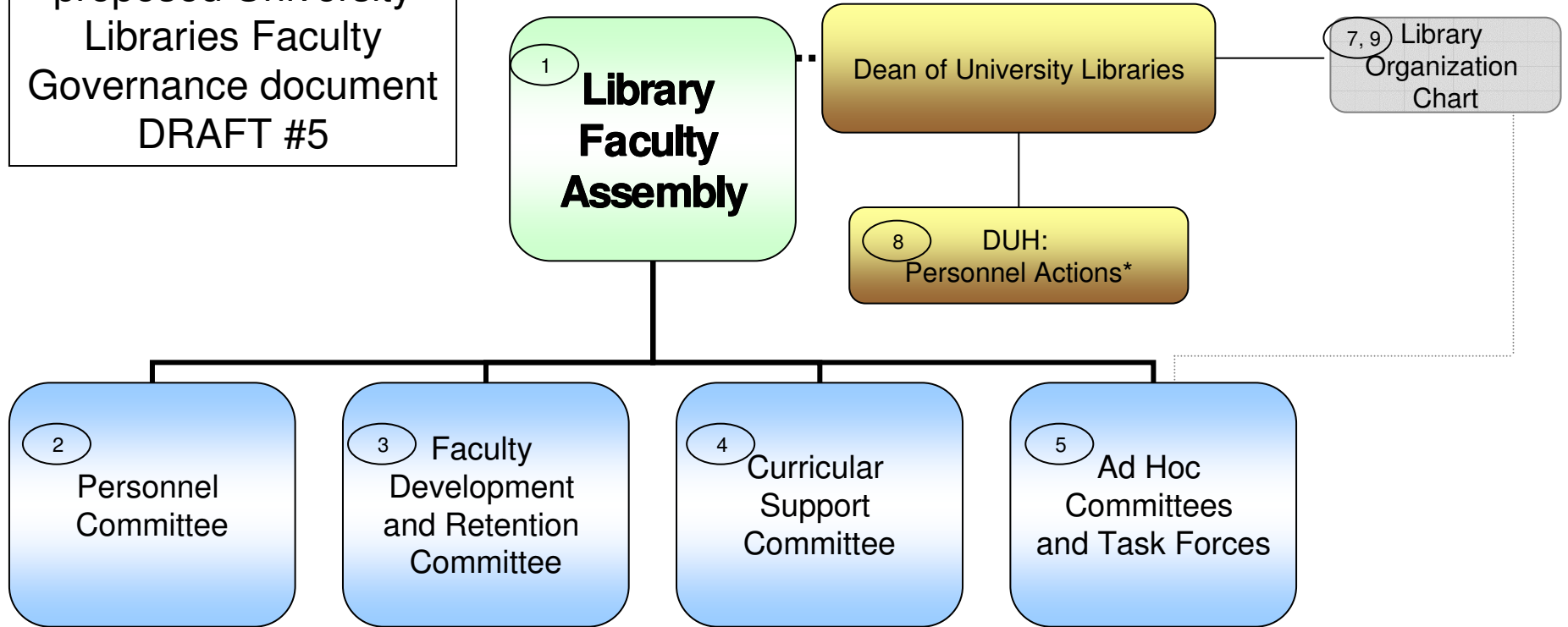


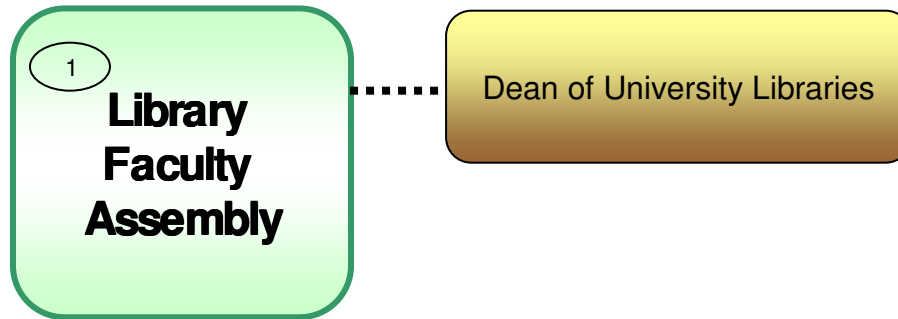
Faculty Governance

Unit Service

This draft chart coincides with the proposed University Libraries Faculty Governance document DRAFT #5



*Appointed based on Faculty recommendation



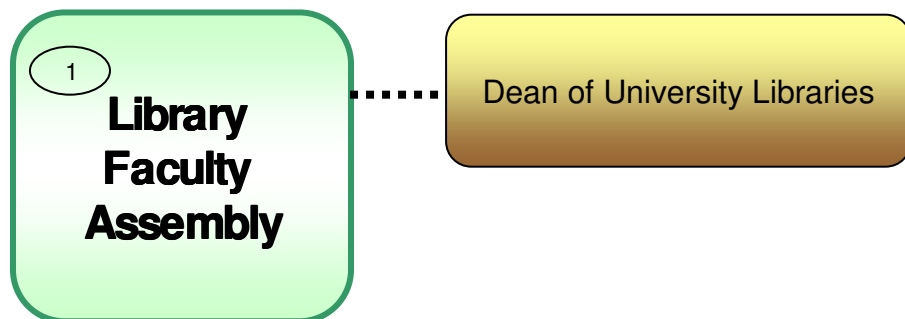
•**Function:** The University Libraries Faculty Assembly (or “Faculty Assembly”) shall serve as the chief faculty organization of the University Libraries; to assist in carrying out the University Libraries mission; to support faculty development and mentoring; to receive and review reports from faculty committees and from the Dean; to be a forum for information, discussion, and when necessary, formal resolutions to the Dean; to represent faculty interests and concerns to the Dean; and to advise the Dean. The University Libraries Faculty Assembly will be called at least three times each semester (Fall, Winter, and Spring/Summer), and may be called into special session by the Dean or by petition of 15% of the total membership of the University Libraries Faculty Assembly. The University Libraries Faculty Assembly operates in accordance with the bylaws and the faculty procedures of Grand Valley State University.

•**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 and other committees or task forces; review bylaws biennially in the fall of even years and revise if necessary.

•**Membership:** All University Libraries faculty, including visiting and adjunct appointees, are invited to attend Faculty Assembly meetings. Tenured or tenure-track faculty comprise the voting membership; visiting and adjunct faculty are non-voting members. On occasion, the non-voting membership may be excused from meetings or certain proceedings. The Dean (or designee) will sit on the committee as a non-voting, ex-officio member. In general, any tenured or tenure-track library faculty member who also holds a seat on the Library Administrative Council will be considered a Dean’s designee unless the Dean names a specific individual on a given occasion; a designee who is also a tenured or tenure-track library faculty member may cast single votes in her/his faculty capacity.

•Continued...

Unit Service

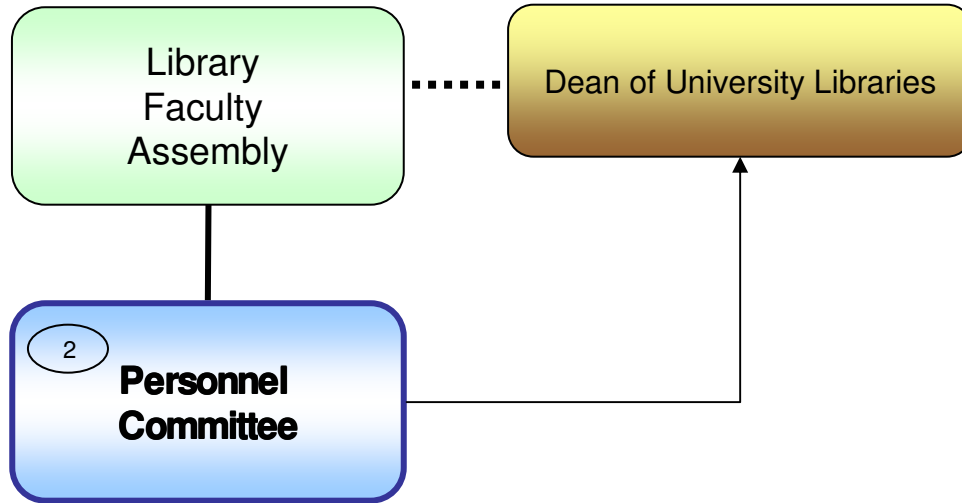


•**Leadership:** The chair of the University Libraries Faculty Assembly shall be tenured, and elected by tenured and tenure-track faculty. The term as chair will be one year. The University Libraries Faculty Assembly Chair may request time on the agenda of any regular Library Council meeting, with the expectation that the request will be honored in a timely and appropriate manner.

•**Elections:** Election results will be determined by, or at, the final Winter semester meeting each year (for 2006-2007, the Faculty Assembly Chair and Vice-Chair/Chair-Elect will be elected during Spring/Summer 2006). The University Libraries Faculty Assembly Chair will be elected to serve for 2006-2007; subsequent terms for the Faculty Assembly Chair will be for two years, one as vice-chair/chair-elect, and one as chair. The vice-chair elected in 2006 will serve for one year as chair elect; the vice chair then moves into the role of University Libraries Faculty Assembly Chair for one year.

•**Terms:** All faculty governance offices commence with the start of the academic year. The terms will run through the calendar year, to include the spring/summer as well as the academic year. Current officers will assist in preparing the incoming officers during the months preceding that transition.

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

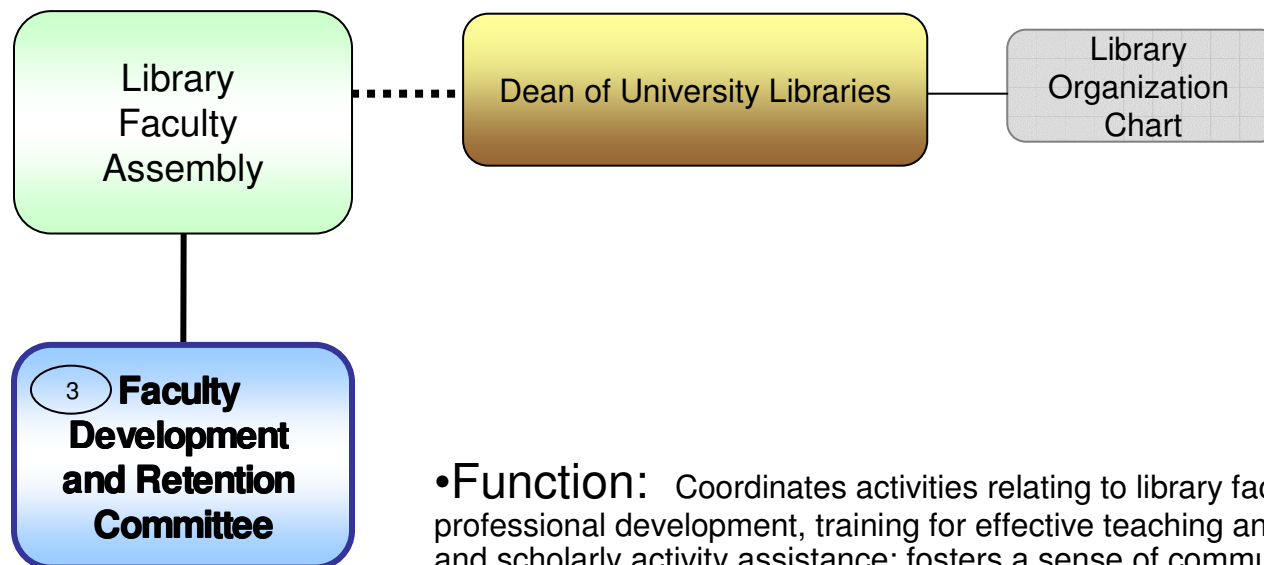


- **Function:** Recommend action concerning regular faculty appointment renewals, promotion, tenure, sabbaticals, and periodic performance reviews within the Library. The Committee recommends to the Dean.
- **Membership:** The Library's Personnel Committee will be composed of five (5) tenured faculty 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 3

Unit Service



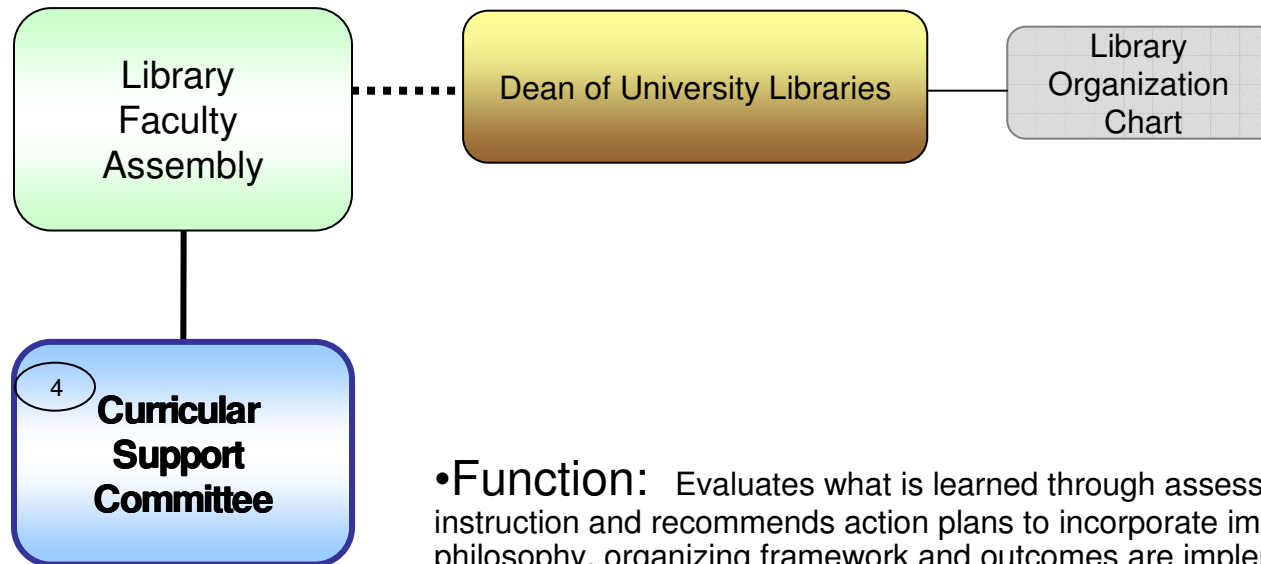
•**Function:** Coordinates activities relating to library faculty orientation, mentoring, professional development, training for effective teaching and professional performance, and scholarly activity assistance; fosters a sense of community among library faculty; and recommends to the Faculty Assembly and Dean on allocation of faculty development resources.

•**Membership:** Five tenured or tenure track faculty including two each from Liberal Arts Programs and Professional Programs (Reference and Instructional Division), and one from the Access Services Division, serving staggered two year terms; and the Dean (or designee) as non voting ex-officio.

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

Faculty Governance – Standing Committees: Curricular Support Committee

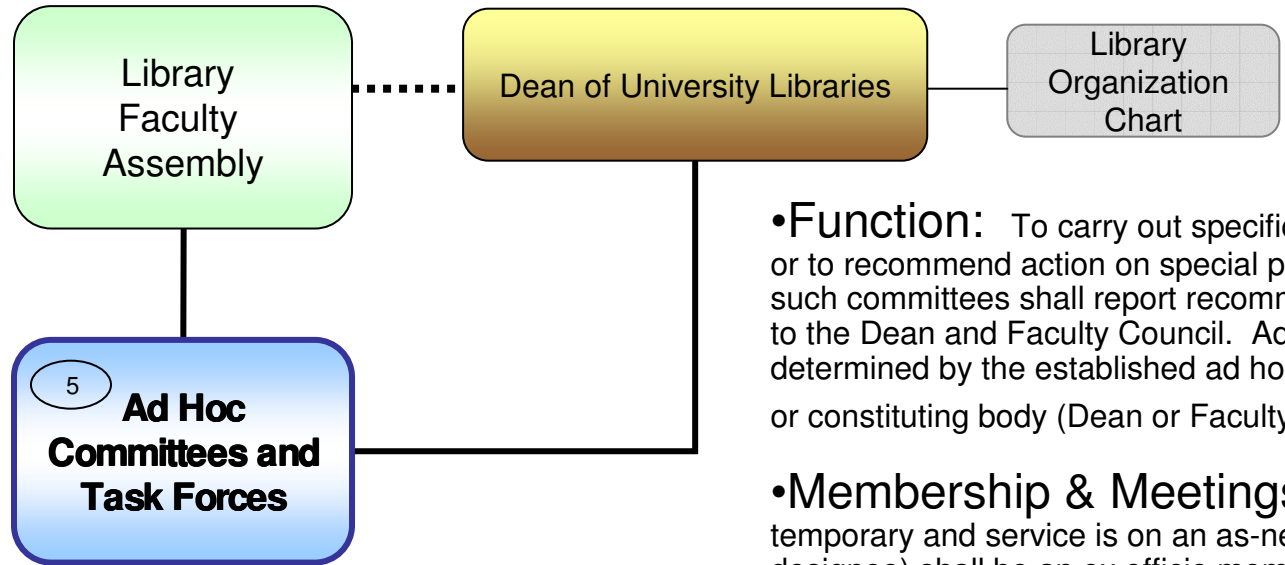
4



- Function:** Evaluates what is learned through assessments of materials, tools and instruction and recommends action plans to incorporate improvements. Ensures philosophy, organizing framework and outcomes are implemented; responds to issues from other colleges and disciplines; responds to feedback from University Libraries faculty and staff; recommends changes to the Faculty Assembly.
- Membership:** Three faculty members (at least one tenured or tenure-track), serving one year terms; and the Dean (or designee) as non voting ex-officio. The standing committee may include additional faculty and/or staff as non voting ex officio members.
- Leadership:** Chaired by a tenured or tenure-track member elected from among the committee; members will also elect a recording secretary.

Faculty Governance – Ad Hoc Committees and Task Forces

Unit Service

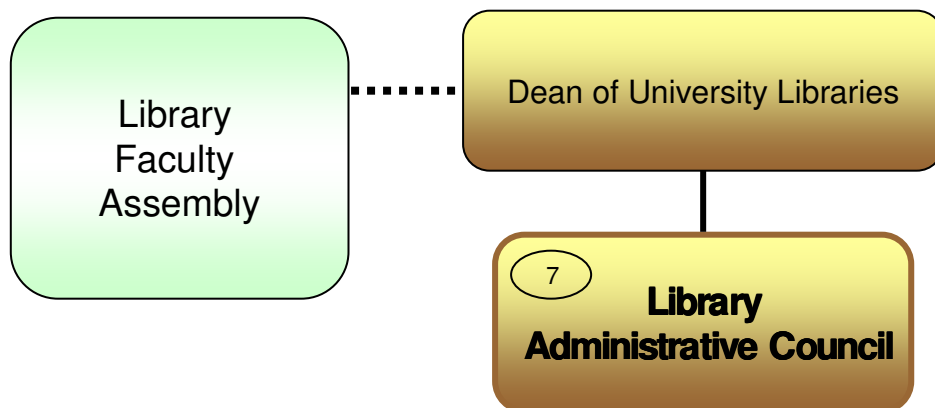


•**Function:** To carry out specific, short-range assignments, or to recommend action on special problems and/or issues; such committees shall report recommendations and/or findings to the Dean and Faculty Council. Additional duties will be determined by the established ad hoc committee or task force,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

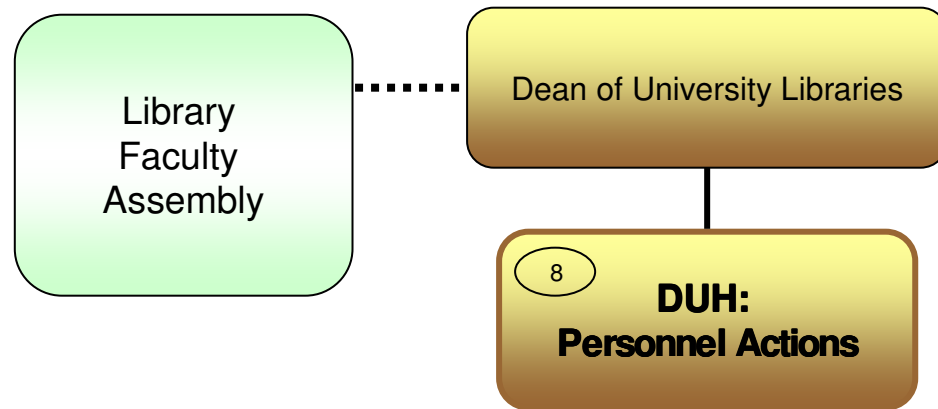
•**Leadership:** ?? Chair will generally be designated by the constituting body as part of the committee or task force charge.



- 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.]