

Faculty Handbook

2.03 College Governance Policies

I. University Libraries

University Libraries Faculty Assembly

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 25% of the total membership of the University Libraries Faculty Assembly.

Powers and 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 regular University Libraries faculty are expected to attend Faculty Assembly meetings; visiting and adjunct appointees are also invited to attend. 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 (a tenured or tenure-track library faculty member acting as Dean’s designee is not barred from voting in her/his faculty capacity).

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 the 2006/2007 year). 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 2006/2007 will serve for all or part of 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 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.

Procedures: The University Libraries Faculty Assembly operates in accordance with the bylaws and the faculty procedures of Grand Valley State University.

1. Faculty defined: For the purposes of voting and membership on University and University Libraries governance committees, faculty membership is defined as all faculty holding regular appointment in the University Libraries. It does not include visiting or adjunct appointees.
2. Voting: In general, voting shall take place by secret ballot in live meetings, or by electronic means that ensure anonymity. Votes pass with a simple majority of eligible voters, i.e. 50% + 1. Abstentions are not counted as votes. Discussions and votes on faculty personnel actions, including Unit Discussion votes and University Libraries Personnel Committee votes, must take place in live, in-person meetings as defined in the GVSU Faculty Handbook, and may not be conducted electronically.
3. Quorum: For votes taken in live meetings, 2/3 of the eligible voters must be present to constitute a quorum and conduct a valid vote; for votes conducted electronically, at least 2/3 of the eligible voters in the unit must cast their votes by the stated deadline for a vote to be valid. The calculation of a valid vote may be different for live meetings than for electronic votes because faculty who are unable to participate in person (e.g., due to excused leaves, such as sabbatical or medical) may still be able to vote electronically.
4. Elections:
 1. Annual: Elections will be held annually during Winter Semester to select members for vacancies on Unit and University faculty governance committees in the upcoming academic year, with care taken to meet deadlines as contained in the Faculty Handbook.
 2. Replacements:
 1. Chair: If the Chair of the Faculty Assembly is unable to perform her/his duties for any period of a semester or less, the Vice Chair will substitute; if the period will be longer than a semester, then the Vice Chair will take over as Chair for the remainder of the term, and an election will be held for a new Vice Chair. The Vice Chair will complete the incumbent's term as Chair, and will then continue on with her/his own term as Chair.
 2. Committee member: If a committee member is unable to attend for a period of time less than a semester, the runner-up from the election of the incumbent will normally serve as the substitute, and the original representative will remain the incumbent. If the period will be longer than a semester, then the Chair of the Faculty Assembly will call for the election of a permanent replacement for the remainder of the term.
5. Unit committees
 1. Committee leadership: Standing committees may elect/select their chairs in whatever manner they choose, unless otherwise specified for a given standing committee. Chairs will serve for one year, coinciding with the academic calendar; chairs may serve for successive one year

- terms if that is the will of the committee. In general, ad hoc committee or task force chairs may be assigned when such a committee is formed and charged.
2. Minutes: Chairs of the Faculty Assembly and all committees and task forces will elect, select, or appoint recorders to take minutes of meetings. Chairs will be responsible for receiving minutes and summarizing them into reports. Minutes and reports will be available to faculty generally within one week of their acceptance.
 3. Annual reports: Chairs of the Faculty Assembly and all standing committees will be responsible for preparing annual reports of their activities. The annual report of the Faculty Assembly will be submitted to the Faculty and to the Dean. The annual reports of standing committees will be submitted to the Chair of the Faculty Assembly. Periodic and final reports of ad hoc committees and task forces will be submitted to the Chair of the Faculty Assembly and/or the Dean, as appropriate, relating to the period for which the committee was constituted.
6. University faculty governance positions:
1. Duties: Faculty holding Library seats on university faculty governance committees are expected to attend meetings regularly, to be prepared to report to the Library Assembly Chair and membership on items of import or interest, to forward the annual report of the committee to the Library Assembly Chair and membership each year, and to represent the Libraries and University Libraries Faculty actively and positively.
 2. Terms: Term lengths on university committees are specified by University Faculty Governance. Certain committees require the election of representatives by the faculty in the unit; others require appointment by the Dean, or approval by the Provost. There is no restriction on incumbents seeking successive terms on university committees.

Standing Committees and Other Committees

University Libraries Personnel Committee (LPC)

As specified in the GVSU Faculty Handbook, Chap. 4, Sect. 2.10.2; *ex officio* membership of the Dean is voted on annually by the faculty, as specified in the GVSU Faculty Handbook, same section.

University Libraries Faculty Development and Retention Committee

Function: Responsible for 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*. Chaired by a member elected from among the committee.

University Libraries Curricular Support Committee

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 to the Faculty Assembly and the Dean on proposed changes in these areas.

Membership: Three faculty members (at least one tenured or tenure-track), serving staggered two 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. Chaired by a tenured or tenure-track member elected from among the committee.

University Libraries Ad Hoc Committees and Task Forces

Function: University Libraries ad hoc committees and task forces may be appointed 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 Assembly. Additional duties will be determined by the established ad hoc committee or task force, or constituting body (Dean or Faculty Assembly).

Membership: 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 Assembly. 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 Assembly wishes to extend an ad hoc committee's or task force's deadline for completion of its business.

Administrative Structure

Library Council (or Library Administrative Council)

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), Directors, and others appointed by the Dean. The Chair of the University Libraries Faculty Assembly is not a sitting member of the Library Council, but may always request time on the agenda of a regular Library Council meeting.

Unit Head

Function: The Dean of University Libraries functions as the unit head in regard to the Library Faculty, and generally delegates responsibilities as appropriate (Faculty Manual, Chap. 1.08, Sect. E); in particular the Dean appoints a Designated Unit Head for Library Faculty Personnel Actions.

Designated Unit Head for Library Faculty Personnel Actions

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.

Appointment: The dean appoints 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.

Unit

Membership: All faculty and staff of the University Libraries.

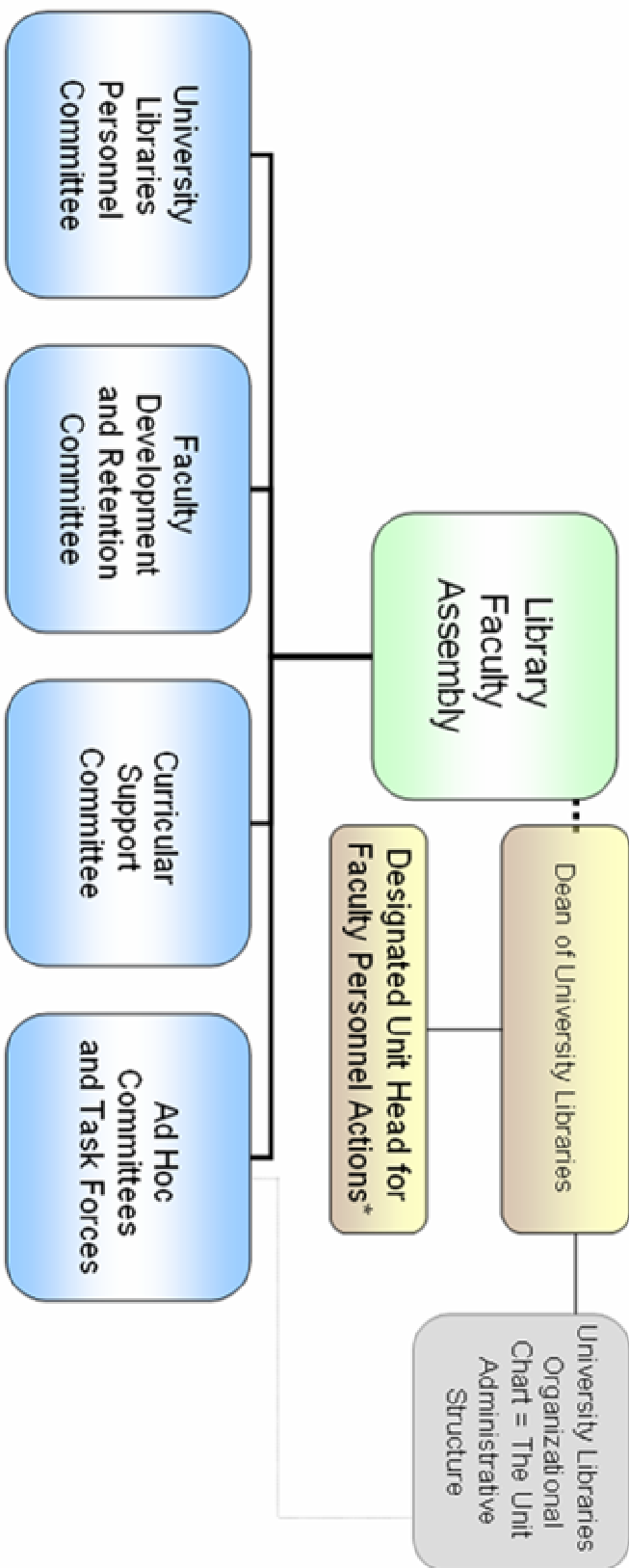
Attachments:

Library Faculty Governance chart

University Libraries Organizational chart (unit administrative structure)



Library Faculty Governance



*Appointed based on Faculty recommendation via election



Dean of University Libraries

Administrative Assistant

Director of Administrative Services

Assessment, Planning, Staff Development, Evaluation, Marketing, Human Resources, Web Management, Facility Management

Administrative Services

Director of Special Collections

University Archives

Rare books

Director of Access Services

Acquisition/Outgoing Team

Electronic Resources Management Team

Technology

Acquisitions Librarian

Catalog Librarian

Data Management Librarian

Director of User Services

Circulation Team

Course Reserve Team

Document Delivery Team

Structuratory Management Team

CIL, Zandberg & Davis

Director of Research & Instructional Services

Head Librarian of Professional Programs (New Campus)

Vice Head Librarian

Operations Team

College of Health Professions

Kalamazoo College of Nursing

Librarians of Community & Public Service

College of Education

Sullivan College of Business/College of Engineering & Computing

Collection Development Librarian

Head Librarian of Liberal Arts Programs (Albion, Holland)

Reference Services

Government Information

Holland

Arts & Humanities

Science & Mathematics

Social Sciences