

## UNIVERSITY LIBRARIES BYLAWS

### Article 1: Name

The name of this unit shall be the University Libraries.

### Article 2: Objectives and Powers

Section 1: The objectives of the University Libraries shall be to promote high academic standards among the University Libraries faculty, to participate actively in the formation and achievement of the University Libraries' goals, and to advance the welfare of the University Libraries faculty.

Section 2: The University Libraries shall have such powers as are conferred upon it by *The Redbook* of the University of Louisville.

### Article 3: The Dean, University Libraries

Section 1: The chief academic and administrative officer of the unit shall be the Dean, University Libraries, subsequently referred to as the Dean.

Section 2: The Dean may assign administrative duties to faculty reporting to the Dean.

Section 3: The Dean will define mission statements and goals and objectives in conjunction with appropriate faculty.

### Article 4: Membership and Privileges

Any person with a faculty appointment in the University Libraries is a member of the University Libraries faculty. All University Libraries faculty members have voting privileges. University Libraries faculty members with the rank of Instructor or above are eligible to run for University Libraries faculty Standing Committees in accordance with Article 8, Section 1 of the Bylaws. Lecturers are not eligible to run for Standing Committees.

### Article 5: Meetings

Section 1: The University Libraries faculty shall hold at least three meetings per year during the fiscal year. One regular meeting shall be held in May and one in September.

Section 2: Meetings shall be scheduled by the Executive Committee.

Section 3: Special meetings may be called by the Dean or by the Executive Committee. The Executive Committee shall also call special meetings at the written request of 10% of the members of the University Libraries faculty.

Section 4: The Dean shall preside over the meetings of the University Libraries faculty. In the absence of the Dean, the Chairperson of the Executive Committee shall preside.

Section 5: An annual report to the University Libraries faculty on the state of the libraries shall be presented by the Dean at the September meeting.

Section 6: Elections to Standing Committees shall take place at the May meeting. Slates of candidates shall be distributed to all faculty members two weeks before the meeting. Additional nominations for all Standing Committees may be made from the floor with the prior consent of the person nominated.

Section 7: A majority of the membership shall constitute a quorum except as otherwise specified in the Bylaws.

Section 8: The presiding officer shall ensure that minutes are taken and distributed to the faculty no later than ten days following the meeting. Minutes shall be sent to the University Archives for permanent retention.

#### Article 6: Voting

Section 1: All motions before the University Libraries faculty shall be decided by a majority of those present, except as otherwise specified in the Bylaws.

Section 2: Absentee ballots shall be counted in elections when presented to the Nominating Committee before the meeting in which the election is held.

Section 3: In the event of a tie in an election, a second election will be conducted by the Nominating Committee with the slate consisting only of the tying candidates. The ballot will be mailed no later than five working days after the results of the initial election are determined. Mail ballots must be returned within seven working days. If a tie results again, or if the Nominating Committee determines there is no time to break the tie, the Nominating Committee will break the tie between the tying candidates by drawing a name.

#### Article 7: Parliamentary Authority

All meetings of the University Libraries faculty shall be conducted according to the latest edition of *Robert's Rules of Order*. The presiding officer shall ensure that a parliamentarian is in attendance at each meeting.

#### Article 8: Committees

##### Section 1: Standing Committees

The term of office for elected members shall be three years, except for alternates, whose term of office shall be one year. These terms shall be staggered to provide continuity of membership. Members may serve successive terms. Each standing committee shall elect a chairperson. Each Standing Committee shall present an annual report at the May faculty meeting.

##### 1. Executive Committee

- a. Composition: The Executive Committee shall consist of three elected members, the Dean, and the senior University Libraries Faculty Senator. The Dean and the Senator shall be ex-officio, non-voting members.
- b. Role
  - (1) The Committee shall conduct the business of the faculty between meetings of the University Libraries faculty. The Dean shall confer with the Committee on matters concerning the University Libraries faculty which occur between meetings.
  - (2) The Committee shall decide the date, time and place of the regular and special meetings of the University Libraries faculty.
  - (3) The Committee shall establish and distribute the agenda for all meetings of the University Libraries faculty. The agenda for regular meetings shall be distributed to all faculty members at least one week in advance. The agenda will also be sent to the University Archives for permanent retention.

- (4) The Committee shall ensure that a current copy of the operating procedures and the written annual report of all standing committees are on file with the chairperson of the Committee and made available to any member of the University Libraries faculty. Copies will also be sent to the University Archives for permanent retention.

## 2. Nominating Committee

- a. Composition: The Nominating Committee shall consist of three elected members.
- b. Role
  - (1) The Committee shall prepare the slates and conduct the elections of all Standing Committees of the University Libraries faculty.
  - (2) The Committee shall also be responsible for conducting elections for the University Libraries faculty representative on committees and bodies outside the University Libraries faculty, and for electing nominees for the Athletic Association Board and Faculty Grievance Committee ballots. The Committee will present a slate and conduct the election. The runner-up shall be the alternate, except where an alternate is not permitted.
  - (3) Four weeks before the May faculty meeting, the Committee shall distribute to all faculty members a list of the faculty and a list of the Standing Committees with their current members and their terms of office along with a call for nominations for each election. Two weeks before the May faculty meeting, the Committee shall distribute to all faculty members the slates of candidates for each election. The list of Standing Committees and their members shall be updated and made available after the May meeting.
  - (4) If a Standing Committee member or the University Libraries faculty representative to an outside committee vacates a position, the Committee shall conduct a special election to fill the vacancy.

## 3. Personnel Committee

- a. Composition: The Personnel Committee shall consist of five elected members, one elected alternate, and the University Libraries Faculty Personnel Officer. The Faculty Personnel Officer shall be an ex-officio, non-voting member. All members must be tenured by the date the committee assignment takes effect. A faculty member undergoing a Periodic Career Review development program is not eligible to serve on the Personnel Committee during the period of his/her development program.
- b. Role
  - (1) The Committee shall prepare and execute procedures and set timetables for contract renewal, promotion, tenure review, Periodic Career Review and annual review following the guidelines as established in the Personnel Document. The Committee shall ensure that the University Libraries faculty's guidelines for contract renewal, promotion, tenure review, Periodic Career Review and annual review are consistent with *The Redbook* and with the Minimum Guidelines for Faculty Personnel Reviews approved by the Board of Trustees.
  - (2) The Committee shall recommend to the Dean a representative to search committees.

#### 4. Bylaws Committee

- a. Composition: The Bylaws Committee shall consist of three elected members.
- b. Role
  - (1) The Committee shall meet at least once a year to review the Bylaws. The Committee shall submit any changes deemed necessary to the University Libraries faculty, in accordance with Article 9.
  - (2) The Committee shall receive written proposals from members of the University Libraries faculty for changes in the Bylaws as stated in Article 9. The Committee shall present proposed changes to the University Libraries faculty.

#### 5. Professional Travel Committee

- a. Composition: The Professional Travel Committee shall consist of three elected members and an elected alternate.
- b. Role
  - (1) The Committee shall annually establish guidelines and procedures for the distribution of available professional travel money and submit them to the University Libraries faculty for approval.
  - (2) The Committee shall allocate such funds according to the approved guidelines. Recommendations of the Committee shall be binding.

#### 6. Economic Welfare Committee

- a. Composition: The Economic Welfare Committee shall consist of three elected members, one of which must be tenured.
- b. Role:
  - (1) The Economic Welfare Committee shall investigate and make recommendations to the faculty and dean of the University Libraries concerning matters of economic interest to the Faculty such as salaries, fringe benefits, salary compression/distribution, pay equity, merit increases, and other economic matters the Faculty may deem appropriate.
  - (2) The Committee shall be a liaison with the appropriate committees of the Faculty Senate and other University-wide organizations.
  - (3) The Committee shall make reports at the University Libraries Faculty meetings at least once a year and other times as needed.

### Section 2: Search Committees

#### 1. Composition

- a. The Dean shall establish search committees to identify and to recommend candidates for vacant faculty positions. The Dean shall consult the Personnel Committee regarding the composition of the search committee.

- b. Each search committee shall consist of at least five members including one member of the Personnel Committee, other appropriate members of the University Libraries faculty, and when appropriate, one or more members from outside the University Libraries faculty. The faculty personnel officer shall serve on all search committees as an ex-officio non-voting member to assist with administrative matters.

2. Role

- a. Search committees shall identify and interview candidates for faculty vacancies.
- b. Search committees shall make their recommendations to the Dean.

Section 3: Ad Hoc committees

Ad hoc committees are established by the Dean, the Executive Committee or the faculty. Each ad hoc committee shall present a report to the faculty upon completing its charge.

1. Composition: The body establishing an ad hoc committee shall be responsible for appointing its members, fixing a date for completing its duties and dissolving the committee.
2. Role: The body establishing an ad hoc committee shall present the committee with its charge.

Article 9: Amendment of the Bylaws

Section 1: Any voting member of the University Libraries faculty may propose changes in the Bylaws. Proposed amendments to the Bylaws must be submitted in writing to the Bylaws Committee. The Committee must distribute the proposed amendment to each member of the University Libraries faculty at least five working days in advance of a vote. Bylaws may be amended by written ballot either at a faculty meeting or by mail ballot, at the discretion of the Bylaws Committee. The Bylaws may be amended by two-thirds of those voting, but not less than a majority of the membership. If a majority of the faculty present at a meeting so wish, or if a majority is not present, a mail ballot may be utilized.

Section 2: Amendments to the Bylaws must also be approved by the President and, when required, by the Board of Trustees.

AMENDED June 16, 1997

AMENDED July 13, 2000

AMENDED May 16, 2002

AMENDED May 20, 2004

AMENDED MARCH 31, 2005

AMENDED FEBRUARY 16, 2006

AMENDED DECEMBER 15, 2006, APPROVED FEBRUARY 2008

AMENDED OCTOBER 23, 2008, APPROVED JULY 2009

AMENDED MAY 19, 2010

AMENDED November 18, 2010

Attachments

- l) Job Description for the Dean (2 pages)

### Job Description: Dean of Libraries

The Dean leads the Libraries in its mission to meet the needs of a preeminent metropolitan research university, articulates a strategic vision, and serves as advocate for the Libraries within the university and larger community.

The Dean of the University Libraries is the chief administrator for the University Libraries, which includes Ekstrom Library, the Kornhauser Health Sciences Library, the Dwight Anderson Memorial Music Library, the Margaret Bridwell Art Library, and the University Archives and Records Center and works with the Law Library as appropriate. The Dean of University Libraries reports directly to the Executive Vice President and University Provost and is responsible for the successful administration of the Libraries in accordance with *The Redbook* and all other properly authorized policies and procedures of the University of Louisville.

### Strategic Leadership

- Facilitates the continuing transformation of the University Libraries into a knowledge commons that integrates diverse resources, seeks new opportunities, engages with the community, collaborates with university units, and sustains a vibrant research and learning community.
- Creates an environment that facilitates research and scholarly activity with an understanding of innovative and traditional methods of information dissemination.
- Establishes a shared vision that promotes the University's and the University Libraries' missions.
- Implements a clear and concise strategic plan to advance that vision.
- Supports a culture of collegial governance.
- Fosters an organizational and educational climate that promotes and celebrates diversity.
- Communicates internally and externally regarding the University Libraries.
- Serves on the Provost's Council of Academic Officers and on the Board of Library Associates.
- Develops strong relationships with Deans of other units, the Provost, President and other University administrators.
- Develops and maintains good relationships with students, faculty, staff and community.
- Promotes and advocates for library programs that address the needs of students, staff, faculty, and the community.

### Operational Leadership

- Works with library and department heads, as well as external sources, to identify, evaluate and implement programs that improve services and facilities, enhance the quality of resources and increase operational efficiency within the libraries.
- Functions as chief fiscal officer and provides clear communication about the budget.
- Delegates authority to others for specific administrative tasks.
- Recruits, retains, and leads high-quality faculty and staff.
- Creates an environment which supports professional advancement.
- Acts as an advocate for the libraries and its faculty and staff.
- Fosters professionalism, diversity and a positive work/learning environment in the University Libraries.
- Recommends personnel and annual salary increase actions in accordance with the provisions of *The Redbook*.
- Enforces policies and regulations adopted by the Board of Trustees, the offices of the President and University Provost, the Faculty Senate, and the University Libraries Faculty.

### External Representation

- Cultivates external relations and fundraising opportunities with public and private sectors in support of the University Libraries' programs.
- Represents and promotes the University Libraries, formally and informally, to the University, community and the world.
- Participates actively in local, state and national library organizations.