

## 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. (Appendix A: Job Description: Dean of Libraries)

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, from July 1<sup>st</sup> through June 30<sup>th</sup>. The last meeting of the fiscal year shall be scheduled before the end of current fiscal year.

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

- a. Meetings Held Electronically. Except as otherwise provided in the bylaws, meetings of the ULF may be conducted through use of electronic means as approved by the University of Louisville, via an in-person event, or via a hybrid of electronic and in- person. All meetings, regardless of the means, shall be subject to all the rules adopted

by the ULF to govern them, which may, include any reasonable limitations on and requirements for member participation. Votes conducted through the designated meeting method shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

- b.** Meetings Held in Person. With proper notice, at least one of the three required meetings must have an in-person component.

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 Chairperson of the Executive Committee or their designee shall preside over the meetings of the University Libraries faculty.

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

Section 6: Elections to Standing Committees shall take place at the meeting preceding the start of the fiscal year. 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.

Section 9: The Dean will report annually to the ULF at the meeting following the annual review period, and to the Executive Vice President and University Provost, the distribution of the percentage salary increases received by all faculty members and a description of the system used to arrive at such salary increases.

#### 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.

Section 4: Voting in person shall be held via paper ballot. Voting online shall be held via ULF approved electronic voting/polling software. Votes shall be tallied from all sources by a designated member of the Executive Committee and reported to the membership during the same meeting.

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.

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 faculty meeting following the close of the fiscal year. Committees that did not meet during the fiscal year may submit a report indicating such meeting did not occur and provide a reasonable explanation for why it did not meet. Meetings of standing committees may be held either electronically, in person, or via a hybrid of electronic and in-person.

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 Chairperson of the Executive Committee or their designee shall preside over the meetings of the University Libraries faculty.

a. The Chairperson may appoint a Parliamentarian to serve during the fiscal year to advise on all matters of parliamentary procedure during ULF meetings.

b. The Parliamentarian appointee shall be a volunteer and shall be a voting member of the ULF but shall not be a voting member of the ULF Executive Committee.

- c. The Chair shall call for volunteers prior to the first fiscal year meeting of the ULF and ensure the position is filled prior to the first fiscal year meeting of the ULF membership.
  - d. The Executive Committee Chair may re-appoint the same person for subsequent fiscal years providing the person consents to the volunteer appointment.
  - e. The Parliamentarian shall attend all regularly scheduled ULF membership meetings, as well as any special ULF membership meetings where the ULF membership is called to attend.
  - f. Should the Parliamentarian be unable to attend a regularly scheduled or special ULF membership meeting a substitute Parliamentarian may be temporarily appointed by the Executive Committee Chair.
  - g. Any Chairperson of a ULF standing committee may request the advice of the Parliamentarian (or their designee) to ensure proper committee procedures are upheld.
- (2) 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.
  - (3) The Committee shall decide the date, time, and place of the regular and special meetings of the University Libraries faculty.
  - (4) 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.
  - (5) 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 ballot. 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) Two months before the faculty meeting preceding the start of the fiscal year, the Committee shall make available to all faculty members a list of the faculty and a list of the Standing Committees with current members and their terms of office, along with a call for nominations for each election. Such list may be distributed digitally via approved communication methods (i.e., email, SharePoint, or other methods).
- (4) Two weeks before the vote, in a similar manner as stated above, the Committee shall make available to all faculty members the slates of candidates for each election.
- (5) Nominations for committee membership may be made up to and during the meeting in which the vote is to be held, and nominations for committee membership may be entertained from the floor during such meeting.
- (6) The list of Standing Committees and their members shall be updated and made available after the vote.
- (7) 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 as soon as reasonably possible. After the vote to fill a mid-year Committee vacancy has taken place, the membership list for the affected Committee shall be updated and made available in a timely manner.

### 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. By the date the committee assignment takes effect, at least three members must be tenured. The tenured members of the Personnel Committee will select three tenured members to serve as the Promotion and Tenure subcommittee. The elected alternate shall be tenured and shall serve as alternate for both the Personnel Committee and Promotion and Tenure subcommittee. 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 Personnel Committee shall execute procedures and set timetables for the annual review process following the guidelines established in the Personnel Document.

- (2) The Committee shall recommend to the Dean a representative to search committees.
- (3) The Promotion and Tenure subcommittee shall prepare and execute procedures and set timetables for promotion, pre-tenure review, tenure review, and Periodic Career Review.
- (4) The Promotion and Tenure Subcommittee shall ensure that the University Libraries faculty's guidelines for promotion, pre-tenure review, 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.

#### 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 Development and Travel Committee

- a. Composition: The Professional Development and 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 development and 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.

#### 7. Appeals Committee

a. Composition: The Appeals Committee shall consist of three elected members. All members must be tenured by the date the committee assignment takes effect. Current members of the Personnel Committee are not eligible for election to this committee.

#### b. Role

- (1) The Appeals Committee shall review and evaluate faculty member's claims regarding the annual review process.
- (2) The Appeals Committee shall report their recommendation and rationale for each claim review in writing to the Dean and all parties directly involved in the appeal.

#### 8. Budget and Planning Committee

a. Composition: The University Libraries Faculty shall elect three faculty members to serve on the Planning and Budget Committee. Eligible faculty members must not hold an administrative-related position (Dean, Associate Dean, Assistant Dean, Library Director, or University Archivist). No more than two voting members from a single library shall serve on the committee at one time. At least one member must be tenured. The Dean of Libraries shall be an ex-officio, non-voting member. All elected members shall serve staggered three-year terms. The voting members will elect a Chair at the start of the academic year. The Chair must be tenured.

#### b. Role

- (1) To represent the faculty in advising the Dean regarding revision of the Strategic Plan, establishment of priorities in relation to that plan, including hiring priorities, development of the unit's annual budget, allocation of year-end funds, and development of plans to meet any extraordinary budget situations.
- (2) The committee will assist the Dean in assuring that faculty have an understanding of the planning and budgeting process and provide the faculty with an annual report on budgetary status and implications for existing programming.

9. Faculty Awards Nominating Committee

- a. Composition: The Faculty Awards Committee shall consist of five elected members. The Dean shall be an ex-officio, non-voting member.
- b. Role:
  - (1) The Committee shall review guidelines for campus-wide faculty awards, select potential candidates, review them, and make recommendations to university award committees.

Section 2: Search Committees

1. Composition:

- a. The Dean shall establish and approve search committees to identify and to recommend candidates for vacant faculty positions. The Dean shall appoint a chair of the search committee.
- b. The chair shall submit a list of potential committee members to the Dean and to the Personnel Committee for review. Each search committee shall consist of at least five members including the direct supervisor of the vacant position, one member of the Personnel Committee, other appropriate members of the University Libraries faculty and staff, 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 shall make available the proposed amendment to each member of the University Libraries faculty at least five working days in advance of a vote. A majority of ULF members must vote on amendments to the bylaws, and of that voting majority, two-thirds must vote to approve the amendment for it to pass. In a manner similar to voting on committee membership, votes on amendments may be held in person or via electronic means using ULF approved polling software.

Section 2: Amendments to the Bylaws must also be approved by the Faculty Senate, the University President and, when required, by the Board of Trustees or as otherwise indicated in the Redbook.

REVISION / APPROVAL HISTORY

- Approved by Board of Trustees: April 23, 1984
- Amended by University Libraries Faculty: May 3, 1990
- Approved by the President: August 22, 1990
- Amended by University Libraries Faculty: November 21, 1995; June 16, 1997; July 13, 2000
- Approved by the President: March 27, 2001
- Amended by University Libraries Faculty: May 16, 2002; May 20, 2004; March 31, 2005
- Approved by Board of Trustees: September 1, 2005
- Amended by University Libraries Faculty: February 16, 2006; December 15, 2006
- Approved by the President: February 1, 2008
- Amended by University Libraries Faculty: October 23, 2008
- Approved by the President: July 20, 2009
- Amended by University Libraries Faculty: May 19, 2010
- Approved by the President: January 27, 2011
- Amended by University Libraries Faculty:  
November 18, 2010; September 2014
- Approved by the President: September 10, 2014
- Amended by University Libraries Faculty: December 2018
- Approved by Faculty Senate: June 3, 2020
- Approved by the President: September 25, 2020
- Amended by University Libraries Faculty: February 6, 2024

Attachments: Job Description for the Dean (2 pages)

## Appendix A: 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.