

**CLEMSON**  
UNIVERSITY  
College Bylaws Routing Sheet

**Requirements based on 2021-2022 *Faculty Manual***

In accordance with the 2021-2022 *Faculty Manual* Chapter XI, K1d and Chapter II, Article III-1, "The faculty members of each college within the university are organized as Collegiate Faculties according to individual college bylaws approved by the Executive Vice President for Academic Affairs and Provost."

This document is intended to support the documentation of the required approvals.

College: University Libraries

The attached Bylaws were approved at the College Faculty Meeting on: October 5, 2021

**Faculty Manual Editorial Consultant**

I have reviewed this document for conformance to the Clemson University *Faculty Manual*.

The review is attached immediately following this page.  
This document serves as both Departmental and College bylaws, so the criteria are combined.

Approved

Provost *Robert J. Jones*

Revision Required (see comments)

Date

Requirements for DEPARTMENT AND COLLEGE BYLAWS – 2021-2022 *Faculty Manual*

The Libraries

Date 1/18/2022

Note: the Library is a single department college. The bylaws are reviewed with both requirements. College Bylaws requirements are indicated with "C" and Department Bylaws requirements are indicated with "D".

NOTE: College bylaws require approval by the Provost (Ch II, Article III-1 and Ch IX, K1d). This list may be useful to ensure that college bylaws conform with the *Faculty Manual*.

Requirement	Reference	Compliance		
		Yes	No	N/A
C1 College Bylaws may not contradict the <i>Faculty Manual</i>	Ch III, A1c	X		
C2 Statement that college bylaws may not contradict the <i>Faculty Manual</i>	Ch IX, K1e	X		
C3 A statement that individuals with special faculty ranks have voting privileges; If this statement is not included then voting privileges ARE NOT granted to faculty with special ranks	Ch IV, B2g	X		
C4 Consistent with the opportunity to establish other duties assigned to the dean	Ch VIII, G2r	X		
C5 Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p	X		
C6 Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i>	Ch IX, D2a, i	X		
C7 Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the <i>Faculty Manual</i>	Ch IX, D2a, i	X		
C8 Consistent with the requirement to have a process to elect college representatives to the Council on Graduate Studies and its sub-committees	Ch IX, F3b, i	X		
C9 Consistent with the requirement that there are formal College meetings at least once during each long semester	Ch IX, K2a	X		
C10 Consistent with the requirement that standing and other committees of the college report to the faculty at formal College meetings	Ch IX, K2b	X		
C11 Consistent with the requirement that there is the opportunity for any member of the collegiate faculty to raise questions about academic affairs of the college	Ch IX, K2c	X		
C12 Consistent with the requirement that recommendations from the college faculty are forwarded to appropriate University officials and groups	Ch IX, K2d	X		
C13 Consistent with the requirement that minutes of collegiate faculty meetings are forwarded to the Provost and President for information	Ch IX, K2e	X		
C14 A standing curriculum committee is required. There may be separate undergraduate and graduate committees	Ch IX, K3b	X		
C15 Each curriculum committee elects own chair	Ch IX, K3c	X		
C16 The College Curriculum Committee Chair (or College Undergraduate Curriculum Committee Chair if there is one) serves on the Undergraduate Curriculum Committee along with a second representative elected by the committee	Ch II, Art IV, 2; Ch IX, K3c & d	X		
C17 If there is a graduate Committee, the chair serves on the University Graduate Curriculum Committee; If there is no Graduate Committee then the College Curriculum Committee names the College representative to the University Graduate Curriculum Committee	Ch II, Art IV, 2; Ch IX, K3d & e	X		
C18 Only regular faculty may vote on the curriculum committees	Ch IX, K3f	X		
C19 The process for electing representatives to the college curriculum committee must be stated in the college bylaws; If the number of departments in the college is small, the college bylaws may specify an alternate procedure for establishing committee membership	Ch IX, K3g & K3g, i	X		
C20 Terms of service on the curriculum committee(s) are determined by Faculty in the college and must be specified in the bylaws	Ch IX, K3h	X		
C21 Consistent with the requirement that curricular recommendations are acted upon by the collegiate faculty and/or appropriate college curriculum committee	Ch IX, K3i	X		
C22 Collegiate faculty may establish other standing committees, whose composition and membership are determined by the collegiate faculty in accordance with the College bylaws	Ch IX, K4a	X		
C23 Consistent with the requirement that ad hoc committees may be established at the discretion of the dean	Ch IX, K4b	X		
C24 Consistent with the requirement that membership on collegiate committees, except as noted in Ch IX, D3 of the <i>Faculty Manual</i> , need not be confined to regular faculty; College bylaws shall provide for Faculty, special faculty, student, and staff representation whenever appropriate; Ch IX, D3 restricts college and university curriculum committees, college advisory committees, Faculty Senate and the Grievance Board to have voting members only being regular faculty)	Ch IX, K5	X		
C25 Consistent with the requirement that collegiate peer review committees for TPR are only authorized if contained in College Bylaws	Ch II, Art III-2	X		

NOTE: This list may be useful to ensure departmental bylaws conform with the *Faculty Manual*.

The 2021-2022 *Faculty Manual* requires departmental bylaws be approved by the voting members of the departmental faculty and reviewed for consistency with the *Faculty Manual* by the Provost or designee, in accordance with Chapter IX, L2d.

	Requirement	Reference	Yes	No	N/A
D1	Departmental bylaws may not contradict the Faculty Manual	Ch III, A1c	X		
D2	Statement that departmental bylaws may not contradict the <i>Faculty Manual</i>	Ch IX, L2f	X		
D3	The TPR document is distinct from departmental bylaws	Ch V, D1c	X		
D4	A statement that individuals with special faculty ranks have voting privileges; If this statement is not included then voting privileges ARE NOT granted to faculty with special ranks. OPTIONAL	Ch IV, B2g	X		
D5	Specification of the composition and selection process of members of departmental search and screening committees for regular faculty	Ch V, B5a, i		X	
D5a	Consistent with the requirement that search committees for regular faculty be composed of regular faculty, with other faculty included only if specified in department bylaws	Ch B, B5a, i		X	
D6	Process for selecting search and screening committees for special rank faculty	Ch V, B5a, i(1)			
D7	Consistent with the opportunity to establish other duties assigned to the department chair	Ch VIII, I2p	X		
D8	Consistent with mechanisms to select or elect members to college and university committees in the <i>Faculty Manual</i> or the College Bylaws	Ch IX, D2a, i(1)	X		
D9	Consistent with mechanisms to select or elect members in the case of vacancies to college and university committees in the Faculty Manual or the College Bylaws	Ch IX, D2a, i	X		
D10	Consistent with the requirement that there shall be at least one department faculty meeting per long semester	Ch IX, L3a	X		
D11	There must be a standing curriculum committee.	Ch IX, L4a	X		
D12	Consistent with the opportunity to establish separate Undergraduate and Graduate Curriculum Committees	Ch IX, L4b	X		
D13	Departmental curriculum committee(s) elect their chairs	Ch IX, L4c-e	X		
D14	Every department shall have a standing advisory committee in the departmental bylaws, chaired by department chair, the composition and membership of which is established in departmental bylaws	Ch IX, L5a	X		
D15	Consistent with the opportunity to establish other standing committees in departmental bylaws (although TPR and PTR committees are established in the TPR document)	Ch IX, L6a	X		
D16	Consistent with the opportunity for the department chair to establish ad hoc committees	Ch IX, L6c	X		
D17	Bylaws must be congruent with identification of committees whose voting membership is restricted to regular faculty	Ch IX, L7	X		

Comments

D5, D5a, D6 Discussion of Appointment is better placed in the Bylaws rather than the TPR document. At a minimum, the information in Section 4A of the the proposed TPR document are better located in the Bylaws.

1 **Bylaws of the Faculty of the Clemson University Libraries**

2 Revised October 5, 2021

3  
4  
5 **Article I: Role of the Faculty**

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7  
8 The Faculty of the Clemson University Libraries shall participate in the formulation,  
9 modification, and implementation of the policies, procedures and practices of the  
10 Libraries governing the professional activities, welfare, and such other matters as  
11 might pertain to the common professional goals of its membership. Specific areas of  
12 involvement are:

- 13  
14 A. Participation in development, implementation, review and revision of policies  
15 concerning the systematic development and maintenance of the collection of  
16 and access to library resources and the expenditure of funds for those resources.  
17  
18 B. Participation in development, implementation, review, and revision of policies,  
19 procedures and practices for faculty development and welfare and for appointment,  
20 reappointment, tenure, promotion, post-tenure review, and merit compensation.  
21  
22 C. Participation in planning the future of the Libraries.  
23  
24 D. Establishment and definition of the membership and functions of library faculty committees.  
25  
26 E. Receipt of and, when appropriate, action on reports and recommendations from  
27 committees and the Dean.  
28  
29 F. Election of members, where specified, of University commissions and committees  
30 and of library committees.  
31  
32 G. Election of a Lead Senator and an Alternate to the University Faculty Senate.  
33  
34 H. Election of the Secretary of the Library Faculty.  
35  
36 I. Recommendations for appointment, reappointment, tenure, promotion, and post-  
37 tenure review.  
38

39  
40 **Article II: Role of Library Chair and Unit Heads**

- 41  
42 A. Library Chair - The faculty member appointed as Library Chair has the following roles:  
43  
44 1. Serves as the Libraries' administrative representative for faculty issues to the Dean of

45 Libraries, to the Libraries' Library Leadership Team, and to the Organization of Academic  
46 Department Chairs. In this role, the Chair may also be an advocate for the  
47 individual concerns of Library Faculty within the Libraries and across  
48 campus.

- 49
- 50 2. Serves as a mentor and guide to Faculty in their setting and achieving professional,  
51 library, and University goals. Performs annual evaluations for all regular faculty  
52 and lecturers, working with individual faculty members and Unit Heads to review  
53 and approve performance review online documents. In the narrative section of the  
54 annual performance review, the chair shall include, in its entirety, the Unit Head's  
55 written evaluation and rating of the faculty member's effectiveness in librarianship.  
56
- 57 3. Makes recommendations to the Dean on Library Faculty appointments,  
58 reappointments, promotions, tenure decisions, terminations, merit compensation  
59 process, and salaries.  
60
- 61 4. Participates in faculty searches and provides candidate evaluations to Dean  
62
- 63 5. Reviews each Libraries faculty member annually for merit compensation and  
64 provides merit rating scores to Dean.  
65
- 66 6. For the purposes of merit compensation reviews, the Chair is considered an  
67 administrator and will be treated as such under the review procedures set by the  
68 Provost's office and Library Faculty.

69 B. Unit Head - In addition to coordinating activities of a functional area of the  
70 Libraries and assigning duties in this area of library specialization, the Unit Head  
71 also has the following roles:  
72

- 73
- 74 1. Participates, in conjunction with the Library Chair, in yearly goal setting with Unit  
75 faculty members.  
76
- 77 2. Submits to the Library Chair a written evaluation and rating of their unit's faculty  
78 members' effectiveness in Librarianship. This evaluation will be included in its entirety in  
79 the narrative evaluation section of the annual performance review.  
80
- 81 3. Provides input for faculty compensation processes by virtue of policy or  
82 procedure, or at the request of the Library Chair or Dean.  
83
- 84 4. If a member of the library faculty, provides input as a peer on the other faculty  
85 members in their unit to the appropriate library faculty review committee.  
86

### 87 **Article III: Membership**

88

89 The voting membership in the Library Faculty shall consist of all librarians (as defined  
90 in the *Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure*  
91 *Review of the Library Faculty*). The Secretary shall maintain a current roster of Faculty  
92 (both tenure and non-tenure track) including unit affiliation, start date, and tenure status  
93 and rank, and make it available electronically.  
94

#### 95 **Article IV: Faculty Secretary**

96  
97 The Secretary shall be elected annually by the Faculty. Any member of the regular  
98 faculty is eligible to hold the office of Secretary. The Secretary shall serve no more than  
99 two consecutive terms.  
100

#### 101 **Article V: Meetings**

102  
103 Participation in a meeting, whether corporal or by means of conference telephone, video  
104 conferencing equipment, or similar communications equipment shall constitute presence  
105 at such meeting so long as all members participating in the meeting can communicate  
106 with each other. The similar communications equipment must include a synchronous,  
107 two-way communication channel that would meet any requests for accommodations.  
108

109 Meeting officers of the Faculty shall consist of a Presiding Officer and a Secretary. The  
110 Presiding Officer shall be Library Chair, unless the meeting is designated a College  
111 Meeting, when the Dean of Libraries shall preside (or someone designated by him/her).  
112 The Presiding Officer shall call general meetings as required under various provisions of  
113 these Bylaws and shall preside over such meetings.  
114

115 The Faculty shall meet at least once each long semester. Notice of these meetings, with a  
116 call for agenda items and nominations when appropriate, shall be made at least fourteen  
117 (14) calendar days in advance. The Secretary shall include on the agenda any item of  
118 business submitted to the Presiding Officer in writing by any faculty member at least  
119 nine (9) calendar days prior to the meeting. The agenda shall be distributed to all faculty  
120 members at least seven (7) calendar days prior to the meeting. Additions to or deletions  
121 from the agenda after it has been distributed must be approved by the majority vote of the  
122 faculty attending the meeting.  
123

124 Additional department meetings may be scheduled by the Presiding Officer, or at the  
125 request of standing committee chairs, the Faculty Senator, or at the written request of at  
126 least five regular faculty members. Additional collegiate meetings may be scheduled by  
127 the Presiding Officer, or at the request of standing committee chairs, the Faculty Senator,  
128 or at the written request of at least five regular faculty members. Requests go to the  
129 Presiding Officer. The additional meetings shall be scheduled no later than fourteen (14)  
130 calendar days after the receipt of the request unless the requester or requesters agree to a  
131 later date. Meetings, exclusive of meetings to amend the Bylaws or Guidelines and/or  
132 elections, may take place less than fourteen (14) calendar days after the request has been

133 made. The agenda of such meetings should be distributed with the call to meeting.

134  
135 The Secretary shall be responsible for notifying the members of all meetings and for  
136 distributing the agenda. Minutes of each departmental meeting shall be written by the  
137 Secretary and forwarded to the Library Faculty no later than seven (7) calendar days  
138 after the meeting; minutes of each collegiate meeting shall be written by the Secretary  
139 and forwarded to the Provost, the President, and to all faculty members no later than  
140 seven (7) calendar days after the meeting.  
141  
142

143 Each regular meeting shall follow this order of business: 1. Approval of minutes of the  
144 previous meeting; 2. reports of standing committees; 3. reports of special/*ad hoc*  
145 committees; 4. unfinished business; 5. new business and announcements; 6. adjournment.  
146

#### 147 **Article VI: Quorum**

148 A quorum of the college or department members shall consist of two-thirds of the voting  
149 members, excluding emeriti faculty and those on leave of absence or sabbatical. The  
150 presence of a quorum shall be established at the beginning of each meeting. At any time  
151 during the meeting, any member of the college or department may suggest the absence of  
152 a quorum; and the issue shall be resolved by a count of the voting members then present.  
153 No business can be conducted if a quorum is not present.  
154

#### 155 **Article VII: Elections and Voting Procedures**

156  
157 The Secretary shall conduct all elections; elections normally will be held fourteen  
158 (14) calendar days prior to the Spring faculty meeting. Voting shall remain open  
159 for seven (7)calendar days providing seven (7) calendar days for a run-off, if  
160 necessary. The Secretary shall be responsible for circulating call for nominations at  
161 least twenty-one (21) calendar days prior to elections. All nominees must be  
162 members of the Library faculty. Nominations for all elective positions submitted  
163 prior to the election must be written and submitted electronically to the Secretary  
164 and Presiding Officer at least two (2)calendar days prior to the election. All  
165 nominators must have the written agreement of those they nominate, which should  
166 be submitted electronically with the nomination.  
167

168  
169 All elections shall be by anonymous, electronic ballot. A majority vote shall be  
170 required for election. If no candidate receives a majority of the ballots cast, members  
171 shall vote for the candidates who received the two largest numbers of votes on the  
172 previous ballot and shall repeat the balloting until one candidate receives a majority  
173 of the votes. The Secretary shall announce the results of the election at the Spring  
174 faculty meeting.  
175  
176

177 Service begins immediately for Library Faculty committees, with service beginning at  
178 the appropriate time designated for University Faculty committees. Faculty members  
179 who must withdraw from Library Faculty or University Faculty Committees must  
180 inform the Chair and Secretary so a replacement can be elected.

181  
182 **Special Elections:**

183 Special elections may be called for specific types of vacancies:

184  
185 **To select:**

- 186 a. a replacement for the unexpired term of any officer, representative, or  
187 committee member who is unable to complete a term for any reason  
188 (death/illness, resignation, etc.)
- 189 b. a temporary replacement for any committee member who will be on  
190 leave for more than three consecutive months.
- 191 c. new committee members or replacements if an election cannot wait  
192 until a regularly scheduled faculty meeting

193  
194 Special elections shall be conducted by the same rules governing the original election as  
195 soon as possible after the vacancy occurs. The Secretary, through the Presiding Officer,  
196 may conduct them on a shorter timeline if necessary and announce the results  
197 electronically. Newly elected replacements/members shall assume the duties and  
198 privileges of office immediately after election.

199  
200 **Non-elective Voting:**

201 All matters of non-elective business brought before the Faculty that require a vote shall be  
202 resolved by a majority of those eligible voters present and voting unless otherwise  
203 specified in these Bylaws. A voice vote or show of hands shall be taken unless a secret  
204 ballot is requested. A secret ballot may be requested by any member of the Faculty and is  
205 required when such a request is made. Secret ballots taken at the meeting may be paper  
206 ballots, electronic, or other method as determined by the Secretary; however, only one  
207 methodology may be utilized for all members voting at the meeting.

208  
209  
210 **Article VIII: Committees**

211  
212 The Faculty shall conduct much of its business through standing and *ad hoc*  
213 committees. Committee meetings shall be conducted informally unless a member  
214 requests adherence to *Robert's Rules of Order*.

215  
216 **Standing Committees**

217  
218 Standing Committees shall include the Library Advisory Committee, the Sabbatical  
219 Leave Committee, the Faculty Governance Committee, the Reappointment Committee,  
220 the Tenure and/or Promotion to Associate Committee, the Promotion to Librarian



221 Committee, the Post-Tenure Review Committee, the Information Access Committee,  
222 the Library Curriculum Committee, the Library Residents Committee, the Library  
223 Faculty Mentoring Committee, and any other committees established by amendment to  
224 these Bylaws.

225  
226 For the Reappointment Committee, the Tenure and/or Promotion to Associate Committee,  
227 the Promotion to Librarian Committee, and the Post-Tenure Review Committee,  
228 electronic elections are permitted in order to fill a vacancy or to designate appropriately  
229 ranked members for a specific review or reviews.

### 230 **Library Advisory Committee [LAC]**

231  
232  
233 A Library Advisory Committee shall advise the Chair of the Libraries Faculty and serve  
234 as a liaison between the Faculty and the Dean. The Committee maintains the rosters for  
235 search committees and advises the Dean on candidates for search committee  
236 membership. The Committee shall consist of four regular faculty members elected by  
237 the Library Faculty, in addition to the Chair, who shall serve as Chairperson. The term  
238 for elected members shall be three years. Terms shall be staggered. Elected members of  
239 the Committee shall not succeed themselves. The Committee shall meet regularly.  
240 Meetings shall be called at the request of the Chairperson or at the request of two or  
241 more Committee members. The Chairperson shall appoint a Secretary, who will serve a  
242 one-year term. The Secretary shall record the minutes of the Committee meetings and  
243 shall distribute copies to each faculty member.  
244  
245

### 246 **Sabbatical Leave Committee**

247  
248 The Sabbatical Leave Committee shall consist of the Library Chair and the elected  
249 members of the Library Advisory Committee. The Committee shall review sabbatical  
250 leave applications and forward them to the Dean according to the University's calendar.

### 251 **Faculty Governance Committee**

252 A Faculty Governance Committee will maintain oversight of faculty governance documents,  
253 namely, the Bylaws and Guidelines. The committee will keep these documents in compliance  
254 with the Faculty Manual, and oversee the revision process, proposing changes to the Faculty or  
255 reviewing proposals from the faculty at large.

256 The committee shall be composed of three regular faculty of any rank elected by all ranks of the  
257 Library Faculty serving staggered three-year terms. Committee members shall not succeed  
258 themselves but may be elected to serve any numbers of times. A member becomes chair for a  
259 year in the second year of service. The Library Chair will serve in an advisory capacity and the  
260 Lead Senator shall serve in an ex officio capacity with the Alternate serving as needed in absence  
261 of the Lead Senator.

### 262 **Reappointment Committee [RC]**

263

264 *The Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure*  
265 *Review of Library Faculty*, appended to these Bylaws, shall govern the selection of  
266 members and the activities of the Reappointment Committee.

267  
268 **Tenure and/or Promotion to Associate Committee [TPAC]**

269  
270 *The Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure*  
271 *Review of Library Faculty*, appended to these Bylaws, shall govern the selection of  
272 members and the activities of the Tenure and/or Promotion to Associate Committee.

273  
274 **Promotion to Librarian Committee [PLC]**

275  
276 *The Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure*  
277 *Review of Library Faculty*, appended to these Bylaws, shall govern the selection of  
278 members and the activities of the Promotion to Librarian Committee.

279  
280 **Post-Tenure Review Committee [PTRC]**

281  
282 *The Guidelines for Appointment, Reappointment, Tenure, Promotion, and Post-Tenure*  
283 *Review of Library Faculty*, appended to these Bylaws, shall govern the selection of  
284 members and the activities of the Post-Tenure Review Committee.

285  
286 **Information Access Committee [IAC]**

287  
288 Charge: To advise the Dean on collection-related matters in the Libraries. To develop  
289 recommendations for guidelines and policies regarding collection management and  
290 access to external sources of information for referral to the Dean of Libraries and/or  
291 the library faculty. The Committee recommends to the Dean the addition and deletion  
292 of titles (serials, databases, etc.) obtained by subscription from ongoing serials funds  
293 and sets the yearly allocation of monographic funds. The Committee notifies the  
294 selectors of monographic funds allocated, the methods used for allocation, and the  
295 timetable for spending them. The committee may appoint *ad hoc* groups of faculty to  
296 deal with short-term issues.

297  
298 Composition: Seven members as follows:

299 Ex officio: Unit Head, Technical Services and Collection Management; Unit Head,  
300 Information and Research Services; Electronic Resources Librarian; Collection  
301 Management Librarian. Members elected by the Library Faculty: One representing the  
302 architecture/art and humanities selectors; one representing the business, education, nursing  
303 and health sciences, and social sciences selectors; one representing the agriculture,  
304 engineering, and sciences selectors; one member from the faculty at large

305 The members, with the exception of the *ex officio* members, serve three-year staggered terms. The chair shall  
306 be elected by the membership of the Committee. Faculty members may ask the Committee to review its  
307 decisions. In the case of further disagreement, the faculty member may appeal the Committee's decision to  
308 the Dean. The Dean's ruling is final

309 **Library Curriculum Committee [LCC]**

310  
311 A Library Curriculum Committee shall serve as liaison between the library faculty and  
312 the University Undergraduate and Graduate Curriculum Committees. The LCC shall  
313 consist of three regular faculty members, separately elected from the library faculty at  
314 large. The Library Instruction Coordinator shall also serve on this committee as a non-  
315 voting, *ex-officio* member, creating a total membership of four. The term of office for  
316 elected members is for three years in rotation. The committee shall elect its chair each  
317 year.

318  
319 It shall be the responsibility of Library Curriculum Committee members to report in  
320 writing any new degree programs or other relevant information promptly to the  
321 Information Access Committee and the appropriate departmental liaisons/selectors.  
322 Prompt notice also shall be given to the appropriate departmental liaisons/selectors of  
323 course additions and deletions.

324  
325 The Library Curriculum Committee shall also develop and review proposals for  
326 courses designated as library courses, and recommend approved library courses to  
327 the appropriate University curriculum committee for final consideration and  
328 approval.

329  
330 **Library Residents Committee**

331  
332 This committee coordinates the Library Resident Program that provides opportunities for  
333 early career professionals from underrepresented populations to help diversify and  
334 enrich the library profession. The committee collaborates with Unit Heads and other  
335 Libraries employees to develop term-limited position descriptions and unit-based  
336 projects; supports recruiting and interviewing potential candidates with one committee  
337 member serving on the search committee; acts as faculty mentors to provide guidance  
338 and support or connects Fellows with faculty mentors if none on the committee suffice;  
339 regularly assesses the Program; and advises the Dean regarding Residents-related  
340 matters within the Libraries.

341  
342 The committee shall be composed of three library faculty elected by the Library Faculty  
343 serving staggered three year terms. Committee members shall not succeed themselves but  
344 may be elected to serve any number of times. A member becomes chair for a year in the  
345 second year of service on the committee. The Unit hosting Residents may be asked to  
346 supply an *ex officio* member, as needed.

347  
348 **Library Faculty Mentoring Committee**

349  
350 This committee coordinates the Library Mentoring Program by assigning mentors to  
351 newly-hired library faculty, providing guidance and training to mentors, and assessing  
352 the program. The committee shall be composed of three library faculty elected by the  
353 Library Faculty serving staggered three-year terms. Members must be in their second

354 year of employment or beyond. Committee members shall not succeed themselves but  
355 may be elected to serve any number of times. A member becomes chair for a year in the  
356 second year of service on the Committee.

### 357 ***Ad Hoc Committees***

359 The Presiding Officer shall appoint *ad hoc* committees as needed to further fulfill the  
360 objectives of the Faculty and to comply with the *Faculty Manual*.

## 362 **Article IX: Representation on University Commissions and Committees**

364  
365 In all cases where the Faculty is entitled to representation on University Commissions  
366 and Committees, these representatives and their alternates shall be elected by the  
367 Faculty according to the *Faculty Manual*.

## 369 **Article X: Rules of Order**

371  
372 The rules contained in the most current edition of *Robert's Rules of Order* shall govern the  
373 organization in all cases to which they are applicable and in which they are not  
374 inconsistent with these Bylaws and any special rules of order that the Faculty might adopt.

## 376 **Article XI: Annual Performance Evaluation**

378  
379 In accordance with the annual timeline established by the Provost, each librarian's  
380 assigned duties and objectives for the evaluation year shall be established by the Library  
381 Chair in consultation with the librarian and appropriate Unit Head (or Dean, in the case  
382 of Unit Head librarians). Each librarian shall meet at least twice during the evaluation  
383 year with the appropriate Unit Head to discuss progress made toward meeting the  
384 librarian's goals and objectives. The Unit Head shall then be required to provide a  
385 written assessment and rating of the faculty member's effectiveness in Librarianship to  
386 the Chair. In the narrative evaluation section of the annual performance review, the  
387 Chair shall include, in its entirety, the Unit Head's written assessment and rating. For  
388 faculty members who are also Unit Heads, the Library Chair may request written input  
389 from the appropriate unit's members. The Library Chair shall complete all evaluation  
390 documents. The annual performance evaluation proceeds as outlined in the *Faculty*  
391 *Manual*. Disclaimers by the librarian may be attached to the review at any stage of the  
392 evaluation process. All required or solicited assessments shall be made available to the  
393 faculty member upon written request to the Library Chair.

## 394 **Article XII: Administrative Appointments**

395  
396  
397  
398 The selection of individuals for administrative positions within the Libraries shall be

399 conducted in accordance with the *Faculty Manual*. The selection of an interim Library Chair  
400 will be coordinated by the Library Advisory Committee and communicated to the faculty  
401 prior to its initiation.  
402

403  
404 **Article XIII: Administrative Performance Reviews**

405 Administrative evaluations are conducted periodically as outlined in the *Faculty Manual*.  
406 These evaluations shall employ the approved forms, as appropriate, which are appended to  
407 this document. No limitation is placed on the method of delivery except that each form  
408 must be used in its entirety without change to wording, content, or order. Changes to the  
409 content of either form must be made in accordance with procedures for changing Library  
410 Faculty Bylaws.  
411

412  
413  
414 **Article XIV: Amendments**

415 Any proposed amendments or additions to these Bylaws shall be circulated  
416 electronically in writing to all Faculty in the Library for a period of at least fourteen  
417 calendar days prior to the meeting. Amendments and additions shall be approved by a  
418 two-thirds majority of members.  
419

420 If a faculty member is unable to attend a meeting: (1) that member shall be  
421 allowed to vote by absentee ballot on any issue published in the agenda; (2) that  
422 member's vote shall include all friendly amendments (i.e., amendments introduced as  
423 friendly and accepted by the member who put forward the original proposal); (3) that  
424 member's vote shall not count toward a quorum; and, (4) that member's vote shall be  
425 submitted in writing or electronically to the Presiding Officer prior to the meeting in  
426 question.  
427

428  
429 **Article XV: Primacy of the *Faculty Manual***

430 Any provisions within these Bylaws that contradict the *Faculty Manual* are null and void.  
431