Bylaws of the Faculty of the Clemson University Libraries

Revised September 24, 2012

Article I: Role of the Faculty

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

A. Participation in development, implementation, review and revision of policies concerning the systematic development and maintenance of the collection of library materials and the expenditure of funds for those materials.

B. Participation in development, implementation, review, and revision of policies, procedures and practices for faculty development and welfare and for promotion, tenure, post-tenure review, appointment, and reappointment.

C. Participation in planning the future of the Libraries.

D. Establishment and definition of the membership and functions of standing library faculty committees.

E. Receipt of and, when appropriate, action on reports and recommendations from committees, and the Dean.

F. Election of members, where specified, of University commissions and committees and of library committees.

G. Election of a Senator and an Alternate to the University Faculty Senate.

H. Election of the Secretary of the Library Faculty.

I. Recommendations for promotion, tenure, post-tenure review, appointment and reappointment.

Article II: Definitions

A. Library Chair - The faculty member appointed as Library Chair has the following roles:

1. Serves as the Libraries’ administrative representative for faculty issues to the Dean of Libraries, to the Libraries’ Administrative Council, and to the Organization of Academic
Department Chairs. In this role, the Chair will also be an advocate for the individual concerns of Library Faculty within the Libraries and across campus.

2. Serves as a mentor and guide to Faculty in their setting and achieving professional, departmental, and University goals. Performs annual evaluations for all Library Faculty except the Dean, working with individual faculty members and Unit Heads to review and approve Faculty Activity System documents. In the narrative evaluation section of the annual performance review, the Chair shall include, in its entirety, the Unit Head’s written evaluation of the faculty member’s effectiveness in librarianship.

3. Makes recommendations to the Dean on Library Faculty appointments, reappointments, promotions, tenure decisions, terminations, and salaries.

4. Participates in faculty searches and negotiates with candidates.

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

1. Participates in yearly goal setting with Unit faculty members and Library Chair.

2. Submits to the Library Chair a written evaluation of their unit's faculty members' effectiveness in Librarianship. This evaluation will be included in its entirety in the narrative evaluation section of the annual performance review.

3. If a member of the library faculty, provides input as a peer on the other faculty members in their unit to the appropriate library faculty review committee.

Article III: Membership

The voting membership in the Library Faculty shall consist of all librarians (as defined in the Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure Review of the Library Faculty). The Secretary shall prepare a roster of those eligible to vote as of January 1st of each year and distribute it no later than January 15th of each year.

Article IV: Meetings

The Faculty shall meet at least once each long semester. Notice of these meetings, with a call for agenda items and nominations when appropriate, shall be made at least ten working days in advance. The Presiding Officer shall include on the agenda any item of business submitted in writing by any faculty member at least seven working days prior to the meeting. The agenda shall be distributed to all faculty members at least five working days prior to the meeting.
Additions to or deletions from the agenda after it has been distributed must be approved by the majority vote of the faculty attending the meeting.

Additional meetings may be scheduled by the Presiding Officer or at the request of committee chairs or the Faculty Senate representative or at the written request of at least five members. The additional meetings shall be scheduled no later than ten working days after the receipt of the request unless the requester or requesters agree to a later date. Meetings, exclusive of meetings to amend the Bylaws or Guidelines and/or elections, may take place less than ten working days after the request has been made. The agenda of such meetings should be distributed with the call to meeting.

The Secretary shall be responsible for notifying the members of all meetings and for distributing the agenda. Minutes of each meeting shall be written by the Secretary and forwarded to the Provost and to all faculty members no later than five working days after the meeting.

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

**Article V: Elections and Voting Procedures**

The Secretary shall conduct all elections. The Secretary shall be responsible for circulating call for nominations at least ten working days prior to elections. All nominees must be members of the Library faculty. Nominations for all elective positions submitted prior to the meeting must be written and submitted to the Presiding Officer at least seven days prior to the meeting. Names of those nominated shall be included in the agenda circulated to members for any meeting at which an election will take place. Additional nominations may be made from the floor. All nominators must have the written agreement of those they nominate.

All elections shall be by secret ballot. A majority vote shall be required for election. If no candidate receives a majority of the ballots cast, members shall vote for the candidates who received the two largest numbers of votes on the previous ballot and shall repeat the balloting until one candidate receives a majority of the votes.

Elections normally shall be conducted during the Spring semester with service beginning immediately for Library Faculty committees, and with service beginning at the appropriate time designated for University Faculty committees. Written absentee ballots shall be accepted, provided they are placed in an envelope which is sealed, dated, signed, and delivered to the Secretary prior to the meeting. Any faculty member who will not be present at said meeting may submit an absentee ballot.

A replacement for the unexpired term of any officer, representative, or committee member who is unable to complete a term or temporary replacement for any such person who will be on leave for more than three consecutive months shall be selected by the same rules governing the
original election as soon as possible after the vacancy occurs. In such cases, the Presiding Officer may call for elections by mail or electronically. Such replacements shall assume the duties and privileges of office immediately after election.

All matters brought before the Faculty that require a vote shall be resolved by a majority of those eligible voters present and voting unless otherwise specified in these Bylaws. A voice vote or show of hands shall be taken unless a secret ballot is requested. A secret ballot may be requested by any member of the Faculty and is required when such a request is made.

**Article VI: Officers**

The officers of the Faculty shall consist of a Presiding Officer and a Secretary. The Presiding Officer shall be the Dean of Libraries, or someone designated by him/her, who shall call general meetings as required under various provisions of these Bylaws and shall preside over such meetings. The Secretary shall be elected annually by the Faculty. Any member of the Faculty is eligible to hold the office of Secretary. The Secretary shall serve no more than two consecutive terms.

**Article VII: Committees**

The Faculty shall conduct much of its business through standing and ad hoc committees. All members of the Faculty are eligible to serve on such committees. Committee meetings shall be conducted informally unless a member requests adherence to Robert’s Rules of Order.

**Standing Committees**

Standing Committees shall include the Library Advisory Committee, the Sabbatical Leave Committee, the Library Faculty Reappointment Committee, the Library Faculty Promotion and Tenure Committee, the Library Faculty Post-Tenure Review Committee, the Information Access Committee, the Library Curriculum Committee, and any other committees established by amendment to these Bylaws.

**Library Advisory Committee**

A Library Advisory Committee shall advise the Dean of Libraries and serve as a liaison between the Faculty and the Dean. The Committee maintains the rosters for search committees. The Committee shall consist of four faculty members, in addition to the Dean, who shall serve as Chairperson. The term for elected members shall be three years. Terms shall be staggered. Elected members of the Committee shall not succeed themselves. The Committee shall meet regularly. Meetings shall be called at the request of the Chairperson or when a majority of the Committee members deem it necessary. The Chairperson shall appoint a Secretary, who will
serve a one-year term. The Secretary shall record the minutes of the Committee meetings and shall distribute copies to each faculty member.

Sabbatical Leave Committee

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

Library Faculty Reappointment Committee

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

Library Faculty Promotion and Tenure Committee

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

Library Faculty Post-Tenure Review Committee

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

Information Access Committee

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

Composition: 7 members as follows:

Ex officio: Head, Acquisitions; Head, Reference; Head, Resource Sharing. Members Elected by the Library Faculty: One representing the architecture/art and humanities selectors; one representing the business, education, and social sciences selectors; one representing the agriculture, engineering, nursing and sciences selectors; one member from the faculty at large. The members, with the exception of the ex officio members, serve three year staggered terms. The chair shall be elected by the membership of the Committee. Faculty members may ask the
Committee to review its decisions. In the case of further disagreement, the faculty member may appeal the Committee's decision to the Dean. The Dean's ruling is final.

Library Curriculum Committee

A Library Curriculum Committee shall serve as liaison between the library faculty and the University Undergraduate and Graduate Curriculum Committees. Membership of the Library Curriculum Committee shall consist of three library representatives, separately elected from the library faculty at large. The Library Instruction Coordinator shall also serve on this committee as a non-voting, ex officio member, creating a total membership of four. The term of office for elected members is for three years in rotation. The committee shall elect its own chair.

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

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

Ad Hoc Committees

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

Article VIII: Representation on University Commissions and Committees

In all cases where the Faculty is entitled to representation on University Commissions and Committees, these representatives and their alternates shall be elected by the Faculty, except as otherwise specified in these Bylaws or in the Faculty Manual.

Article IX: Rules of Order

The rules contained in the most current edition of Robert's Rules of Order shall govern the organization in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order that the Faculty might adopt.
Article X: Annual Performance Evaluation

In accordance with the annual timeline established by the Provost, each librarian's assigned duties and objectives for the evaluation year shall be established by the Library Chair in consultation with the librarian and appropriate Unit Head. Each librarian shall meet at least twice during the evaluation year with the appropriate Unit Head to discuss progress made toward meeting the librarian's goals and objectives. The Unit Head shall then be required to provide a written assessment of the faculty member's professional effectiveness to the Chair. For faculty members who are also unit heads, the Library Chair may request written input from the appropriate unit's members. The Library Chair shall complete all evaluation documents. The annual performance evaluation proceeds as outlined in the Faculty Manual. Disclaimers by the librarian may be attached to the review at any stage of the evaluation process. All required or solicited assessments shall be made available to the faculty member upon written request to the Library Chair.

Article XI: Administrative Appointments

The selection of individuals for administrative positions within the Libraries shall be conducted in accordance with the Faculty Manual. Under exceptional circumstances the selection of an interim Library Chair will be coordinated by the Library Advisory Committee and communicated to the faculty prior to its initiation.

Article XII: Administrative Performance Reviews

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

Article XIII: Amendments

Any proposed amendments or additions to these Bylaws shall be circulated in writing to all Faculty in the Library for a period of at least ten working days prior to the meeting. Amendments and additions shall be approved by a two-thirds majority of members. Written absentee ballots shall be accepted, provided they are placed in a sealed envelope which is dated, signed, and delivered to the Secretary prior to the meeting.
APPENDIX D

FORM FOR THE EVALUATION OF DEAN OF LIBRARIES
CLEMSON UNIVERSITY LIBRARIES

Faculty and Staff of the University Libraries:

As mandated by the *Faculty Manual*, a review of Dean __________ is underway. As part of this process, the input of all personnel in the Libraries is sought. Therefore, please take the time to fill out this questionnaire, and feel free to use additional sheets if necessary. Your responses will remain anonymous.

1. Please check your position in the Libraries (optional):

   ___ Librarian
   ___ Associate Librarian
   ___ Assistant Librarian
   ___ General Librarian
   ___ Staff
   ___ Other: _______________________

Please rate Dean __________ on each of the following:

<table>
<thead>
<tr>
<th>Area</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Unknown</th>
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<tbody>
<tr>
<td>Administration of library services and programs</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<td>U</td>
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<tr>
<td>Internal and external fund-raising</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<tr>
<td>Human resources management</td>
<td>5</td>
<td>4</td>
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<tr>
<td>Budget management</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<td>U</td>
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<tr>
<td>Assessment and strategic planning</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>U</td>
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<tr>
<td>Visionary approach to library services</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<tr>
<td>Representing the Libraries</td>
<td>5</td>
<td>4</td>
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</table>

2. Please rate Dean __________ on each of the following:

**Professional Leadership Areas**

<table>
<thead>
<tr>
<th>Area</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Unknown</th>
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<tbody>
<tr>
<td>Advocacy for the Libraries</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<tr>
<td>Support for the mission of the Libraries</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<tr>
<td>Encouragement of effective librarianship</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<tr>
<td>Encouragement of service, research, professional activity, and professional development</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>U</td>
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<tr>
<td>Handling of faculty appointment, reappointment, tenure/post tenure, and promotion matters</td>
<td>5</td>
<td>4</td>
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<tr>
<td>Leadership in statewide, regional, and national organizations and consortia</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<td>U</td>
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<tr>
<td>Leadership in technological innovation</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<td>U</td>
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<tr>
<td>Personal Leadership Areas</td>
<td>Excellent</td>
<td>Very Good</td>
<td>Good</td>
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<td>Communication and listening skills</td>
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<tr>
<td>Dedication/Commitment</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>Administrative style</td>
<td>5</td>
<td>4</td>
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<tr>
<td>Delegation and follow through</td>
<td>5</td>
<td>4</td>
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<td>Conflict resolution</td>
<td>5</td>
<td>4</td>
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<td>Fairness/Equity</td>
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<td>4</td>
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<tr>
<td>Advocacy for Libraries’ staff</td>
<td>5</td>
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</table>

3. What are the strengths of this administrator?

4. What are the weaknesses of this administrator?

5. What specific recommendations do you have to improve the performance of Dean ____________

6. On a scale of 5 (high) and 1 (low), how would you rate Dean ____________ in terms of overall effectiveness?

   | 5 | 4 | 3 | 2 | 1 | U |

Rationale:

7. On a scale of 5 (high) and 1 (low) indicate your level of enthusiasm for the continuance/reappointment of Dean ____________?

   | 5 | 4 | 3 | 2 | 1 | U |

Rationale:
APPENDIX D

FORM FOR THE EVALUATION OF LIBRARY CHAIR
CLEMSON UNIVERSITY LIBRARIES

Faculty and Administrative Staff of the University Libraries:

As mandated by the Faculty Manual, a review of ________ as Library Chair is underway. As part of this process, the input of faculty and administrative staff in the Libraries is sought. Therefore, please take the time to fill out this questionnaire, and feel free to use additional sheets if necessary. Your responses will remain anonymous.

1. Please check your position in the Libraries (optional):
   ______ Librarian
   ______ Associate Librarian
   ______ Assistant Librarian
   ______ General Librarian
   ______ Staff
   ______ Other: ____________________________

Please rate Library Chair ________ on each of the following:

<table>
<thead>
<tr>
<th>Administration of and participation in faculty appointment, reappointment, tenure/post-tenure, and promotion processes</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
<th>Unknown</th>
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<tbody>
<tr>
<td>Administration of annual faculty performance evaluation process</td>
<td>5</td>
<td>4</td>
<td>3</td>
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<td>U</td>
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<tr>
<td>Advocacy for the library faculty</td>
<td>5</td>
<td>4</td>
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<tr>
<td>Representing the Libraries</td>
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</table>

2. Please rate Library Chair ________ on each of the following:

<table>
<thead>
<tr>
<th>Professional Leadership Areas</th>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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<tr>
<td>Support for the mission of the Libraries</td>
<td>5</td>
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<tr>
<td>Encouragement of service, research, professional activity, and professional development.</td>
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<tr>
<td>Advocacy for faculty salaries and professional development funds</td>
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</table>
Personal Leadership Areas

Communication and listening skills
Dedication/Commitment to faculty issues
Responsiveness to faculty issues
Administrative style
Fairness/Equity

<table>
<thead>
<tr>
<th>Excellent</th>
<th>Very Good</th>
<th>Good</th>
<th>Fair</th>
<th>Poor</th>
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</table>

3. What are the strengths of this administrator?

4. What are the weaknesses of this administrator?

5. What specific recommendations do you have to improve the performance of Library Chair ___________

6. On a scale of 5 (high) and 1 (low), how would you rate Library Chair ___________ in terms of overall effectiveness?

   5   4   3   2   1   U

Rationale:

7. On a scale of 5 (high) and 1 (low) indicate your level of enthusiasm for the continuance/reappointment of Library Chair ___________?

   5   4   3   2   1   U

Rationale: