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Summer 2011

Library Faculty Meetings Charge

Zach S. Henderson Library

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Library Faculty Meetings

Monthly faculty meetings are advisory to the Dean and have no specific charge. However, the following policies bear on the conduct of these meetings.

Approval Dates:
Election Procedures and Personnel Policies are attached to the Faculty By-Laws
as sections II and III.
Faculty By-Laws, Summer 2011
Library Faculty Elections Procedures, January 31, 2002
Library Faculty Personnel Policies, January 2014

Faculty By-Laws, approved Summer 2011

Introduction
In academic year 2010-2011, the Faculty Senate appointed a Task Force to examine current practices and make recommendations on shared governance. The resolutions which resulted charged the colleges with enhancing shared governance, since many colleges were perceived as not allowing faculty sufficient input into decision making. Specifically, all colleges were required to have bylaws. The bylaws were to include the establishment of a small body of faculty to advise the dean. In addition to establishing the requested body, the drafters sought to include existing procedures. The motions recommended by the Senate Task Force were adopted by the Faculty Senate February 17 and March 22, 2011.

I. Library Faculty Executive Committee (hereafter referred to as "the Committee")

    A. Membership: Membership will consist of all librarians with faculty status, whether tenure track or non-tenure track, tenured or not tenured, but not to include the Dean and Associate Dean.
    B. Chairs: The Library's elected Faculty Senators shall serve as co-chairs of the Committee.
    C. Purpose:
        1. The Committee will advise the Dean on any issue it thinks appropriate.
        2. The Committee will have the power to amend the bylaws.
            a. The Bylaws amendment procedure is as follows:
                Proposals to amend the bylaws shall be submitted to the Library faculty not later than ten days prior to any regularly scheduled faculty meeting or any special meeting called for the purpose of amending. Proposed amendments must beadopted by a two-thirds majority of faculty members present.
        3. When time allows, the Committee will recommend to the Dean faculty members to fill slots on University committees and task forces not described in the Election Procedures (Part II). Selected faculty will need to seek permission from their department heads before agreeing to serve.

D. Meetings: The Committee will meet at least once per academic term. At the first meeting of the academic year, the Dean and Associate Dean will attend and the yearly calendar for faculty meetings and department head meetings will be approved. Any Library faculty member including the Dean and Associate Dean may ask that the co-chairs call a meeting of the Committee and put an issue on the agenda. Meetings will be conducted according to Robert's Rules of Order. Actions will be documented in essence notes and permanently archived.

II. Faculty Elections to standing committees of the Faculty Senate and other University Committees

Library Faculty Elections Procedures, approved January 31, 2002

Section 1. General

Paragraph 1. The Library shall have an elected committee to oversee Senate elections (for Senators and for Senate Committees) and elections within the unit.

Paragraph 2. The Library Elections Committee shall consist of three faculty members, including the faculty representative on the Senate Elections Committee who shall serve as liaison between the Library Elections Committee and the Senate Elections Committee. The term of office shall be two years.

Paragraph 3. The Library's elections procedures shall specify the responsibilities of the Library Elections Committee, including but not limited to establishing, monitoring, and revising unit elections procedures, identifying offices to be filled (including those to fill un-expired terms), soliciting nominations, promoting voter participation, communicating election-related information to the unit and the Senate Elections Committee, and acting as liaison between the unit and the Senate Elections Committee.

Paragraph 4. The Library shall conduct Senate and Senate committee elections according to the time schedule established by the Senate Elections Committee.

Section 2. Pre Election Procedures

Paragraph 1. The Library Elections Committee shall provide the Senate Elections Committee with a written description of the Library's elections procedures. The procedures shall document the method of nomination and balloting used in the Library, the method of declaring winners, the identity of the group responsible for communicating election results and the method in which results are communicated, and the Library's procedure for filling unexpected vacancies. The

Library Elections Committee will complete the Senate Elections Committee summary checklist and submit it with the Library's written election procedures.

Paragraph 2. Prior to the annual Senate election period, the Senate Elections Committee shall distribute the Senate and Senate Committee Vacancy Form to the designated person in each college and the Library, indicating which positions should be filled in the upcoming elections. The Library's Senate Elections Committee representative shall be the person designated to receive the form. The Library Elections Committee shall verify the accuracy and completeness of the information and shall notify the Senate Elections Committee of any corrections that should be made. Senate alternate and Senate Executive Committee elections shall be conducted during the runoff cycle. The Committee shall notify Library faculty of vacant positions, qualifications for those positions, as well as a list of faculty eligible to run for the positions according to the Senate Bylaws and University Statutes. During the stated nomination period, Library faculty may nominate themselves or colleagues for particular positions by submitting such nominations to the Library Elections Committee. The Committee will notify library faculty of nominations for vacant positions. Nominees will communicate their acceptance of such nominations and willingness to serve in writing or via e-mail.

Paragraph 3. The Library Elections Committee shall create an e-mail list of those faculty members eligible to vote in the upcoming election. If a particular vacancy has special voting requirements (e.g., only untenured faculty may vote), the committee must create a separate e- mail list of eligible voters for that vacancy. Each e-mail list must be clearly labeled.

Paragraph 4. The Library Elections Committee shall complete, approve, and return the Senate Elections Nomination Form with attached e-mail list(s) in electronic form to the Senate Elections Committee by the appropriate deadline. The Elections HelpDesk shall provide a sample ballot, which the Library Elections Committee must approve.

Paragraph 5. The Committee shall identify elections other than Senate and Senate Committee which need to be held. The Committee shall notify Library faculty of vacant positions and qualifications for those positions. Library faculty may nominate themselves or colleagues for positions by submitting such nominations to the Library Elections Committee. The committee will notify library faculty of nominations for vacant positions. Nominees will communicate their acceptance of such nominations and willingness to serve in writing or via e-mail.

Section 3. Election Procedures

Paragraph 1. The Library Election Committee shall actively promote voter participation during the election period.

Paragraph 2. The Senate and Senate committee elections shall be conducted according to procedures established by the Senate Elections Committee. Votes shall be cast electronically unless otherwise determined by the Senate Elections Committee. All technical problems should be reported to the Elections Help Desk and to the Library Elections Committee. The Library Elections Committee recommends the following actions in case of technical difficulty when voting. a. System Down. If the Web link included in the E-Mail Call to Vote does not work, send an e-mail message to [1]. Please try again later. You will be notified if the election period is extended due to systems problems. b. Individual Machine Crashes. If your computer crashes or other technical problems occur that prevent you from completing the voting procedure successfully, send an e-mail message to [2] requesting a new ballot.

Paragraph 3. If the Library Elections Committee discovers serious technical or other problems, the Committee will request that the Senate Elections Committee delay the election process. The Senate Elections Committee will devise a remedy or course of action within 24 hours of the delay request.

Paragraph 4. For special elections, a ballot will be prepared and distributed listing all confirmed nominees and the seats for which they are running. Space for write-ins will be included. Ballots should be deposited in locked ballot box in the Library Administration Office by the specified deadline. At such time as a ballot is placed in the ballot box, the voter's name will be crossed off a master list of librarians eligible to vote according to the Faculty Senate's elections rules. The Library Elections Committee will count the ballots. The Committee is responsible for distributing the results of the election to the library faculty and to the Faculty Senate Elections Committee when appropriate.

Section 4. Post Election Procedures

Paragraph 1. Within 24 hours after receiving unofficial election results from the Senate Elections Committee, the Library Elections Committee will certify the results, report any errors or irregularities, and declare for each race either a winner or the need for a run-off election. The winner shall be the nominee receiving the majority of votes cast, except for Senate alternate races. If no nominee receives a majority of the votes in a race, a runoff election will be held between the two nominees receiving the most votes. Senate alternate winners will be the seven nominees receiving the most votes. Senate alternate and Senate Executive Committee elections will be conducted during the runoff cycle. Voting in runoff elections will proceed as described above.

Paragraph 2. The Library Elections Committee will solicit feedback on the election (e.g., determine whether faculty members voted and if not, why not; identify any problems or uncertainties they experienced; solicit suggestions for improvements, etc.).

Section 5. Election Reporting Procedures

Paragraph 1. Following validation of the election results, the Library Elections Committee shall notify faculty of election results and runoffs needed via e-mail.

Section 6. Revisions to Election Procedures

Paragraph 1. Following the election, the Library Elections Committee shall review the election procedures to determine whether changes are needed.

Paragraph 2. Revisions to these procedures must be presented at a Library faculty meeting and must be approved by a majority vote of those faculty present.

Paragraph 3. The Library Elections Committee will report approved changes to the Senate Elections Committee.

Section 7. Annual Timetable of Election Procedures

Paragraph 1. According to Senate Bylaws, the election of new faculty Senators, faculty representatives on Senate Standing Committees, and Senate Executive Committee members for the following academic year shall be completed by March 31.

Paragraph 2. The following table provides a general timetable for Senate elections procedures.

ACTIVITY Annual review of election procedures
(revise, if appropriate)
Identification of Senate and Senate Committee Vacancies
Solicitation of nominees
Election (and run-offs, if necessary)
DATE April – November
December
January – February
February – March

A detailed election procedures timetable will be provided by the Senate Elections Committee each year.

Prepared by the Library Elections Committee: Iris Durden, Steve Sexton, Debra Skinner. Approved by Library Faculty January 31, 2002.

III. Tenure and Promotion

Library Faculty Personnel Policies, approved January 2014

Introduction
Zach S. Henderson Library is the chief mediator between the community of Georgia Southern University scholars to which it belongs; the ever growing student body it serves; and the corporate conveyers of information. The Library serves as conservator of traditional knowledge forms and cultural legacies, and is at the heart of a rapidly evolving system of scholarly communication. Continuing technological advances have changed the delivery systems of information, and have added, via the internet, a cyberspace learning environment that transcends geographical borders. In fulfilling the Library's mission, Henderson librarians practice the profession of librarianship as clinical faculty, as distinct from being teaching and research faculty in a school of library science. For this reason, performance expectations emphasize excellence in librarianship, service to the profession and university, and scholarship, in that priority order. As a result, the following guidelines and criteria apply to all tenure track library faculty to help meet performance expectations.

Annual, Tenure, Promotion, and Post-Tenure Reviews.
Each faculty member (whether tenure-track or non-tenure track, part-time or full time, or post-retirement part-time) is evaluated annually to ensure effective performance and facilitate improvement. Annual evaluations also serve as the basis for recommending merit salary increases and determining continuation of non-tenured, tenure-track faculty and non-tenure-track faculty (excluding full-time, temporary/visiting faculty). Special evaluations are made for the following specific decisions:

- pre-tenure review
- tenure
- promotion
- post-tenure review

The Tenure Committee will conduct all pre-tenure, tenure, and post-tenure reviews, and the Promotion Review Committee will review promotion candidacies. With the exception of the Dean of the Library and the department head or supervisor of the candidate under review, the Tenure Committee will be composed of all library faculty members who have received tenure and the Promotion Review Committee will consist of all associate and full professors. A simple majority of committee members will constitute a quorum. No

votes on any personnel action will be taken by either committee unless there is a quorum, and only faculty members in attendance may vote.

The Post-Tenure Review Committee will consist of the P&T committee. The P&T committee will elect a member of the committee to be chair. A faculty member is not eligible to serve during a year in which he/she is a candidate for post-tenure review. For the specific activities and deadlines associated with Post-Tenure review, see the Georgia Southern Faculty Handbook, Section 213 and the Board of Regents Policy Manual, (8.3.5.4) Post Tenure Reviews take place at every five year interval from the last promotion and/or post tenure review.

Procedures.
Annual Reviews: Faculty submit a report of their professional activities to their department head or direct supervisor by early January. Department heads/supervisors conduct annual faculty reviews January through March.

Special Reviews: Prior to fall semester the Dean of the Library will set the deadlines for submitting documentation in support of promotion, tenure, pre-tenure, or post-tenure candidacies. The schedule will allow for an adequate time period for the review of documentation prior to the meeting when the tenure and promotion committees will act upon the candidacies. Candidates for promotion must declare themselves in the spring prior to when their applications will be reviewed, in order ensure there is enough time to select external reviewers. Post-tenure materials are submitted in January and pre-tenure materials are due February 1 (see sections 212 and 213 of the Faculty Handbook (http://academics.georgiasouthern.edu/provost/pdf/handbook.pdf), and the committee consideration of those candidacies will be scheduled accordingly. The Dean of the Library will stipulate the deadline by which committee recommendations must be submitted to the Dean. In cases of promotion or tenure reviews, after full discussion of a candidate each member of the appropriate committee will submit one vote, and the votes will be tallied on a single sheet of paper. Individuals will not be identified according to how they voted. Abstentions are permitted. The tally and written comments constitute the report to the Dean of the Library. If more than 50 percent of the ballots are in favor of tenure or promotion, a positive recommendation is forwarded to the Dean. Otherwise, the committee will forward a negative recommendation. In the latter event, a candidate has seven days from receiving the written notification of the committee's recommendation to submit a request for reconsideration by the committee. The Dean of the Library, after also considering input from the candidate's department head/supervisor, will forward a written decision, either positive or negative, to the Provost, and will inform the candidate, in writing, of the decision (see Appendix I). The candidate will have ten days to submit a request for reconsideration of a negative decision to the Dean. In cases of a pre-tenure or post-tenure review, the committee will meet and discuss the faculty member's merits and weaknesses. If it is a pre-tenure review, the committee will then vote on whether the probationary candidate is on schedule to meet tenure requirements, ahead of schedule to meet tenure requirements, or not on schedule to meet tenure requirements. If 50% or

more vote that the candidate is not on schedule to meet tenure requirements, the committee will include in its report the area(s) in which it believes the candidate is lacking. If it is a post-tenure review, the committee will vote on whether the candidate's performance since her/his last promotion, tenure, or post-tenure review has met expectations or has not met expectations. If 50% or more of the committee members vote that the candidate has not met expectations, the committee will include in its report the area(s) in which it believes the candidate is lacking. The committee may also vote that the candidate is deserving of special recognition for meritorious achievement, and if the committee so finds the rationale will be included in the committee report. A pre-tenure or post-tenure committee report is given to the candidate's supervisor, who will review the results with the Dean of the Library before discussing the report with the candidate. Post-tenure reviews are subject to the same appeal process as tenure reviews.

Timetable.
The timetable for promotion and tenure evaluation, as described in sections 208 and 209 of the Faculty Handbook (http://academics.georgiasouthern.edu/provost/pdf/handbook.pdf), will be followed. The timetable for post-tenure reviews shall also conform to the Faculty Handbook, section 213, in which the Board of Regents policy states that each tenured faculty member is to be reviewed five years after the most recent promotion or personnel action, as defined below, and at five-year intervals unless interrupted by a promotion, a written declaration to retire within five years (submitted to the appropriate dean), or a leave of absence. Section 212 of the Faculty Handbook stipulates a pre-tenure review will take place in a tenure-track faculty member's third year, but Henderson Library will conduct a full pre-tenure review in all six probationary years (see Appendices II and III). Additionally, Section 214 of the Faculty Handbook outlines the requirements for non-tenure appointments (e.g. lecturers and senior lecturers). Evaluation and promotion guidelines for non-tenure track appointments are also described in this section.

Criteria for Evaluation
Faculty undergoing tenure or post-tenure review must demonstrate effective performance in Category A below, and substantial achievement in Categories B and/or C. Candidates for promotion who are already tenured must demonstrate that since the last increase in rank they have achieved an effective performance record in Category A and accomplishments in Categories B and/or C commensurate with the rank being sought. Appendix IV contains a description of the documentation that must be provided for pre-tenure, post-tenure, promotion, and tenure reviews.

Concerning general professional and scholarly qualifications, and the rank of the library faculty, Henderson Library has consulted but has not adopted the entire language used in A Guideline for the Appointment, Promotion and Tenure of Academic Librarians published by the Association of College and Research Libraries (ACRL) (see http://www.ala.org/ala/mgrps/divs/acrl/standards/promotiontenure.cfm). This statement defines the criteria for review of librarians in American institutions of higher education,

and is designed so as to be adaptable to the rules and guidelines established by individual colleges or university systems.

Librarians appointed as lecturers will undergo annual reviews at the same time as other annual faculty reviews are conducted. Library lecturers must demonstrate achievement in librarianship and in at least one of the following areas: (1) service; (2) personal, professional growth and development.

After six years of service, a lecturer may be reappointed only if the lecturer has demonstrated "exceptional librarianship and extraordinary value to the institution," which shall be defined as achievement in librarianship, service, and personal, professional growth and development. Additionally, a Library lecturer may be considered for promotion to Senior Lecturer after his/her reappointment after six years of service.

Examples of achievement in librarianship, service, and personal, professional growth and development can be found in Appendices V-VIII.

Library lecturers may be considered for promotion to Senior Lecturer, following the requirements described in Faculty Handbook section 214.0102."

A. Contributions to the educational function of the University. In this category, librarians will be evaluated on their areas of professional responsibility within the Library. This corresponds to the area defined as Teaching in the University System of Georgia guidelines for tenure and promotion. Teaching is the most fundamental description of the work done by faculty in their daily job responsibilities (see Appendix V).
B. Research, scholarly, and creative activities. In this category are activities that serve to create or disseminate knowledge, entertainment, or aesthetic and cultural enrichment.
C. Service: In this category are activities undertaken for the benefit of the Henderson Library, the university, the community, and the library profession through professional organizations at the national, regional, state, or local level.

Examples of activities which may be included in Categories A, B, and C are listed in Appendices VI-VIII.

Appendix IX, "Research , Scholarship, and Professional Development Service Activities for Tenure and/or Promotion" provides a measure of the library faculty's consideration of the value of various activities by candidates for promotion or tenure. These are listed in order of rank, 3 as highest and 1 as lowest. Candidates should strive to complete relatively high-ranking activities.

External Peer Review Guidelines
Each tenured for tenure-track faculty member undergoing either a promotion or tenure review shall submit to his/her chair or unit head the names and contact information of at least three qualified individuals not directly involved in the faculty member's work (i.e.,have not been involved as a mentor or close collaborator) who can objectively

review the faculty member's portfolio. The individuals should be experts in the faculty member's field and hold an academic appointment at an institution at least similar to Georgia Southern with rank at or above the rank to which the candidate is aspiring. The department chair or chair of the department's Tenure and Promotion Committee shall solicit letters from two of the individuals that address the quality of work performed and readiness of the candidate for promotion and/or tenure. In addition to submitting names for individuals who may be contacted for external review, the faculty member may submit up to three names(and contact information) of individuals who may NOT be contacted by anyone involved in the tenure and/or promotion review. The department chair in association with the Tenure and Promotion Committee chair may also solicit up to two additional letters from any individual not on the forbidden list that he or she may think has the background commensurate with carefully evaluating the candidate's portfolio and contributions to the profession.

The documentation from the external reviewer should be in the Dean's office two weeks prior to the P& T deliberation. The P& T committee will use the documentation from the external reviewer as part of the deliberation. Regardless of whether or not any external review documentation is received, the P&T Committee deliberations will proceed as scheduled.

This information must be provided for each reviewer:

- Name
- Title/Rank
- Address
- Phone Number
- Fax Number
- E-mail Address
- Brief statement of their qualifications

The Tenure & Promotion Committee Chair requests that the faculty submit names of potential external reviewers before the established deadline (see Appendix X: Sample Letter to External Evaluator)

Amendments to Promotion and Tenure Policies
Faculty members hired into the tenure track shall be responsible within their probationary period for meeting the Library promotion and tenure criteria in effect at the time their employment begins. For all subsequent promotions, faculty members shall be responsible for meeting the Library promotion criteria in effect at the time of their application for promotion. Then-existing procedural provisions regarding the composition and responsibilities of Library personnel review committees for promotion and/or tenure and required application materials shall apply to all faculty at the time of their application for promotion and/or tenure.

Appendices (see library wiki for appendix documents)

Library Faculty Personnel Policies - Appendix I - PROTOCOLS FOR REPORTING PRE-TENURE, TENURE, PROMOTION, AND POST-TENURE DECISIONS TO THE DEAN OF THE LIBRARY

Library Faculty Personnel Policies - Appendix II - FACULTY MEMBER POST-TENURE EVALUATION TARGET DATES

Library Faculty Personnel Policies - Appendix III - FACULTY MEMBER PRE-TENURE EVALUATION TARGET DATES

Library Faculty Personnel Policies - Appendix IV - CONTENTS OF FACULTY PORTFOLIOS

Library Faculty Personnel Policies - Appendix V - FACULTY ANNUAL REVIEW AND WORKLOAD ASSIGNMENT PROCESS

Library Faculty Personnel Policies - Appendix VI - CONTRIBUTIONS TO THE EDUCATIONAL FUNCTION OF THE UNIVERSITY: EXAMPLES OF ACTIVITIES

Library Faculty Personnel Policies - Appendix VII - RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITIES: EXAMPLES OF ACTIVITIES

Library Faculty Personnel Policies - Appendix VIII - SERVICE: EXAMPLES OF ACTIVITIES

Library Faculty Personnel Policies - Appendix IX - RESEARCH, SCHOLARSHIP, AND PROFESSIONAL DEVELOPMENT AND SERVICE ACTIVITIES FOR TENURE AND/OR PROMOTION

Library Faculty Personnel Policies - Appendix X - SAMPLE LETTER TO EXTERNAL EVALUATOR