

University Libraries Faculty Assembly Bylaws

Bylaws as approved in the biennial revision process (see 1.2 Powers and Duties) as of the 10/17/19 University Libraries Faculty Assembly Meeting.

1. University Libraries Faculty Assembly

- 1.1. **Function:** The University Libraries Faculty Assembly (or "Faculty Assembly") shall serve as the chief faculty organization of the University Libraries; to assist in carrying out the University Libraries' mission; to support faculty development and mentoring; to receive and review reports from faculty committees and from the Dean; to be a forum for information, discussion, and when necessary, formal resolutions to the Dean; to represent faculty interests and concerns to the Dean; and to advise the Dean. The University Libraries Faculty Assembly will be called at least once each Fall and Winter semester, and may be called into special session by the Dean, the Faculty Assembly Chair, or by petition of 25% of the total membership of the University Libraries Faculty Assembly.
- 1.2. **Powers and Duties:** Advise the Dean on academic and curricular support programs and educational policies of the University Libraries for the attainment of objectives; vote or otherwise act on recommendations of standing committees and other committees or task forces; review bylaws periodically (in the Fall of years ending with 5 and 0) and revise if necessary.
- 1.3. **Membership:** All regular University Libraries faculty are expected to attend Faculty Assembly meetings. Visiting and adjunct appointees may attend; since appointment time may vary, appointees should discuss attendance and impact on workload with their direct supervisor. Tenured or tenure-track faculty comprise the voting membership. Faculty serving in administrative (associate dean), visiting, or adjunct positions are not eligible to vote or serve on the library personnel committee. Associate Deans may serve on faculty governance committees with the approval of the library faculty. Occasionally non-voting attendees may be excused from meetings or certain proceedings. The Dean (or designee) is a non-voting, ex-officio member (a tenured or tenure-track library faculty member acting as Dean's designee is not barred from voting in her/his faculty capacity).
- 1.4. **Leadership**
 - 1.4.1. **Chair:** The chair of the University Libraries Faculty Assembly shall be tenured, and is elected as Vice-Chair/Chair-Elect by tenured and tenure-track faculty. The commitment is for six years: two years as Vice-Chair/Chair-Elect, followed by two years as Chair, and two years as Past Chair. The University Libraries Faculty Assembly Chair may request time on the agenda of any regular Executive Team meeting, with the expectation that the request will be honored in a timely and appropriate manner.
 - 1.4.2. **Secretary:** The Secretary of the University Libraries Faculty Assembly shall be tenured or tenure-track, and is elected by the tenured and tenure-track faculty. The term of the Secretary is two years, and incumbents may serve multiple, consecutive terms. The Secretary will record official minutes of ULFA regular and special meetings. The Secretary also may assist with recording or managing other official ULFA documents.

1.5. **Elections:** Election results will be determined and reported to UAS/ECS by March 1 each year.

1.6. **Terms:** All faculty governance offices commence in August immediately following the last day of exams for the Summer session. The terms will include the spring/summer as well as the academic year. Current officers will assist in preparing the incoming officers during the months preceding that transition.

1.7. **Procedures:** The University Libraries Faculty Assembly operates in accordance with the bylaws and the faculty procedures of Grand Valley State University.

1.7.1. **Faculty defined:** For the purposes of voting and membership on University and University Libraries governance committees, faculty membership is defined as all faculty holding regular appointment in the University Libraries. It does not include visiting or adjunct appointees, or faculty serving as associate dean.

1.7.2. **Voting:** Except in those cases where the Faculty Handbook mandates specific requirements, voting shall take place by voice vote, show of hands, or secret ballot at the discretion of the Chair or request of the faculty, or electronically by means that ensure anonymity. Votes pass with a simple majority of eligible voters, i.e. 50% + 1. Abstentions are not counted as votes.

1.7.3. **Quorum:** For votes taken in live meetings, 2/3 of the eligible voters must be present to constitute a quorum and conduct a valid vote. For votes conducted electronically, at least 2/3 of the eligible voters in the unit must cast their votes by the stated deadline for a vote to be valid. The calculation of a valid vote may be different for live meetings than for electronic votes because faculty who are unable to participate in person (e.g., due to excused leaves, such as sabbatical or medical) may still be able to vote electronically.

1.7.4. **Elections:**

1.7.4.1. **Annual:** Elections will be held annually during Winter Semester to select members for vacancies on Unit and University faculty governance committees in the upcoming academic year, with care taken to meet deadlines as contained in the Faculty Handbook.

1.7.4.2. **Replacements:**

1.7.4.2.1. **Leadership:**

1.7.4.2.1.1. **Chair:** If the Chair of the Faculty Assembly is unable to perform her/his duties for any period of a semester or less, the Vice Chair will substitute; if the period will be longer than a semester, then the Vice Chair will take over as Chair for the remainder of the term, and an election will be held for a new Vice Chair. The Vice Chair will complete the incumbent's term as Chair, and will then continue on with her/his own term as Chair.

1.7.4.2.1.2. **Secretary:** If the Secretary of the Faculty Assembly is unable to perform their duties for a single meeting, they shall ask for a volunteer to

substitute for that meeting; if the period will be longer than a semester, then an election will be held for a new Secretary. The new Secretary will complete the incumbent's term as Secretary.

- 1.7.4.2.2. **Committee member:** If a committee member is unable to attend for a period of time up to a semester, the Faculty Chair will confer with the incumbent and arrange for election of a substitute. The substitute serves until the return of the absent member. If the period of absence will be longer than a semester, then the Chair of the Faculty Assembly will call for the election of a permanent replacement for the remainder of the term.

1.7.5. **Unit committees**

- 1.7.5.1. **Committee leadership:** Standing committees may elect/select their chairs in whatever manner they choose, unless otherwise specified for a given standing committee. Chairs will serve for one year, coinciding with the academic calendar; chairs may serve for successive one year terms if that is the will of the committee. In general, ad hoc committee or task force chairs may be assigned when such a committee is formed and charged.
- 1.7.5.2. **Minutes:** Chairs of the Faculty Assembly and all committees and task forces will elect, select, or appoint recorders to take minutes of meetings. Chairs will be responsible for receiving minutes and summarizing them into reports. Minutes and reports will be available to faculty generally within one week of their acceptance.
- 1.7.5.3. **Annual reports:** Chairs of the Faculty Assembly and all standing committees will be responsible for preparing annual reports of their activities. The annual report of the Faculty Assembly will be submitted to the Faculty and to the Dean by August 21. The annual reports of standing committees will be submitted to the Chair of the Faculty Assembly by July 31. Periodic and final reports of ad hoc committees and task forces will be submitted to the Chair of the Faculty Assembly and/or the Dean, as appropriate, relating to the period for which the committee was constituted.

1.7.6. **University faculty governance positions:**

- 1.7.6.1. **Duties:** Faculty holding Library seats on university faculty governance committees are expected to attend meetings regularly, to be prepared to report to the Library Assembly Chair and membership on items of import or interest, to forward the annual report of the committee to the Library Assembly Chair and membership each year, and to represent the Libraries and University Libraries Faculty actively and positively.
- 1.7.6.2. **Terms:** Term lengths on university committees are specified by University Faculty Governance. Certain committees require the election of representatives by the faculty in the unit; others require appointment by the Dean, or approval by the Provost. There is no restriction on incumbents seeking successive terms on university committees.

2. **Standing Committees and Other Committees**

2.1. University Libraries Faculty Assembly Executive Committee

2.1.1. **Function:** Serves as the clearinghouse for matters to be presented to the Faculty Assembly. Discusses what items should be on the agenda of Assembly meetings. Advises the Chair. Convened at the discretion of the Chair.

2.1.2. **Membership:** Chair, Chair-elect, Secretary, chairs of standing committees, one at-large member elected as part of the annual faculty governance elections.

2.2. University Libraries Personnel Committee (LPC)

2.2.1. **Function:** As specified in the GVSU Policies, BOT 4.2.1, BOT 4. Chap. 4, Sect. 2.10.1, Sect. 2.10.2, and Sect. 2.10.8.

2.2.2. **Membership:** As specified in the GVSU *Faculty Handbook*, Chap. 4, Sect. 2.10.2.A Composition; ex officio membership of the Dean is voted on annually by the faculty, as specified in the GVSU *Faculty Handbook*, Chap. 4, Sect. 2.10.2. Chaired by one of the University Libraries members of the committee.

2.3. University Libraries Faculty Development and Support Committee

2.3.1. **Function:** Advises on and supports activities relating to mentoring, professional development, and scholarly activity assistance.

2.3.2. **Membership:** Four tenured or tenure track faculty members including one from CRUS and one from CPPS, one faculty with tenure, one At Large (CRUS or CPPS), and the Dean (or designee) as nonvoting ex-officio. Members shall serve staggered two-year terms. Chaired by a member elected from among the committee.

2.4. UL Faculty Assembly Personnel Process Committee

2.4.1. **Function:** This unit-level committee is responsible for the review of, and revision processes for, the University Libraries Faculty guidelines for tenure and promotion, to ensure clarity, consistency, and currency with existing university and unit personnel policies and standards. The Committee is also charged to assist the Designated Unit Head in drafting the agendas for unit personnel review meetings with the goal of ensuring consistency across the agendas in accordance with the library faculty's Guidelines for Faculty Personnel Reviews. The agenda formation and related discussion requires confidentiality.

2.4.2. **Membership:** The Designated Unit Head, one Library faculty representative from the Library Personnel Committee, and two tenured library faculty members where each is from a different division. The elected members shall serve staggered two-year terms. Chaired by a member elected annually from among the committee.

2.5. University Libraries Teaching Awards Committee

- 2.5.1. **Function:** This unit level committee manages the annual process of submitting candidates for the Faculty and Teaching Learning Center's (FTLC's) Pew Teaching Excellence Awards. The awards include the Pew Excellence Award for Information Enriched Teaching and Learning; Teaching Excellence Award; Teaching Excellence Award for Part-Time Faculty; Teaching with Technology Award; and the Burch, Jacobs, and Moore Diversity Teaching Excellence Award. The committee will recruit nominations, review supporting materials, and submit final candidates to the Dean's office each year.
- 2.5.2. **Membership:** Three tenured or tenure track faculty members. Ideally, committee members should be new faculty members and/or previous award winners. Members shall serve one-year terms and chaired by a member elected from among the committee.

2.6. University Libraries Ad Hoc Committees and Task Forces

- 2.6.1. **Function:** University Libraries ad hoc committees and task forces may be appointed to carry out specific, short-range assignments, or to recommend action on special problems and/or issues and shall report recommendations and/or findings to the Dean and Faculty Assembly. Additional duties will be determined by the constituting body.
- 2.6.2. **Membership:** Membership is temporary and service is on an as-needed basis. The Dean (or designee) shall be an ex officio member of all ad hoc committees and task forces.
- 2.6.3. **Appointment:** Ad hoc committees and task forces may be appointed by the Dean or by the University Libraries Faculty Assembly Chair. Tenure of an ad hoc committee or task force will be established in the committee's charge and be subject to renewal.