

UNIVERSITY LIBRARIES FACULTY BYLAWS
UNIVERSITY OF TENNESSEE (KNOXVILLE)

Article I NAME

The name of this organization is the **University Libraries Faculty**.

Article II PURPOSES

The purposes¹ of this organization are to:

- Provide for the effective participation of librarians in the mission of the University Libraries.
- Support the contribution of librarians to the teaching and research activities of the University.
- Facilitate communication and information sharing among librarians.
- Foster an environment of professionalism and collegiality.
- Promote discussion of issues of concern to librarians.
- Communicate with appropriate University bodies in support of these issues.

Article III MEMBERSHIP

Section 1. The University Libraries (hereafter “the Libraries”) consist of the John C. Hodges Library, the Webster Pendergrass Agriculture-Veterinary Medicine Library, the George F. DeVine Music Library, Special Collections and University Archives, the Map Library and the Social Work Library.

Section 2. All faculty assigned to the Libraries shall constitute the University Libraries Faculty (hereafter “the Faculty”). The faculty classifications will follow University guidelines as published in the Faculty Handbook.²

Article IV GOVERNANCE

Section 1. The chief operating officer of the Libraries is the **Dean**. The Dean also assumes the responsibilities, outlined in the Faculty Handbook,³ for the **Department Head** of the Faculty.

Section 2. The **Associate Dean** acts for the Dean when the Dean is unavailable. As determined mutually by the Dean and Associate Dean, selected functional units of the Libraries report to the Associate Dean while other units report directly to the Dean. The Dean may assign other duties to the Associate Dean by mutual consent. The **Assistant Dean** acts for the Dean or the Associate Dean when either is unavailable.

Section 3. The **Library Management Group** (LMG) is composed of the Libraries’ team leaders. LMG advises the Dean on the day-to-day operation of the Libraries, collaborates with the Dean to set future directions, and acts as an important source of information flow between all staff and the Dean. The three working groups of LMG are the **Budget Committee**, the **Facilities Committee**, and the **Planning Committee**.

¹ This list is based on the Bylaws of the Harvard University Librarians’ Assembly (<http://hul.harvard.edu/assembly/bylaws.html>).

² Please see <http://chancellor.tennessee.edu/facultyhandbook/>.

³ Faculty Handbook, 1.4.2 Department Head

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The Associate Dean chairs the **Budget Committee** and appoints the committee members each year. The committee includes at least one member of the Libraries support staff. The committee provides oversight of the Libraries' current budget and makes recommendations to LMG and the Dean regarding expenditure of non-Acquisitions funds.

The Assistant Dean chairs the **Facilities Committee** and appoints the committee members each year. The committee includes at least one representative from a branch library and the Facilities Coordinator. The committee makes recommendations to the LMG and the Dean regarding the expenditure of funds for facilities.

The Chair of the Faculty chairs the **Planning Committee**, which includes the Chair-Elect and the immediate past Chair of the Faculty and a representative of the Dean. The Dean appoints support staff and faculty members, representing a diverse cross-section of the Libraries, for one-year terms. The committee develops the annual Priority Action Plan and creates or updates the Strategic Action Plan.

Section 4. The following groups also serve to advise the Dean on various aspects of the Libraries' functions and performance.

The **Dean's Faculty Advisory Group** acts as a direct voice to the Dean from the Libraries' faculty who are not members of LMG. The Dean selects members for one-year terms.

The **Dean's Staff Advisory Group** acts as a direct voice to the Dean from the Libraries' staff members. The Dean selects members for one-year terms.

The **Dean's Student Advisory Committee** provides feedback to the Dean on library resources and services that are provided or needed from the student's perspective. This group is composed of one graduate and one undergraduate student nominated by each college; the Student Government Association President or nominee; and the Graduate Student Senate President or nominee.

The **Faculty Senate Library Committee** is selected and functions as stated in the Faculty Senate Bylaws.⁴

Section 5. The elected officers of the Faculty are a **Chair** and a **Chair-Elect**. Alternatively, two members of the Faculty may share the office of Chair or the office of Chair-Elect. In this case, the officers are designated as Co-Chairs or Co-Chairs-Elect. Throughout these Bylaws, the singular form of these officers will be used.

⁴ Please see: <http://web.utk.edu/~senate/Bylaws.html>.

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The **Chair** presides at all meetings of the Faculty and conducts elections. The Chair serves on the Executive Committee and on the Planning Committee. In addition, the Chair represents the Faculty to the Dean and LMG.

The **Chair-Elect** is responsible for taking minutes at meetings of the Faculty and maintaining the faculty web site. The Chair-Elect serves on the Executive Committee and presides at meetings of the Faculty in the absence of the Chair.

The Chair-Elect is elected at the May meeting of the Faculty and serves in this office for one fiscal year, from July 1st through June 30th. At the beginning of the next fiscal year, the Chair-Elect advances to the office of Chair and serves in that office for one fiscal year.

If the office of Chair should become open during the year, the Chair-Elect will advance immediately to the office of Chair and a special election will be called to fill the office of Chair-Elect. If the office of Chair-Elect should become open during the year, a special election will be called to fill that office.

- Section 6. The **Executive Committee** consists of the Chair, the Chair-Elect, and the immediate past Chair of the Faculty. The Chair of the Faculty serves as chair of the Executive Committee. The Executive Committee plans and sets the agenda for all meetings of the Faculty.
- Section 7. **Meetings** of the Faculty are normally held monthly. The Chair may call additional meetings as needed. The agenda is normally distributed at least two business days prior to the meeting.
- Section 8. A **quorum** shall be fifty percent of the Faculty, unless otherwise stated in these Bylaws or adopted procedures. An affirmative vote of the majority of those members present shall be necessary for the passage of any resolution or motion, unless otherwise stated in these Bylaws or adopted procedures.
- Section 9. **Voting** in meetings of the Faculty will usually be by voice or by show of hands unless, in particular instances, the majority present desire a secret ballot. However, a **secret ballot** will be used for all elections and for all Committee of the Whole votes for retention, promotion, and tenure. Unless otherwise specified in the Faculty Handbook, in these Bylaws, or in adopted procedures, all faculty are voting faculty.
- Section 10. All aspects of the election of **Faculty Senators**, including the term of office, eligibility to serve, and eligibility to vote, are governed by the Faculty Senate Bylaws.⁵

⁵ Ibid.

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Article V STANDING COMMITTEES OF THE FACULTY

Section 1. All **Standing Committees** of the Faculty will be identified in the Bylaws. These committees are:

- Bylaws Committee.
- Committee of the Whole for Promotion to Associate Professor;
- Committee of the Whole for Promotion to Professor;
- Committee of the Whole for Tenure;
- Departmental Review Committee;
- Faculty Development Leave Committee; and,
- Faculty Research Incentive Program Committee;

Section 2. The **Bylaws Committee** reviews the Bylaws of the Faculty at least annually to insure these Bylaws are in compliance with requirements of the University of Tennessee. In the event that a change to the Bylaws is required, the Bylaws Committee shall propose amendments to the Bylaws as described herein. Should any faculty member propose an amendment to the Bylaws, the Bylaws Committee will review the proposed amendment and report the committee's recommendation to the Faculty. The committee consists of members appointed by the Dean at the start of each fiscal year. At least one committee member should be a Faculty Senator.

Section 3. The **Committee of the Whole for Promotion to Associate Professor** reviews applications for promotion from the rank of Assistant Professor to Associate Professor, in accordance with guidelines established by the Faculty.⁶ The committee's deliberations, including a vote concerning the candidate's case, are summarized in a report prepared for the Dean.

The committee consists of all faculty with the rank of Associate Professor or Professor. Depending on the number of candidates to be considered, one or more members are elected to serve as chair to guide the committee's deliberations, to oversee the vote, and to prepare the report for the Dean. If a candidate is also applying for tenure, the chair must also be tenured and eligible to serve as chair of the Committee of the Whole for Tenure.

Section 4. The **Committee of the Whole for Promotion to Professor** reviews applications for promotion from the rank of Associate Professor to Professor, in accordance with guidelines established by the Faculty.⁷ The committee's deliberations, including a vote concerning the candidate's case, are summarized in a report prepared for the Dean.

The committee consists of all faculty with the rank of Professor. Depending on the number of candidates to be considered, one or more members are elected to serve as chair to guide the committee's deliberations, to oversee the vote, and to

⁶ Please see <http://www.lib.utk.edu/lss/lpp/prorev.html>.

⁷ Ibid.

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prepare the report for the Dean. If a candidate is also applying for tenure, the chair must also be tenured and eligible to serve as chair of the Committee of the Whole for Tenure.

- Section 5. The **Committee of the Whole for Tenure** reviews applications for tenure, in accordance with guidelines established by the Faculty.⁸ The committee's deliberations, including a vote concerning the candidate's case, are summarized in a report prepared for the Dean.

The committee consists of all tenured faculty, regardless of rank. Depending on the number of candidates to be considered, one or more members are elected to serve as chair to guide the committee's deliberations, to oversee the vote, and to prepare the report for the Dean. If a candidate is also applying for promotion, the chair must also be of appropriate rank to serve a chair for the Committee of the Whole for Promotion.

The committee also conducts, on an annual basis, a retention review of each tenure-track faculty member, in accordance with guidelines established by the Faculty.⁹ A discussion leader guides each review and writes a report summarizing the general content of the discussion. The report includes the areas of strength and any areas needing improvement identified during the discussion and gives the results of the vote on retention.

- Section 6. The **Departmental Review Committee** reviews all research projects involving human participants proposed by faculty or staff in the Libraries. This review considers both scientific merit and compliance with legal, regulatory, and ethical provisions for the protection of the rights of the research participants. The committee functions under approved guidelines¹⁰ that adhere to the principles outlined in the Belmont Report for the ethical treatment of human subjects. The Dean appoints three tenured faculty members to staggered terms.

- Section 7. The **Faculty Development Leave Committee** receives, reviews, ranks and makes recommendations concerning proposals for professional development leave, in accordance with guidelines established by the Faculty.¹¹ The committee's recommendation and the recommendation of the faculty member's supervisor and/or team leader are referred to the Dean for review and further action.

The committee consists of three tenured faculty members, appointed by the Dean at the start of the fiscal year. Each member will serve for one review period and is ineligible to apply for professional development leave during this time.

⁸ Ibid.

⁹ Please see <http://www.lib.utk.edu/lss/lpp/retent2.html>

¹⁰ Please see <http://www.lib.utk.edu/admin/DRC.htm>.

¹¹ Please see <http://www.lib.utk.edu/~share/Faculty/0405Year/facultydevelopmentleave.htm>

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- Section 8. The **Faculty Research Incentive Program Committee** administers the Faculty Research Incentive Program whereby research and academic achievement are promoted through a monitored program of release time and financial support. The committee has the responsibility for promoting the program, for soliciting proposals, for reviewing and evaluating proposals, for making recommendations to the Dean concerning proposals, and for monitoring the progress of projects. The committee does this work according to the guidelines approved by the Faculty.¹²
- The committee consists of two tenured faculty members and one non-tenured faculty member. The two tenured members serve staggered two-year terms while the non-tenured member serves a one-year term. The returning tenured member serves as committee chair. The Faculty elect one tenured member and the non-tenured member during the May meeting of the Faculty. In the event that a committee member is unable to complete the term for which she/he was elected, the Chair of the Faculty will call a special election.
- Article VI OTHER PERMANENT COMMITTEES, BOARDS, ETC.
- Section 1. The following bodies, composed of the Faculty and support staff of the Libraries, also assist in various aspects of the Libraries' functions and performance.
- Section 2. The **Career Employee Program (CEP) Board** selects, mentors and evaluates the staff members in the CEP, a program developed to recognize and reward career staff at the Libraries for their continuing commitment to the Libraries and the University. The composition of the board and the procedures of the program are governed by separate guidelines adopted by LMG.¹³ The Dean appoints members of the board to serve for two-year terms on a rotating basis.
- Section 3. The **Catalog Advisory Group (CAG)** considers issues related to the integration of library services delivered electronically. Primary concerns are the Libraries' public online catalog, the web interface to the catalog, and the integration of other electronic services through that interface. The Local Systems Development Coordinator serves as chair for the group. The chair solicits members from throughout the Libraries to provide representation of technical services and public services units. All meetings are open to non-members interested in a particular topic of discussion.
- Section 4. The **Collection Development and Management (CDM) Advisory Group** develops and implements collection development and management policy for the Libraries. The group consists of team leaders from Access and Delivery Services, CDM, Reference and Instructional Services, and Technical Services and Digital Access, as well as relevant Coordinators. The team leader for CDM chairs the group.

¹² Please see <http://www.lib.utk.edu/~share/Faculty/FRIP/frip.htm>.

¹³ Please see http://www.lib.utk.edu/~share/committees/cep_html/cep.html.

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- Section 5. The **Diversity Committee** is charged with fostering diversity in its widest definition throughout the Libraries and the University. The composition of the committee and its procedures are governed by separate guidelines.¹⁴ New committee members are appointed annually by the Dean.
- Section 6. The **Digital Library Center Steering Committee** develops policies and guidelines to coordinate and promote the work of the Digital Library Center (DLC). Ex officio members of the committee are: DLC Director, Digital Initiatives Coordinator (who serves as committee chair), DLC Programmer, Metadata Librarian, and Preservation Coordinator. Additional committee members, including one representative of Special Collections, are appointed by the chair with advice from the committee and serve staggered three-year teams.
- Section 7. The **Library Spirit Awards Committee** is responsible for soliciting nominations for Library Spirit Awards, evaluating those nominations and selecting the winners. The committee also plans the breakfast where the awards are announced. The Dean selects members of this committee for one-year terms.
- Section 8. The **Library Staff Association (LSA)** facilitates communication, cooperation, and fellowship by the promotion of staff and faculty interests. The association functions under its own Constitution and Bylaws.¹⁵
- Section 9. The **Preservation Advisory Group (PAG)** advises the Preservation Coordinator and Preservation Unit on goals and priorities, the planning and development of special projects and programs, and the allocation of funds for reformatting. The Preservation Coordinator, in consultation with team leaders, selects members.
- Section 10. The **Staff Development Advisory Committee (SDAC)** develops and presents programs to enhance the skills and knowledge of the Libraries' employees. The Training Librarian serves as chair of the committee and identifies potential members who are appointed by the Dean.
- Section 11. The **Training Advisory Committee (TrAC)** advises the Training Librarian on planning and evaluation for training programs. The Training Librarian chairs this committee and identifies four potential committee members who are appointed by the Dean to serve two-year staggered terms.
- Article VII AD HOC COMMITTEES
- Section 1. The Dean, LMG, or the Faculty may create ad hoc committees as needed for specific, time-limited purposes, including (but not limited to) search committees. After an ad hoc committee has completed the charge given to it and has issued a report or recommendation, it will disband. If the recommendation is to establish a standing committee to continue some task, the Faculty may amend these Bylaws as described herein.

¹⁴ Please see <http://www.lib.utk.edu/diversity/>.

¹⁵ Please see <http://www.lib.utk.edu/~share/LSA/LSACon.html>.

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- Section 2. An ad hoc committee may be composed entirely of members of the Faculty or of members of the Faculty in combination with members of the support staff of the Libraries. If an assignment requires expertise not available within the Libraries, members of the University community external to the Libraries may also be invited to serve.
- Article VIII POLICIES AND PROCEDURES FOR CONDUCTING TENURE-TRACK FACULTY SEARCHES
- Section 1. When conducting searches for tenure-track faculty vacancies or when determining if exceptions from normal search procedures should be sought, the Libraries follows the steps outlined in The UT Search Procedures: Guidelines for Conducting Academic and Staff Exempt Searches at The University of Tennessee.¹⁶
- Section 2. The Faculty, individually and collectively, advise on the formation of the search committee, on the recommendation of the search committee to the Dean and on the recommendation of the Dean to the Provost according to adopted procedures.¹⁷
- Section 3. In general, any individual appointed to the Faculty shall have earned, by the effective date of such appointment, a Master's degree from an ALA-accredited program as a minimum requirement. However, if the members of the search committee feel it is appropriate, they may request the Faculty to consider another educational standard in lieu of this requirement.
- Section 4. An individual being appointed to any rank shall meet the criteria appropriate to that rank as approved by the Faculty.¹⁸
- Section 5. Although a newly-appointed faculty member normally serves a probationary period of at least one academic year before being considered for tenure,¹⁹ a request for appointment with tenure may be made in an exceptional case. Such a request must be approved by the Faculty, acting through the Committee of the Whole for Tenure, according to adopted procedures.²⁰
- Section 6. The terms and conditions of every appointment to the Faculty shall be stated and confirmed in writing.

¹⁶ Please see <http://web.utk.edu/~oed/docs/searchproc.pdf>

¹⁷ Please see http://www.lib.utk.edu/~share/Faculty/Procedures/Search_Procedures_Final.pdf

¹⁸ Please see <http://www.lib.utk.edu/lss/lpp/criteria.html>.

¹⁹ *Faculty Handbook* 3.11.3.1

²⁰ Please see http://www.lib.utk.edu/~share/Faculty/Procedures/Appoint_with_Tenure_Final.pdf

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- Article IX ANNUAL PERFORMANCE AND MERIT REVIEW PROCESS
- Section 1. The Libraries' annual faculty performance and merit review process follows the procedures and criteria approved by the Faculty.²¹
- Section 2. Depending on University guidelines, the Dean and Associate Dean may recommend salary increases based upon the result of these reviews.
- Article X POLICIES AND PROCEDURES REGARDING NON-TENURE-TRACK FACULTY
- Section 1. Whenever possible, the Libraries conducts searches for non-tenure-track faculty positions following the same procedures used in searches for tenure-track faculty vacancies. However, in those cases where immediate replacements of faculty are required, the Dean, in consultation with the team leader, may recommend appointments without prior faculty review. In such cases, departmental faculty will be notified of the appointment as soon as possible.
- Section 2. All appointments of non-tenure-track faculty are as research positions at the rank of Assistant Professor. As such, non-tenure-track faculty must meet the criteria for this rank as approved by the Faculty.²²
- Section 3. Initial appointments of non-tenure-track faculty are usually made for a period of one year or less. Appointments may be full-time or part-time, depending on the needs of the Libraries.
- Section 4. Appointments of non-tenure-track faculty are renewable, subject to continued availability of funding and satisfactory performance. If appointments are not to be renewed, every effort is to be made to notify the faculty member as soon as possible.
- Section 5. All non-tenure-track faculty participate in the same annual performance and merit review process as tenured and tenure-track faculty.
- Section 6. Since the Libraries anticipates no need for positions to be filled by non-tenure-track faculty for more than five years, no provisions are required for considering the promotion of non-tenure track faculty.
- Section 7. Non-tenure-track faculty are expected and encouraged to participate in the governance of the Libraries, having the right to discuss and vote on all issues except those related to promotion and tenure.
- Section 8. Non-tenure-track faculty receive the same support to perform their duties, have opportunities for faculty development, and enjoy the same academic freedom as tenured and tenure-track faculty.

²¹ Please see <http://www.lib.utk.edu/lss/lpp/plrvwcal.html> and <http://www.lib.utk.edu/lss/lpp/appcrit.html>.

²² Op. cit.

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- Article XI SELECTION AND EVALUATION OF THE DEAN
- Section 1. In accordance with the Faculty Handbook,²³ the Dean is appointed after an internal or external search conducted according to The UT Search Procedures: Guidelines for Conducting Academic and Staff Exempt Searches at The University of Tennessee.²⁴
- Section 2. In the spirit of shared governance, the Chair of the Faculty and the Libraries' Employee Relations Committee Representatives will work with the Chancellor to develop the Libraries' representation on the search committee.
- Section 3. The Faculty will be involved in the annual evaluation of the Dean through a process approved by the Faculty Senate. A more extensive evaluation is conducted during the fifth year of the five-year appointment. Input is sought from all faculty within the Libraries.²⁵
- Section 4. In accordance with the Faculty Handbook,²⁶ the Dean serves at the will of the Chancellor, normally for a five-year term that may be renewed. The decision to reappoint the Dean to a new term shall be made after a reappointment review, based on annual reviews and written evaluations by the Chancellor.
- Article XII PARLIAMENTARY AUTHORITY
- Section 1. In all situations not specifically addressed by these Bylaws, or in cases of any special rules of order adopted by the Faculty, a current edition of The Standard Code of Parliamentary Procedure will govern.
- Section 2. A parliamentarian will be appointed by the Chair and will serve for one fiscal year, beginning on July 1st.
- Article XIII ADOPTION AND AMENDMENT
- Section 1. These Bylaws shall be adopted by a majority of all faculty members eligible to vote at a meeting called for this purpose.
- Section 2. Proposals to amend these Bylaws may be made:
- By the Bylaws Committee, as part of its annual review;
 - By the Bylaws Committee, following a review of suggestions made by any faculty member at any meeting; or,
 - By written petition of 10 percent of the Faculty.
- Section 3. These Bylaws may be amended (or new Bylaws adopted) by a majority vote of all faculty members eligible to vote at any meeting, provided the text of the proposed amendment (or new Bylaws) was distributed to all faculty members at least 28 days in advance of the meeting.

²³ Faculty Handbook, 1.4.1 Academic Deans

²⁴ Op. cit.

²⁵ Faculty Handbook, 1.7 Faculty Role in Selection and Evaluation of University Administrators

²⁶ Faculty Handbook, 1.4.1 Academic Deans

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- Section 4. As a part of its regular review, the Bylaws Committee is empowered to make editorial corrections to the Bylaws (e.g., to reflect name changes in teams or faculty positions). Such changes need not be considered as amendments to the Bylaws, but they shall be reported at a regular meeting of the Faculty and recorded as a part of the history of changes to the Bylaws.
- Section 5. A history of changes to these Bylaws shall be maintained as a part of the text.

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Changes to University Libraries Faculty Bylaws

<u>Date</u>	<u>Action</u>
April 13, 2005	Draft Bylaws submitted to the Faculty for review.
May 10, 2005	Draft Bylaws reviewed, amended and adopted by the Faculty.
October 14, 2008	Article VIII revised as follows. (1) The URL associated with Section 1 was corrected. (2) Section 2 was replaced in its entirety and the URL for the newly adopted procedure added. (3) A new Section 5 was added, with the URL for the newly adopted procedure. (4) The old Section 5 was renumbered as Section 6.