

# Library Faculty Bylaws (current as of 11/2023)

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### **PREAMBLE**

The Michigan State University Libraries operate within the regulations of the Board of Trustees and the policies of the University. Within the Libraries, a form of participatory management is followed in which the Dean of Libraries, library administrators, and library faculty share in the decision-making process according to the rules and standards of academic governance in this University.

In support of the mission and goals of Michigan State University, the library faculty\* is dedicated to fulfilling the varied information needs of the university community by collecting, organizing and preserving recorded knowledge in all its forms and by providing dynamic library services based on these material resources. The library faculty is committed to the concept of academic freedom and recognizes that such freedom, accompanied by responsibility, is attached to all aspects of a librarian's professional conduct. Therefore, the library faculty subscribes to the sentiments expressed in the American College and Research Libraries' [Standards for Faculty Status for College and University Librarians](#) (See Appendix I).

These bylaws provide for the governance of the library faculty through its assembly and steering committee while the library faculty fulfills its responsibility for providing excellence in library services to the university community.

The name of the organization shall be the Michigan State University Libraries Faculty Assembly (LFA).

The purposes of this organization are: to discuss matters of concern to the faculty of the Michigan State University Libraries system, and to contribute to the governance of the libraries within the four modes of participation as defined in the [Michigan State University Bylaws for Academic Governance](#).

\*The phrase 'Library faculty' is used in these bylaws to refer to members of the regular faculty (as defined in section 1.1.1.1., pg. 1-1 of the [Bylaws for Academic Governance, Michigan State University](#), and appointed to the Librarian Continuing Appointment System) and the temporary faculty

## **1. FACULTY OF THE LIBRARY**

### **1.1. COMPOSITION OF THE FACULTY**

1.1.1. Regular Library Faculty may be full-time or part-time persons in the MSU Libraries who have been appointed as librarians with faculty status within the Librarian Continuing Appointment System by the Provost or President, as appropriate, upon recommendation of the Dean of Libraries. (See the [Michigan State University Bylaws for Academic Governance](#), section 1.1.1.1.)

1.1.2. Temporary Library Faculty may be full-time or part-time persons in the MSU Libraries who have been granted temporary appointment as librarians.

1.1.3 The Academic Specialist shall consist of a person holding the rank of senior specialist, specialist with continuing appointment, specialist with probationary appointment, or fixed-term specialist. (See the Michigan State University Bylaws for Academic Governance, section 1.1.1.5)

### **1.2. VOTING FACULTY**

1.2.1. The voting faculty in the election of the university councils and committees shall be all persons appointed as librarians and academic specialists.

1.2.2. Regular and Temporary Library Faculty shall be eligible, upon appointment, to vote on matters concerning activities within the MSU Libraries except as otherwise indicated in the Bylaws.

### **1.3. FACULTY GOVERNANCE**

As members of the faculty of Michigan State University,

([Michigan State University Faculty Handbook](#) p.7 "The 'regular faculty' of Michigan State University shall consist of all persons appointed under the rules of tenure and holding the rank of professor, associate professor, assistant professor, or instructor, and persons appointed as librarians....")

Librarians participate in library governance in the same four modes as do all faculty at Michigan State University.

([Michigan State University By-Laws for Academic Governance](#), sections 1.3. and 2.2.8.: "There are four modes of faculty and student participation identified for use in Academic Governance....The modes of participation specified at the University level shall be the model that guides but does not necessarily determine the modes of participation at the academic unit level.")

#### **1.3.1. Delegated**

The Library Faculty Assembly and/or Steering Committee is authorized to make decisions on specified matters. Such decisions are subject to administrative review, but will be altered only in exceptional circumstances.

#### 1.3.2. Shared responsibility

The Library Faculty Assembly and/or Steering Committee makes recommendations to the Dean of Libraries. If the Dean of Libraries and the LFA or Steering Committee cannot agree and action must be taken, the recommendations of the Dean of Libraries and the Library Faculty Assembly or Steering Committee will be submitted in writing to the Provost's office for resolution.

#### 1.3.3. Advisory

The Library Faculty Assembly and/or Steering Committee recommends policies to the Dean of Libraries. The Dean of Libraries is not bound by the recommendation and accepts responsibility for the decision.

#### 1.3.4. Consultative

The Library Faculty Assembly and/or Steering Committee discuss with and inform the Dean of Libraries of recommendations to the administration. The Library Faculty Assembly is not in this case a deliberative body; there is no vote. Rather, the members express their views in order to inform the Dean of Libraries' decision.

1.3.5. Decisions on the mode of participation shall be a shared responsibility between the Dean of Libraries and the Library Faculty Assembly or the Steering Committee. Decisions on a particular issue shall be based upon past decisions and actions, the 1) [MSU Faculty Handbook](#), 2) [Bylaws for Academic Governance, Michigan State University](#), 3) [Librarian Personnel Handbook of Policies, Procedures, and Practices](#) (hereafter Handbook), 4) [Library Faculty Bylaws and Appendices](#) (hereafter Bylaws). Disagreements not resolved by this process shall be referred to the next higher administrative unit.

### 1.4. PERSONNEL ACTIONS

1.4.1. Regular Library Faculty are appointed under rules for continuing appointment, as defined by the MSU Board of Trustees' action of June 24, 1977 and revised on June 12, 1987, September 3, 2003, and April 13, 2012, for either an annual or an academic year appointment period.

1.4.1.1. The operating principles of the continuing appointment system shall reflect the spirit and philosophy of the Principles of Tenure as stated in the [MSU Faculty Handbook](#). These principles, adapted for the Library, shall be described in the MSU Libraries' [Handbook](#).

1.4.1.2. Temporary Library Faculty are not appointed under the rules of continuing appointment.

1.4.2. Librarians are appointed at the ranks of Librarian I, II, or III. Terms of appointment are those described in the MSU Libraries' [Handbook](#).

1.4.3. Library personnel actions for appointment, reappointment, reassignment, continuing appointment, and promotion shall follow appropriate MSU formulated criteria, procedures, and guidelines, which shall be consistent with MSU policies and shall be described in the MSU Libraries' [Handbook](#).

1.4.4. The Dean of Libraries, who shall take into consideration peer evaluation and the personnel needs of the Library, is responsible for final recommendations on all Library personnel actions.

1.4.4.1. Prior to appointment of a Librarian II with continuous appointment, the Dean of Libraries will consult with all regular library faculty with continuous appointment, and non-continuously appointed primary and secondary supervisors of librarian(s) being reviewed, to provide the appropriate peer review of the individual's qualifications for appointment with continuous appointment.

1.4.4.2. Prior to appointment of a Librarian III, which brings with it continuous appointment, the Dean of Libraries will consult with all regular library faculty with the rank of Librarian III, to provide the appropriate peer review of the individual's qualifications for appointment with continuous appointment at the rank of Librarian III.

1.4.5. The Office of the Provost shall review for final approval personnel recommendations for reappointments, promotions, changes of status, and appointments which do not involve an immediate award of continuous appointment status. The Office of the President shall review for final approval personnel recommendations for continuing appointments and appointments which confer immediate continuous appointment status.

## 1.5. **DISMISSAL FOR CAUSE**

1.5.1. A librarian may be dismissed for cause for intellectual dishonesty; acts of discrimination, including harassment, prohibited by law or University policy; acts of moral turpitude; theft or misuse of University property; incompetence; refusal to perform reasonable assigned duties; use of professional authority to exploit others; violation of University policy substantially related to performance of faculty responsibilities; and conviction of violation(s) of law(s) which are substantially related to the fitness of faculty members to engage in their work. (see [Michigan State University Faculty Handbook](#)).

1.5.2. The Dean of Libraries is responsible for making the final recommendation for dismissal to the Provost.

1.5.3. Dismissal of librarians in continuous appointment system shall use procedures consistent with the policy on "Dismissal of Tenured Faculty for Cause." (See the [MSU Faculty Handbook](#)).

## **1.6. EVALUATION OF REGULAR LIBRARY FACULTY**

1.6.1. All librarians appointed as Regular Library Faculty shall have their performances evaluated semi-annually, formally based on individual goals and objectives, for the purposes of improving the librarian's performance and service to the Library and to the University.

1.6.1.1. The evaluation shall conform to the due process section in [Appendix II](#) of these Bylaws.

## **1.7. EVALUATION OF TEMPORARY LIBRARY FACULTY**

1.7.1. All librarians appointed as Temporary Library Faculty shall have their performances evaluated periodically (at least semi-annually) and informally throughout their appointment period and formally upon conclusion of the appointment, for purposes of improving the librarian's performance and service to the Library and to the University, and for the consideration for reappointment or extension of the appointment based upon stated individual goals and objectives.

1.7.1.1. The evaluation shall conform to the due process section in [Appendix II](#) of these Bylaws.

## **1.8. GRIEVANCES**

1.8.1. Violation, misinterpretation, or mis-application of existing policies, legislation, or accepted standards of fairness applicable in a unit of the MSU Libraries, in the Library as a whole, or in the University constitute the criteria upon which a grievance may be initiated.

1.8.2. Any librarian may initiate a grievance.

1.8.3. Prior to initiating a formal grievance, informal resolution of grievances should be attempted by discussing the grievance with the appropriate administrator(s) and/or the Faculty Grievance Officer.

1.8.4. The Library Faculty shall follow the [Faculty Grievance Policy](#) in the MSU Faculty Handbook.

## **1.9. MEETINGS OF THE LIBRARY FACULTY ASSEMBLY**

1.9.1. Library Faculty Assembly meetings shall be held at least once during fall and spring semesters, or more frequently at the request of either the Chairperson of the Steering Committee,

or the Steering Committee, or upon petition of twenty-five (25) percent of the library faculty, made through the Chairperson.

1.9.1.1. The Dean of Libraries, or a designee, shall generally be present at meetings of the Library Faculty Assembly.

1.9.1.2. If there are no agenda items for a scheduled Faculty Assembly meeting, that meeting may be cancelled by the Steering Committee provided that an all-staff meeting is held in the same semester as the cancelled LFA meeting.

1.9.2. Conduct of all Library Faculty Assembly meetings shall be governed by Robert's Rules of Order, Newly Revised, except as modified by the voting faculty. A parliamentarian shall be appointed by the Chairperson of the Library Faculty Assembly to provide advice and assistance to the Chairperson on procedural matters within the rules.

1.9.2.1. Unless otherwise stated in the Bylaws or LFA procedural rules, votes taken during a Library Faculty Assembly meeting pass if the meeting meets quorum requirements and at least 51% of the votes cast are in favor of the vote.

1.9.2.2. A request for a written ballot will be approved with a simple majority vote of those present and eligible to vote.

1.9.3. The Chairperson of the Steering Committee shall serve as Chair of the Library Faculty Assembly and shall preside at library faculty meetings. In case of her/his absence, the Chairperson shall appoint an elected member of the Steering Committee to preside.

1.9.4. In accordance with Robert's Rules of Order, a quorum shall consist of fifty-one (51) percent of the Library Faculty eligible to vote with the exception of those on approved leaves (excluding vacations).

1.9.5. The agenda for Library Faculty Assembly meetings shall be prepared by the Chairperson in consultation with the Steering Committee. The agenda shall be distributed to all librarians at least three (3) working days prior to a meeting unless a situation arises which requires that a meeting be called immediately.

1.9.6. The Secretary of the Steering Committee shall be an elected officer of the Steering Committee and shall also serve as secretary for the Library Faculty Assembly (LFA).

1.9.7. It shall be the responsibility of any faculty member making a motion to present that motion in written form to the secretary for inclusion in the minutes.

1.9.8. An LFA may be held virtually, or in a hybrid in-person and virtual format, when deemed necessary by the Steering Committee. Selection of software and the development of policies and

procedures for its use in virtual LFA meetings shall be the responsibility of the Steering Committee. If a virtual or hybrid LFA is scheduled, policies and procedures for the use of online meeting software, etc., shall be distributed with the meeting agenda

#### **1.10. MEETINGS OF THE LIBRARY FACULTY FOR REVIEW OF CANDIDATES FOR REAPPOINTMENT, PROMOTION, AND CONTINUING APPOINTMENT (RPCAM)**

1.10.1. The RPCAM is held to discuss and vote on the candidates for reappointment, promotion, and continuing appointment. All regular Library Faculty with continuing appointment, including supervisors and divisional administrators, but with the exception of the Dean of Libraries and those with a conflict of interest as specified in 5.2.2.2.1.2, meet to discuss and vote on the candidates for reappointment, promotion to Librarian II with continuing appointment, and reappointment with continuing appointment (Librarian II). All regular Library Faculty with the rank of Librarian III, including supervisors and divisional administrators, but with the exception of the Dean of Libraries and those with a conflict of interest as specified in 5.2.2.2.1.2, meet to discuss and vote on the candidates for promotion to Librarian III.

Primary or secondary supervisors of any rank or continuing status, but with the exception of the Dean of Libraries and those with a conflict of interest as specified in 5.2.2.2.1.2, are invited to attend RPCAM but only during discussions about their supervisee(s).

1.10.2. If there are candidates to be considered, meetings of the Library Faculty for Review of Candidates for Reappointment, Promotion, and Continuing Appointment (RPCAM) shall be held during fall semester, typically in a single day.

1.10.3. The Chairperson of each Reading Committee or designee will coordinate the RPCAM discussion for the appropriate candidate.

1.10.4. A quorum shall consist of fifty-one (51) percent of the Library Faculty eligible to vote with the exception of those on approved leaves (excluding vacations).

1.10.5. Library Faculty who are eligible to attend and vote will be notified no later than August 1 of the scheduled date for the RPCAM.

1.10.6. Following discussion of each candidate at the RPCAM, a secret ballot is taken and collected. Each eligible librarian (see 1.11.1) who has attended the appropriate discussion votes “yes” or “no.”

1.10.6.1. The results of the secret ballot are compiled by the Chair of the appropriate Reading Committee (or designee) and the Head of Human Resources (or designee) as soon as possible but no later than 24 hours from the conclusion of the meeting.



1.10.6.2. The results of the secret ballot of the library faculty are reported to the Dean of Libraries and will be recorded on the “Recommendation for Librarian Personnel Action” form. When all sections of the “Recommendation for Librarian Personnel Action” form are complete, it will be forwarded to the Office of the Provost. Following the RPCA decision, the candidate receives a copy of the “Recommendation for Librarian Personnel Action” form.

1.10.7 The RPCAM is also held, as needed, to discuss and vote on candidates for new appointment with continuing appointment, at the rank of Librarian II or III. All regular library faculty with continuing appointment, including supervisors and divisional administrators, but with the exception of the Dean of Libraries and those with a conflict of interest as specified in 5.2.2.2.1.2, meet to discuss and vote on the qualifications of a candidate for appointment with continuing appointment (Librarian II). All regular library faculty with the rank of Librarian III, including supervisors and divisional administrators, but with the exception of the Dean of Libraries and those with a conflict of interest as specified in 5.2.2.2.1.2, meet to discuss and vote on the qualifications of a candidate for appointment with continuing appointment at the rank of Librarian III.

Primary supervisors of any rank or continuing status, but with the exception of the Dean of Libraries and those with a conflict of interest as specified in 5.2.2.2.1.2, are invited to attend RPCAM but only during discussions about their supervisee(s).

## **2. LIBRARY ORGANIZATION**

### **2.1. DEAN OF LIBRARIES**

2.1.1. The chief administrative officer of the MSU Libraries shall be the Dean of Libraries.

2.1.2. The Dean of Libraries shall be appointed to that position following accepted University procedures as developed by the University-wide Steering Committee for the appointment of specified University-level administrators.

2.1.3. The Dean of Libraries shall be responsible for planning and coordinating the administration of the services, resources, educational and research programs of the Libraries. This responsibility shall include budgetary matters, physical facilities, and personnel matters within the Libraries, taking into consideration the advisory procedures of the Library Faculty as outlined in these Bylaws.

2.1.4. The Dean of Libraries shall participate in academic governance as part of her/his responsibilities listed in Section 2.1.5. of the [University Bylaws for Academic Governance](#).

2.1.5. The Dean of Libraries shall be subject to regular review at intervals not to exceed five years.

## **2.2. LIBRARY DIVISIONS**

Each of the divisions shall be administered by an individual who is designated as the administrative head of that division and who may hold the title of Associate or Assistant Dean of Libraries.

## **3. STEERING COMMITTEE**

The primary duty of the Steering Committee is to determine the mode of participation for each issue that comes before it. The Steering Committee shall act as an agency through which individual faculty may initiate action in academic governance. The Steering Committee shall act on behalf of the Library Faculty Assembly on occasions when action is needed before a Library Faculty Assembly meeting can be called.

The Dean of Libraries shall seek the advice of the library faculty by means of the Library Faculty Assembly or its Steering Committee on policies, programs, services and selected personnel matters.

### **3.1. FUNCTIONS OF THE STEERING COMMITTEE**

3.1.1. The Steering Committee shall advise and consult with the Dean of Libraries on areas that are of concern. It shall discuss and make recommendations on any issue of importance to the library faculty or brought before it by the faculty or by the Dean of Libraries.

The Steering Committee shall set the agenda and call meetings of the Library Faculty Assembly but will communicate with the Dean of Libraries in the setting of the agenda and calling meetings of the Library Faculty Assembly.

3.1.2 The Steering Committee shall have delegated authority to determine the charge and membership of all faculty committees described in sections 4 and 5 of these Bylaws except for the Faculty Affairs Committee and Reading Committees.

3.1.3. The Steering Committee shall discuss and make recommendations on job descriptions for every faculty position.

3.1.3.1. The Steering Committee shall have shared responsibility with the Dean of Libraries or a designee in the selection of library faculty members for the ad hoc search committee for every faculty position.

3.1.4. The Steering Committee shall have delegated authority for the selection of one library faculty member for each ad hoc Reading Committee.

3.1.5. When faculty participation is required on an advisory council, the Steering Committee shall designate one or more faculty representatives.

3.1.6. The Steering Committee shall advise the Dean of Libraries during any budget process.

3.1.7. The Steering Committee shall advise the Dean of Libraries on policy pertaining to library programmatic decisions.

3.1.8. The Steering Committee shall advise the Dean of Libraries on guidelines for salary adjustments and merit increases.

3.1.9. The Steering Committee shall have shared responsibility with the Provost to determine procedures for the review of the Dean of Libraries.

### **3.2. MEMBERSHIP OF STEERING COMMITTEE**

3.2.1. Composition of the Steering Committee shall consist of the seven members elected to the committee by the regular Library Faculty, plus the chair of the Faculty Affairs Committee, and the Library Faculty Representatives elected to Faculty Senate. If a member of the Executive Council is elected to Faculty Senate, they will not serve on the Steering Committee.

3.2.2. The chair of the Faculty Affairs Committee and the Library Faculty representatives to the Faculty Senate shall be voting members of the Steering Committee.

### **3.3. ELECTIONS OF STEERING COMMITTEE MEMBERS**

3.3.1. The term of office shall be for two years, staggered, with four members elected each even-numbered year, and three members each odd-numbered year.

No librarian, except for the chair of FAC, shall serve simultaneously as a member of the Faculty Affairs Committee and the Steering Committee. Elections shall be held in April of each year and newly elected representatives shall take office on August 16 of that year.

3.3.2. All regular library faculty except the Dean of Libraries and members of Executive Council shall be eligible for election to the Steering Committee upon appointment. Elected representatives may not serve more than two consecutive terms.

In the event a term of office cannot be completed, and there are more than 60 days remaining in that term, another librarian shall be elected to complete the term. If it is for more than twelve (12) months (one year), the term shall count as one full term. If there are fewer than 60 days remaining in the term, that term shall go unfilled, unless there is more than one vacancy, in which case an election will be held.

### **3.4. OFFICERS OF LIBRARY FACULTY ASSEMBLY AND STEERING COMMITTEE**

3.4.1. Members of the Steering Committee shall choose from amongst themselves by written ballot a Chairperson, a Secretary and the Chairs of the Nominations/Elections and the Bylaws Committees.

3.4.2. It shall be the duty of the Chairperson of the Steering Committee to act as Chair of the Library Faculty Assembly, to call meetings of the LFA and to preside at these meetings. The Chairperson and the Secretary shall provide notices and agendas for all meetings.

3.4.3. It shall be the duty of the Secretary of the Steering Committee to maintain and distribute minutes of the meetings of the Library Faculty Assembly and the Steering Committee, and to assist the chairperson in the preparation of all agendas and notices.

The Secretary shall prepare and issue a current list of Steering Committee members and their terms and library faculty committees and their members.

### **3.5. MEETINGS OF THE STEERING COMMITTEE**

3.5.1. The Steering Committee shall meet at least once a month, unless both the Chairperson and the Dean of Libraries agree to cancel. Either the Chairperson or the Dean of Libraries can call additional meetings.

3.5.1.1. The Dean of Libraries, or a designee, shall generally be present at meetings of the Steering Committee.

3.5.2. A majority of the members of the Steering Committee shall constitute a quorum.

## **4. STANDING COMMITTEES**

The Standing Committees of the Library Faculty Steering Committee are the Nominations/Elections Committee, Faculty Affairs Committee (FAC), and the Bylaws Committee.

Standing Committees may be proposed by the Steering Committee or by the Dean of Libraries. Formation of new Standing Committees requires amendment of these *Bylaws*.

The nature of the membership of each committee (i.e., appointed and/or elected and by whom) shall be as follows:

4.1. **THE NOMINATIONS/ELECTIONS COMMITTEE** shall be composed of three (3) representatives. The chairperson shall be chosen from and by the Steering Committee. The other two members shall be chosen by the Steering Committee from the regular faculty.

4.1.2. The purpose of this committee shall be to solicit names and prepare a slate of candidates for each elected committee position of the Library Faculty Assembly and to the University Academic Governance positions. The committee shall verify that each candidate is eligible for the position according to the Bylaws. A preliminary slate shall be distributed to the library faculty electronically or in writing, with a call for further nominations. Members of the Nominations/Elections Committee shall subsequently prepare and distribute the ballot, count the returned ballots, and announce the results. Voting may be conducted by electronic or paper ballot, but not by both formats simultaneously.

4.1.3. In accordance with Bylaw 4.2.1.10. of the Michigan State University Bylaws for Academic Governance, the Nominations/Elections Committee will hold elections for Faculty Senate and university standing committees. Eligibility for office and duration of terms shall conform to the requirement of each of the committees or Faculty Senate.

4.1.3.1. The Nominations/Elections Committee shall solicit nominations and prepare a slate of candidates for Faculty Senate and for each elected committee position of the standing committees of University Academic Governance. The committee shall verify that each candidate is eligible for the position according to the University Bylaws. Members of the Nominations/Elections Committee shall subsequently prepare and distribute the ballot, count the returned ballots, and announce the results. The committee shall convey the results to University Academic Governance.

4.1.3.2. Elections for positions in Academic Governance must be held in accordance with the timeline specified in the University Bylaws 4.2.1.12, typically in the spring semester prior to the position falling vacant.

4.1.3.3. In the event that a member of Faculty Senate or a university standing committee is unable to serve for a period of one or more semesters, the Nominations/Elections Committee shall administer the election of another member of the library faculty for that period.

4.1.4. The members of the Nominations/Elections Committee may be nominated for any committee position for which they are eligible to run. In the event that a member is on a slate for the purpose of counting the ballots a member of the Steering Committee shall be selected.

## **4.2. FACULTY AFFAIRS COMMITTEE (FAC)**

4.2.1. The FAC shall review and make advisory recommendations for all applicants of the regular library faculty for merit awards according to the standards of performance outlined in the MSU Libraries' Handbook.

4.2.1.1. The FAC shall advise divisional administrators on other personnel matters such as reassignments.

4.2.1.2. The FAC shall advise the Dean of Libraries in reviewing and granting sabbatical leave requests, including the amount of time granted and the time period covered, according to the standards set forth in the MSU Libraries' Handbook.

4.2.1.2.1. The FAC shall advise the Dean of Libraries of a designee in hearing appeals relating to the denial of released time for course work.

#### 4.2.2. Composition of the Committee

The FAC shall be composed of five (5) librarians elected from the regular library faculty including at least two librarians holding continuing appointment. All elected members shall have full acting rights in the committee except as limited by section 4.2.2.5 of these Bylaws.

4.2.2.1. All regular members of the Library Faculty, except for the Dean of Libraries, and the Assistant/Associate Dean of Libraries shall be eligible for election to the FAC upon appointment.

4.2.2.2. No librarian, except for the chair of FAC, shall serve simultaneously as a member of the Faculty Affairs Committee and the Steering Committee.

4.2.2.3. All regular members of the Library Faculty shall be eligible to vote for the election of the FAC members.

4.2.2.4. A chairperson shall be chosen by the committee and shall become a member of the Steering Committee.

4.2.2.5. An elected member of the FAC, when he or she is discussed in the merit evaluation process or as a candidate for reassignment, shall not participate in the work of the FAC until the committee completes its recommendation regarding him or her.

#### 4.2.3. Term of Office for FAC

4.2.3.1. The term of office for all members shall be one year. No elected member shall serve consecutive terms.

4.2.3.2. In the event a term of office cannot be completed, and there are more than 90 days remaining in that term, another member of the library faculty shall be elected to complete the term. If there are fewer than 90 days remaining in the term, that vacancy shall go unfilled, unless there is more than one vacancy, in which case an election will be held.

4.2.3.3. Elections shall be held during April of each year and members shall take office on August 16 of that year.

#### 4.2.4. Meetings of the FAC

4.2.4.1. FAC meetings shall be open only to its regular members when personnel matters are under discussion.

### **4.3. BYLAWS**

4.3.1. The Bylaws Committee shall consist of three (3) representatives. The chairperson shall be chosen from and by the Steering Committee. The other two members shall be chosen by the Steering Committee from the regular faculty.

4.3.2. The objectives of the Bylaws Committee shall be to prepare appropriate language for proposed amendments to the Bylaws and Bylaws Appendices (henceforth referred to as Bylaws) and to review the Bylaws at intervals not to exceed every five years for compliance with the University's [Bylaws for Academic Governance](#) and current Library practice.

4.3.3. Members of the committee shall be eligible for all other Library and University appointments or election to committees or councils for which they are eligible to run.

4.3.4. The term of office of members of the Bylaws Committee shall be one year. No member may serve more than two consecutive terms.

### **4.4. BYLAWS AND BYLAWS APPENDICES**

4.4.1. The approval of these Bylaws shall be the shared responsibility of the Library Faculty and the Dean of Libraries.

#### **4.4.2. Interpretation**

4.4.2.1. In a case where there is a dispute as to interpretation of the Bylaws and Bylaws Appendices the Steering Committee shall consult the Dean of Libraries but shall remain the final authority with regard to interpretation of these Bylaws and Bylaws Appendices unless such interpretation brings them into conflict with the [Bylaws for Academic Governance, Michigan State University](#). In that case the interpretation would rest with the University Committee on Academic Governance and finally with the University Council.

4.4.2.2. Nothing in these Bylaws shall be construed as opposing provisions of the Bylaws for Academic governance of Michigan State University. Should such provisions of this document be in conflict with the University Bylaws, or any other duly enacted rule or regulation of the University, such provisions shall be inoperative.

#### **4.4.3. Amendments**

4.4.3.1. The amendment of these Bylaws shall be the shared responsibility of the Library Faculty and the Dean of Libraries.

4.4.3.2. Proposed amendments are to be submitted to the Steering Committee for review and placement on the agenda of the next Library Faculty Assembly meeting. The Steering Committee shall have no authority to revise or refuse to place on the ballot any proposed amendment.

4.4.3.2.1. In the event that similar amendments are submitted simultaneously, the Steering Committee may request the authors to resubmit a jointly prepared statement.

4.4.3.3. No motions to approve an amendment shall be recognized at a Library Faculty Assembly meeting unless the introduction of a Bylaws amendment is made an explicit item on the agenda, and a copy of the proposed amendment is distributed to the library faculty at least one week in advance of the meeting.

4.4.3.4. Amendments to the Bylaws will be voted on during Library Faculty Assembly meetings. Voting may be conducted by electronic or paper ballot, but not by both formats simultaneously. Approval of the amendment(s) by at least 51% of those present shall constitute their approval by the Library Faculty. Notice of acceptance or rejection of an approved amendment will be sent to all librarians by the Chairperson of the Library Faculty Assembly within one week of the vote. The Chairperson of the Bylaws Committee will ensure that updated Bylaws are available within 30 days of the acceptance of an amendment.

4.4.3.5. These Bylaws shall be reviewed by the University Committee on Academic Governance at intervals not to exceed five years. Decisions of the Committee on Academic Governance on college and department bylaws are subject to review by University Council.

4.4.3.6. Changes made in the MSU Libraries' Handbook as a result of amendments to the Bylaws shall be overseen by the Steering Committee.

4.4.3.7. A copy of these Bylaws and of the MSU [Librarian Personnel Handbook of Policies, Procedures and Practices](#) shall be given to each librarian upon appointment to the Library Faculty.

## **5. AD HOC FACULTY COMMITTEES**

The establishment of ad hoc committees dealing with issues of academic governance, unless specified otherwise, shall be the shared responsibility of the Dean of Libraries and the Steering Committee. A description of the purpose, make-up, and operation of a proposed ad hoc committee must be submitted to the library faculty at the next scheduled Library Faculty Assembly.

5.1. **The Steering Committee shall recommend** to the Library Faculty Assembly the composition, method of selecting members, functions, and procedures of ad hoc committees.

5.2. **The following ad hoc committees shall be created:**



### 5.2.1. Search committees for professional positions

5.2.1.1. The Steering Committee shall have shared responsibility with the Dean of Libraries or a designee to select the library faculty representatives to each search committee.

5.2.1.2. The membership of each search committee shall be at least 1/4 to 1/3 regular library faculty.

### 5.2.2. Reading Committees for Reappointment, Promotion, and Continuing Appointment

5.2.2.1. Reading Committees shall review and prepare a summary statement for all applicants of the regular Library faculty for reappointment, promotion, and continuing appointment according to the following general criteria: performance of responsibilities; scholarly and creative activities; and service and/or professional activities.

#### 5.2.2.2. Composition of Reading Committees

Each Reading Committee shall consist of three regular library faculty holding continuing appointment and will be appointed as described in 5.2.2.2. and 5.2.2.3. The term of appointment shall be for the period of review of the candidate.

5.2.2.2.1. All regular members of the Library faculty with continuing appointment status, except for the Dean of Libraries and other exceptions noted in 5.2.2.2.1.2., shall be eligible for appointment to the Reading Committees for candidates for reappointment, promotion to Librarian II with continuing appointment, and reappointment with continuing appointment (Librarian II). All regular members of the Library faculty with the rank of Librarian III, except for the Dean of Libraries and other exceptions noted in 5.2.2.2.1.2., shall be eligible for appointment to the Reading Committees for candidates for promotion to Librarian III.

5.2.2.2.1.1. For clarity, the following librarians are included among those eligible to serve on Reading Committees: secondary supervisor(s) of the candidate; those who have written a reference letter for the candidate; divisional administrators from divisions other than the division in which the candidate resides.

5.2.2.2.1.2. The following librarians are NOT eligible to serve on a librarian's Reading Committee:

- any person in a librarian's primary reporting lines
- the librarian's current secondary supervisor
- primary and secondary supervisor(s) from the previous two years
- Dean of Libraries
- those with a conflict of interest as defined in the MSU Faculty Handbook
- any person that the candidate supervises in a primary or secondary role

In addition, no more than one Associate Dean or Assistant Dean should serve on a Reading Committee.

#### 5.2.2.3. Appointment of Reading Committees

There will be a separate Reading Committee for each librarian being considered. Individual librarians may serve on more than one Reading Committee.

5.2.2.3.1. The librarian being considered will suggest 3-5 names of eligible librarians to her/his divisional administrator, with a copy to the Head of Human Resources.

5.2.2.3.2. The librarian's divisional administrator will select one name from the candidate's list to serve on the Reading Committee. The divisional administrator will then select a second librarian, not necessarily from the provided list, to serve. The divisional administrator will contact the selected librarians to ask their participation and will advise the Head of Human Resources of the appointees.

5.2.2.3.3. The names of the two confirmed appointees, with the candidate's list, will be forwarded by the Head of Human Resources to the Steering Committee.

5.2.2.3.4. The Steering Committee shall have delegated authority for the selection of one library faculty member for each Reading Committee and an alternate. The Head of Human Resources will contact the first librarian suggested by the Steering Committee; only if that librarian declines to serve will the Head of Human Resources contact the alternate to the Steering Committee's primary selection.

5.2.2.3.5. The Head of Human Resources will notify each candidate of the members of his/her Reading Committee and will notify each Reading Committee of its membership.

5.2.2.4. The members of each Reading Committee shall choose a chairperson for the purpose of facilitating and coordinating the work of the committee.

#### 5.2.2.5. Meetings of the Reading Committees

5.2.2.5.1. Reading Committee meetings shall be open only to its regular members.

5.2.3. Other types of ad hoc committees may be task forces or other bodies created with a specific and limited task or charge.

### **BYLAWS, APPENDIX I: MICHIGAN STATE UNIVERSITY LIBRARY FACULTY**

[ACRL Standards for Faculty Status for College and University Librarians](#)

The academic librarian makes unique contributions to the university community and to higher education itself. These contributions INCLUDE developing collections, providing bibliographic access to all library materials, and interpreting these materials to all members of the college and university community.

Specific services include instruction in the use of print and online library resources and the creation of new tools to enhance access to information available locally, regionally, nationally, or internationally.

Librarians CONTRIBUTE to the sum of knowledge through their research into the information process and other areas of study. Service improvements and other advances in the field result from their participation in library and other scholarly organizations.

The intellectual contribution of the librarian who has completed formal graduate training enhances the quality of teaching, research, and public service in our colleges and universities. College and university librarians are partners with other faculty in the academic experience. A true partnership based on equivalent contributions translates to equal rights and privileges for all faculty members.

In order to recognize formally the importance of faculty status for academic librarians, the Association of College and Research Libraries, American Library Association, endorses these standards.

### **1. Professional responsibilities**

Librarians must be able to exercise independent judgment in the performance of professional duties. There must be a regular and rigorous review of their performance based on a stated set of institutional criteria. A necessary element of this review is appraisal by a committee of peers who have evidence pertaining to the performance, service, and scholarship of those being evaluated, subject to appropriate institutional policy.

### **2. Library governance**

College and university librarians should adopt an academic form of governance similar in manner and structure to other faculties on the campus.

### **3. College and university governance**

Librarians should be eligible for membership in the faculty senate or equivalent governing body. They should have the same degree of representation as other academic units on all college or university governing bodies.

### **4. Compensation**

Salaries and fringe benefits should be comparable to and within the range of those paid to faculty of equivalent rank. Salary scales should be adjusted in an equitable manner to contract period. All librarians should have written contracts or agreements consistent with institutional policy.

#### **5. Tenure**

Librarians should be covered by a stated tenure policy.

#### **6. Promotion**

Librarians should be promoted in rank based on their professional proficiency and effectiveness (performance, service, and scholarship) consistent with stated campus standards. The peer review system should be an integral part of procedures for promotion.

#### **7. Leaves and research funds**

Sabbatical and other research leaves should be available to librarians consistent with campus standards. Librarians should have access to funding for research projects and professional development consistent with campus standards.

#### **8. Academic freedom**

Librarians must have the same protection of academic freedom as all other faculty. Censorship of any type is unacceptable whether individual or organizational. All librarians must be free to provide access to information regardless of content.

#### **9. Grievance**

Librarians should have access to the same grievance process as other faculty which include a list of grievable issues, procedures to be completed within specified timeframes, safeguards against repercussions by the institution, and abuse of the policy by the grievant. The process must be consistent with institutional regulations and contracts.

#### **10. Dismissal**

Termination of an appointment may be made for adequate cause and through academic due process. The process for the dismissal of librarians should be consistent with university policy for other faculty dismissals.

### **BYLAWS, APPENDIX II**

#### **Personnel Actions - Due Process**

##### **1.1. Formulation of Individual Goals and Objectives**

1.1.1. Annually, each librarian shall formulate goals and objectives which are related to an up-to-date position description and contribute to the achievement of the unit objectives.

1.1.2. The librarian shall submit his/her individual goals and objectives to the appropriate supervisor(s) for review and approval.

1.1.3. The librarian and his/her supervisor(s) shall come to a mutual understanding and agreement on his/her annual goals and objectives and any revisions with regard to the librarian's position description, practicality, and contribution to the achievement of the unit objectives.

1.1.4. Each librarian is guaranteed the right of periodic formal and informal review throughout the year as the librarian or his/her supervisor(s) perceive as necessary because of changing circumstances, responsibilities, or reassignment of duties. A formal review of individual goals and objectives will be conducted at mid-year. Revisions shall be appended to the original goals and objectives.

1.1.5. The librarian is guaranteed the right to attach written comments to his/her annual goals and objectives and to any further revisions that might occur during the year.

## 1.2. Evaluation of Regular Library Faculty

1.2.1. The evaluation shall be carried out by the individual's immediate supervisor(s), with the individual an involved participant in the process. Librarians shall be guaranteed the right to review and to make written comments on the original evaluation and on any additions and emendations thereto.

1.2.2. Annually, an evaluation packet shall be assembled consisting of a current job description; a statement of the librarian's individual goals and objectives and their corresponding performance measures with annotation by the librarian; a self-evaluation by the librarian in relation to attainment of the stated goals and objectives; and a written evaluation by the immediate supervisor(s). In a year when there is an indication that no raise money will be available, the Dean, in consultation with the Steering committee may propose a mutually agreeable abridged evaluation process for librarians with continuing appointment to be implemented by a majority vote of library faculty.

1.2.2.1. The annual evaluation packets shall be made available to appropriate Library committees for peer review recommendations and to administrative personnel for the purpose of assistance in making personnel decisions.

1.2.2.2. The annual evaluation packets shall be retained for eight (8) years.

## 1.3. Evaluation Of Temporary Library Faculty - Due Process

1.3.1. The evaluation shall be carried out by the individual's immediate supervisor(s) with the individual an involved participant in the process. Librarians shall be guaranteed the right to review and to make written comments on the original evaluation and on any additions and emendations thereto.

1.3.2. Annually, if the appointment is for more than one year, an evaluation packet shall be assembled consisting of: a current job description; a statement of the librarian's individual goals and objectives and their corresponding performance measures with annotation by the librarian; a self-evaluation by the librarian in relation to attainment of the stated goals and objectives; and a written evaluation by the immediate supervisor(s).

1.3.2.1. The annual evaluation packets shall be made available to the appropriate administrator and the Dean of Libraries. The Dean shall make decisions regarding reappointment or extension of temporary appointment based upon the evaluation packet and the recommendation of the divisional administrator.

1.3.2.2. The annual evaluation packets shall be retained for four (4) years.

#### 1.4. Evaluation for Reappointment, Promotion, and Continuing Appointment

1.4.1. All Regular Library Faculty are eligible to apply for reappointment, promotion, and continuing appointment, according to guidelines in the MSU Libraries' Handbook.

1.4.2. The Library Faculty shall have the responsibility of conducting fair and objective peer review processes, following the evaluation processes as described in the MSU Libraries' Handbook.

1.4.3. The Library Faculty shall utilize the evaluative criteria and their interpretations as specified in the MSU Libraries' Handbook in assessing the individual librarian's capacity for sustained professional effectiveness, and continuing professional growth in the MSU Libraries.

1.4.4. The results of the secret ballot of the Library Faculty and summary statement of the Reading Committee shall be submitted to the Dean of Libraries and will be recorded on the "Recommendation for Librarian Personnel Action" form.

1.4.5. The divisional administrator(s) shall submit his/her recommendation to the Dean of Libraries on the "Recommendation for Librarian Personnel Action" form.

1.4.6. The Dean of Libraries shall consider the vote of the Library Faculty, the summary statement of the Reading Committee, and the advisory recommendation given by the divisional administrator(s) in the formulation of his/her recommendation to the Provost, which is recorded on the "Recommendation for Librarian Personnel Action" form. Following the RPCA decision, the candidate receives a copy of the "Recommendation for Librarian Personnel Action" form.

1.4.7. If reappointment, continuing appointment or promotion is denied the librarian may request in writing from the Dean of Libraries a written statement indicating the reasons for denial. The statement will be supplied.

1.4.8. A librarian who is denied reappointment, continuing appointment or promotion may appeal the decision through the grievance procedure in the Faculty Grievance Policy in the MSU Faculty Handbook.

1.5. Reassignment

1.5.1. Both Regular and Temporary Librarians are eligible for and subject to reassignment according to the guidelines in the MSU Libraries' Handbook.

1.5.2. The Dean of Libraries is responsible for the final recommendation.