

**Library Faculty Governance
Cowles Library, Drake University
Charge and Bylaws of the Library Faculty Council**

As approved by unanimous vote of the Council, 30 June 2009
Amended 10 July 2012

I. Library Faculty Governance Document

Preface

The Library Faculty Council adheres to the Drake University Academic Charter and the Faculty Manual. The Academic Charter or Drake's Faculty Manual will take precedence in any instance of conflict with the Library Faculty's Governance Document and/or Bylaws.

Introduction

The Faculty of Cowles Library, Drake University has a major responsibility for collecting, organizing, preserving and disseminating recorded knowledge for the support of teaching and research at the University. Increasingly, Library Faculty at Cowles Library are directly involved in classroom-based teaching, both as instructors of record, as well as instructional collaborators by providing session-based support and instruction. An important corollary responsibility is assisting students and scholars in discovering and exploiting recorded knowledge pertinent to their needs, and helping develop their skills in finding such knowledge themselves. Moreover, the University Library supports academic discourse and debate, across all disciplines and in support of diverse points of view. Fulfilling these and other responsibilities requires ongoing discussion and interpretation of the role of Library Faculty within the University. For this purpose the Library Faculty exists as an organized body of professionals under the structure and procedures set forth in this document and its Bylaws.

The Library Faculty organization seeks to foster an atmosphere where professionalism in library services can flourish. To this end it may recommend policies and courses of action in support of acquiring, organizing, and facilitating the use of recorded knowledge. It may also recommend policies and actions in support of the professional development and well being of its members. Through its Faculty Council, the Library Faculty discusses its concerns and recommendations with the Dean, Cowles Library, and, as the need may arise, communicates with other organized bodies within the University, and with the University Administration.

Membership

Library Faculty Council members are those individuals employed by Cowles Library who meet the criteria for Faculty of Instruction as defined by Drake's Academic Charter.

Those who meet these criteria but whose primary duties are administrative, while designated as faculty, may not vote in Library Faculty elections. They may attend all regular Library Faculty meetings and take part in discussions, but may not vote on any matters arising therein. (Note that in certain instances, the Council may wish to limit discussion to voting members; see Rule 6 of the Bylaws.)

Organization and Charge of the Library Faculty Council

The governing body of the Library Faculty organization is the Library Faculty Council, consisting of the entire membership of the Library Faculty of Instruction (See “Membership” section above). The Faculty Council is presided over by one of its members who is elected by the Faculty Council Membership. The President is assisted in her or his duties by the Faculty Council Secretary who is also elected by the Library Faculty Membership.

The Faculty Council has overall responsibility for all Library Faculty governance. It reflects the views of the Library Faculty on professional rights and responsibilities, professional status, library policy and management, and other pertinent matters as they may arise. It meets regularly, at least twice per semester. It advises the Dean, Cowles Library on faculty viewpoints on issues including, but not limited to: planning, policy, priorities, budget, resource allocation, the appointment of special committees and task forces, and other faculty concerns which may arise. It serves as a resource board for the Dean of Cowles Libraries to present new ideas and proposals and receive faculty reaction to them. It oversees the work of the standing committees, fills certain vacancies on these committees as provided for in the Bylaws, and, as needed, appoints other special task forces on matters of faculty concern. The Library Faculty Council will set policy in the areas of faculty governance, curricular development, and the overall development of library collections. Should the need arise, the Faculty Council is the authority for interpreting the Library Faculty Governance Document.

All members of the Library Faculty Council are eligible to serve as Officers of the Council. The **President** (who is elected to a two-year term) conducts all meetings of the Council, and acts as principal voice of the Council in all discussions with the Library Faculty and Administration, and with other groups or individuals. In the absence of the President, the Secretary has the same authority and responsibilities.

Upon the completion of the spring semester, and no later than June 30, the President of the Library Faculty will write an annual report that summarizes the major activities and accomplishments of the Library Faculty over the past fiscal year. This report will be submitted to the Library Faculty for review, and then to the Library Dean. It will also be posted on the Library web site in the same approximate location as related library governance documents.

The Faculty Council **Secretary** (who is elected to a one-year term) keeps an accurate record of all decisions and recommendations of the Faculty Council, and reports them to the Library Faculty and Dean of Cowles Library in a timely manner. This officer is also responsible for the archiving of Council proceedings. Any of these responsibilities may be delegated as needed.

However, keeping records of Faculty Council proceedings may be delegated only to another Council member.

Standing Committees

Standing committees exist as provided for in the Bylaws. Standing committee members shall be elected from among the Library Faculty membership according to the rules and procedures enumerated in the Bylaws. Some members of standing committees may be appointed by the Faculty Council, as provided for in the Bylaws. Standing committees carry out the functions pertinent to their respective charges, and report regularly in Library Faculty meetings. The work of the standing committees may be done in consultation with the Faculty Council, with Library Faculty members, and with other groups or individuals within or outside Cowles Library.

Drake Faculty Senate

Currently, the University Libraries have no permanent seat on the Drake Faculty Senate. However, individual faculty members may be elected from time to time to the Senate as “At Large” Senators; in such situations, they will keep the Library Faculty Council apprised of Senate business through regular reports.

Elections

All officers of the Faculty Council and standing committee members are elected by direct vote of the Library Faculty, except for certain members of standing committees who may be appointed by the Faculty Council, as permitted in the Bylaws. Special elections are called whenever required in order to fill vacancies. They may also be called at any time deemed necessary by the Faculty Council in order to vote on any initiative proposed by the Faculty Council.

All regular and special elections are conducted by secret ballot vote under the direction of the Secretary, according to the specific rules and provisions of the Bylaws.

Amendments & Revisions

Amendments to and revisions of the Library Faculty Governance Document may be proposed by any Library Faculty member. A copy of any proposed amendment or revision must be delivered to every member of the Library Faculty at least fifteen days before any action can be taken by the Library Faculty Council.

An amendment to or revision of the Library Faculty Governance Document must be approved by a two-thirds majority of the current Library Faculty Membership.

Rules and procedures for revising the Bylaws of the Library Faculty Governance Document are given in the Bylaws.

II. Library Faculty Bylaws

Rule 1. Library Faculty Meetings.

The Library Faculty Council holds regular meetings which are scheduled, presided over and conducted by the President of the Faculty Council. The President has authority to call a special meeting of the Library Faculty at any time it is deemed necessary. Any member of the Council or the Dean, Cowles Library, may request that the President convene a special meeting of the Council. In the extended absence of the President, the Secretary has the same authority.

Rule 2. Faculty Meeting Procedures.

All regular and special meetings of the Library Faculty follow the procedures of Roberts Rules of Order, most recent revision, in all cases in which they are applicable and not in conflict with the Governance Document and its Bylaws. Except where stated in the Governance Document, one-half of all eligible Library Faculty members constitute a quorum. In the absence of a quorum, no action may be taken except adjournment to a specified future time.

Rule 3. Succession to the Presidency of the Faculty Council.

The Council Secretary shall succeed to the presidency whenever it is vacated by the President's leaving after less than a full term. If the presidency is vacated before completion of the full two-year term, the Secretary succeeds immediately to the presidency and serves the remainder of the vacated term.

Rule 4. Vacancies in the Office of Faculty Council Secretary.

When the office of Faculty Council Secretary is vacated more than four months before completion of a full term, a special election by the Library Faculty is held within thirty days to elect a new Secretary. Otherwise, a new Secretary is elected in the next regular election.

Rule 5. Limitations on Consecutive Terms for Faculty Council Officers.

No individual may serve two consecutive full terms in the office of President of the Faculty Council.

Rule 6. Faculty Council Meetings.

The Faculty Council establishes its own time, place, and frequency of meetings (although it will normally meet at least twice per semester, as noted in the Library Faculty Governance Document) Faculty Council meetings are generally open to all who may wish to attend. However, at times the Faculty Council, by a majority vote of its members, may declare a meeting open to certain designated visitors only, or closed to all but the Membership of the Council. This action may be taken because of a need for confidentiality or for any other cause deemed

justifiable by the Council.

Rule 7. Communicating on Behalf of the Library Faculty.

The Faculty Council is the established channel of communication between the Library Faculty and the Dean, Cowles Library, as well as other University bodies on those matters that impact the Members of the Council as a whole.

Those individuals who are Drake Faculty Senators and who are also members of the Library Faculty Council are free to speak and vote as conscience may dictate on matters arising within the Senate, but are encouraged to consult with the Library Faculty on pending Senate actions which may substantially affect Cowles Library or Library Faculty members.

Rule 8. Elections.

The regular election for Faculty Council President and Faculty Council Secretary is held in February. Any Library Faculty member may nominate candidates for these offices in the regular January faculty meeting, or in writing to the Elections Committee during January. The final results of this election are announced before or at the regular March faculty meeting.

Regular elections for standing committee memberships are held in April. The final results of these elections are announced before or at the regular May faculty meeting. All standing committees except the Personnel Committee elect their own chairs.

Rule 9. Dates of Service.

Newly elected Faculty Council officers and Committee members assume their duties on the first day of June, unless elected to an office which is vacant at the time of their election. In the latter instance they assume their duties immediately upon announcement of the election results.

Rule 10. Standing Committees.

Following standing committee(s) exist within the Library Faculty Council organization:

Library Curriculum Committee (A three-person committee consisting of members of the Council elected for two-year terms).

Promotion and Tenure Committee (membership consists of all tenured Library Faculty; their activities are governed by the most recent version of the Cowles Library Promotion and Tenure document; their decisions relating to individual cases of promotion and tenure are not subject to review by the Council)

Standing committees are elected on a basis of overlapping membership. A significant portion of

each committee's membership should normally be elected annually.

Rule 11. Appointments to Standing Committee Membership.

Vacancies on all Standing Committees (see Rule 10), which occur between regular elections, may be filled through appointment by the President of the Faculty Council. However, at no time may greater than half the membership of any of these committees consist of appointed members. When necessary, a special election to fill standing committee vacancies may be held. Members of standing committees who are elected or appointed to fill vacancies which occur between regular elections serve for the remainder of the term to which they are elected or appointed.

Rule 12. Bylaw Changes.

Bylaws may be added, deleted, or revised by a secret ballot majority vote of Council members at any time, provided that the proposed changes have been sent or delivered at least thirty days before the voting, to all Council members. If the total vote is less than half of those eligible to vote thereon, the proposed changes must be resubmitted for a subsequent referendum held at least thirty days after the first vote. No Bylaw changes can be approved without a majority vote in a referendum in which at least half of all Library Faculty members cast their vote.

Rule 13. Method for Filling Vacancies or New Positions on the Library Faculty.

[Final Draft Approved in Faculty Council 18 August 2011, then re-Approved by Library Faculty Council 5 June 2012]

Background

The Dean and the library faculty shall consult on a regular basis regarding program and related position needs. Either the Dean may request, or the faculty may initiate, a study and case statement preparation for a faculty position. In the case of a vacancy, the position may be reexamined and a new case statement (with position description) prepared. In any event, all vacancies will be reviewed for alignment with library program needs.

a) Selection and Composition of the Search Committee

In the event that a vacancy on the library faculty shall occur or, in the event that a new library faculty position is approved for Cowles Library by the Provost, the following procedures shall govern the search for candidates to be considered for employment by the library. Should any of the procedures outlined here below conflict with rules currently in force governing the hiring of faculty of instruction by the university, as outlined in the *Policies and Procedures for Faculty Recruitment*, the university's rules shall be considered the valid protocol.

Upon the dean of the library receiving proper notification from the chief academic officer that a librarian position may be filled, the dean will direct the Chair of the Cowles Library Faculty to empanel a search committee composed of four Cowles librarians. Members of the search committee shall be appointed by

the faculty chair in consultation with the library faculty and the dean. At least two members appointed to the committee shall be at the rank of associate professor or full professor. The faculty chair, in consultation with the dean, shall appoint one tenured member of the library faculty to serve as chair of the search committee. The faculty chair shall serve in an advisory capacity to all search committees as an *ex officio* member of those committees. In certain special circumstances, as outlined in the following three paragraphs, membership on the committee shall be increased by one, in accordance with the procedures outlined there.

In those instances where the person to be hired shall have supervisory responsibility, the dean shall be empowered to appoint one member of the library technical professional staff who would report to the new faculty member to serve as a co-equal member of the committee so that the search committee numbers five members in total.

In those instances where the person to be hired shall have instruction as his or her primary assignment, the search committee chair shall contact the president of the student senate who shall, according to the rules of that body, arrange for the appointment of a student to serve on the search committee as a co-equal member.

In those instances where the primary responsibilities of an open position require the incoming faculty member to work closely or exclusively with the faculty and students of a specific academic unit of the university (a so-called “embedded librarian”), the search committee shall include one tenured member of the faculty of that unit. The relevant academic unit shall select its representative to the search committee according to its own procedures. The academic unit’s representative shall serve as a co-equal member of the search committee.

b) Duties of the Search Committee

It is the duty of the search committee chair to make her/himself familiar with the university’s rules and procedures for conducting a search. These rules are currently codified in “Policies and Procedures for Recruitment of Faculty and Academic Administrators (2011-12)”. (Prepared by the Offices of the Provost and Human Resources)

The committee having been established, the search committee chair shall, in a timely fashion, convene the members to draft an announcement outlining the qualifications expected of prospective candidates for the position and the responsibilities and duties of the position. This announcement will be consistent with the intent of the position description developed during the case statement and university approval process. Once the position announcement has been drawn up, the chair of the search committee shall consult with the dean of the library, the Office of Human Resources, and any other appropriate university office, if required, to assure that the document agrees with university standards for such announcements.

After the position announcement has received all necessary university approvals, the search committee

chair, in consultation with the search committee and the dean of the library, shall arrange to have the announcement posted on the university's electronic job site, in the appropriate professional journals, and in other electronic venues as deemed suitable by the search committee, the library dean, and all applicable university rules and regulations governing vacancy announcements.

The search committee shall receive all applications for the position vacancy or new position. Under current practice, applications shall consist of: a standard Drake Application for Employment; a current curriculum vitae outlining the candidate's educational background, employment history, publications and professional conference presentations, professional memberships, and references. The search committee shall be responsible for soliciting the requisite number of references either by formal written communication or by telephone, as deemed appropriate by the committee.

Under current university practice, all applications for employment are submitted electronically to the university's HireTouch Application Tracking System on the university's web site. The search committee shall follow procedures and policies established by the university with regard to receiving employment applications for librarian positions.

Members of the search committee shall review all applications and references and shall select candidates for on-campus interviews. The search committee chair shall be responsible for preparing a schedule of meetings, presentations, lectures or other relevant activities for the candidate's visit and shall communicate this schedule to the candidate and to all members of the library's faculty. The chair shall have the power to appoint an official host for the candidate from among the members of the search committee and to assign certain responsibilities to the person so designated. The chair himself or herself may serve in this capacity.

c) Conduct of the On Campus Interview

On campus interviews shall be conducted in accordance with operative university-wide rules and procedures and protocols established by the faculty of Cowles Library. It shall be the responsibility of the search committee chair to apprise the members of the committee of these rules and to ascertain that such rules and procedures are followed throughout the interview process.

Candidates who reach this stage of the interview process should be apprised of the possibility, in advance of their arrival on campus, that an Internet search for information about them may be carried out by members of the search committee. "Candidates should be provided with an opportunity to address issues related to identity and negative information. Candidates should be invited to inform the committee about Internet content that may be inaccurate. In reviewing electronic information about candidates, the search committee should be aware of the potential for discrimination or bias. The committee should consider the nexus between the information uncovered by an internet search and its relationship to the job. Committee members should not "friend" candidates in order to gain access to personal information on Facebook or similar social media sites.

It shall be the responsibility of the search committee chair or her/his designee to provide to all those who participate in on campus interview events a means of supplying feedback to committee members about the candidates' qualities and suitability for the position. This may be a paper evaluation form, or an address for an electronic evaluation instrument used by the university (currently Qualtrix) for faculty searches. In either case, it shall be the responsibility of the search committee chair or her/his designee to encourage members of the audience or forum to complete the evaluation form in a timely and thoughtful manner.

Following the on-campus interviews of the two finalists, the search committee shall convene within one week of the conclusion of the last on campus interview to deliberate on its choice to fill the vacant or new position. The search committee shall evaluate both candidates for the position to be filled based on their qualifications, relevant experience, the strength of their references, and any other factors seen to be relevant to their suitability to working as a professional librarian in Cowles Library. The committee shall forward these findings to the dean of the library, indicating their ranking of the two candidates. Should the dean not concur in the search committee's decision, the committee shall meet with the dean for the purpose of coming to a resolution regarding the candidates.

The offer of the position to the successful candidate shall originate with the dean, who also has the authority to determine the starting salary level. Should the candidate desire to negotiate advanced standing, either in terms of higher academic rank or years in service granted toward tenure, the search committee is to be consulted and, in the case of a request for advanced academic rank, the search committee shall forward such a request to the library faculty, who shall vote on the matter in a duly convened faculty meeting. Requests for credit toward tenure shall be determined by current university policy.c) Unforeseen Circumstances

Should a candidate chosen by the committee and the dean decline the offer of a position, the committee may choose to review the existing list of candidates, or consider applications submitted subsequent to the search committee's decision. A search is to be considered "closed" once a candidate has committed to the offered position by signing a letter of acceptance.

Should a candidate decide not to accept the position after having signed a letter of acceptance, a new search committee is to be named and a new search is to be instituted. Candidates not selected in the original search may be notified by the new committee that the search has been re-opened and they may be invited to re-apply. The position shall be re-posted in the appropriate lists, however, and all applicants shall be evaluated equally by the newly empanelled search committee.

Should an irreconcilable disagreement arise between the library dean and the search committee over the choice of the candidate to be appointed to the open position, the committee and the library dean shall submit the matter to the chief academic officer (provost) for resolution. The decision of the provost in the matter shall be considered final.

Mentoring of Library Faculty

Approved and adopted at the Cowles Library Faculty meeting held on 19 September 2011.

1.0 Purpose

1.1 In the interest of providing new and recently hired tenure-track librarians with assistance in launching their careers, untenured faculty may be assigned mentors from among senior members of the library faculty.

1.2 The principle object of mentorship is to assure, within reason, the untenured faculty member's growth in the profession of librarianship and successful progress toward continuing appointment. Mentors are to act as professional guides and advisors, helping to orient new faculty members to their roles within the library and the university at large.

1.3 Specific responsibilities of mentors in Cowles Library are to be determined jointly by the Cowles Library faculty president, the mentor and the untenured faculty member, with consideration given to the nature of the new faculty member's responsibilities.

2.0 Procedures

2.1 Mentors shall be assigned to new faculty members (mentees) at the beginning of the untenured member's employment in the library. Mentors shall be assigned by the library faculty council president in consultation with the senior faculty of the library.

2.2 A mentor shall continue in this responsibility until the untenured faculty member (mentee) in his or her charge is awarded continuing appointment or until the untenured faculty member's resignation.

2.3 When a mentor is awarded sabbatical leave before the mentee in her/his charge is awarded tenure, a replacement mentor shall be appointed to carry out the duties of the mentor on leave for the duration of the leave, but for a period not to exceed one calendar year. The replacement mentor shall be chosen by the faculty council president in consultation with the mentor and the senior faculty.

2.4 A mentor may request release from her or his mentoring responsibilities by applying in

writing to the president of the library faculty council, providing reasonable justification for the request. It shall then be the responsibility of the faculty council president to assign a replacement mentor for the untenured faculty member whose mentor has been relieved of responsibility.

2.5 In making mentorship assignments, consideration is to be given to areas of common professional interest and expertise between the mentor and mentee.

2.6 Supervisors may not serve as mentors to faculty for whom they have supervisory responsibility in order to avoid conflicts of professional responsibility.

2.7 Under normal circumstances, mentors shall not be expected to mentor more than one untenured faculty member at any given time. Overlapping mentorships (where a second untenured faculty member is assigned to a mentor before the first untenured faculty member has completed her/his period of mentorship) are not allowed except in extraordinary circumstances.

2.8 Librarians hired with advanced standing (either with years of credit toward tenure or as associate professors) may not be assigned mentors. The library's senior faculty shall make a determination regarding the suitability of mentors for candidates in such positions on a case-by-case basis.

3.0 Mentor's Responsibilities

3.1 Mentors shall, to the best of their ability, provide the guidance and direction to their mentees that will enable them to develop the skills, professional records, and professional talents expected of tenured librarians in Cowles Library.

3.2 Mentors, in consultation with their untenured faculty mentees, shall establish a schedule of meetings whose purpose is to ensure that mentees are meeting professional expectations and are making satisfactory progress toward continuing appointment. Such meetings are to be held at least once a semester during the academic year.

3.3 Mentors shall be responsible for keeping records of such meetings and for submitting such records to the president of the library faculty who shall be responsible for placing the records in the mentees' files. The records of mentor-mentee meetings shall describe the substance of the discussions held. The record format shall be determined by the faculty council as a whole and shall be subject to changing faculty guidelines and university standards for such records.

3.4 Mentors shall provide to their mentees all documents relevant to librarian faculty governance and job performance. This would include (but is not limited to) library faculty governance documents, policy statements and job performance forms. These documents may be provided in either print or electronic format. It is the responsibility of the faculty member being

mentored to keep records of all such documents.

3.5 Mentors shall provide guidance to their mentees in undertaking appropriate writing projects, writing grants, engaging in activities relating to professional organizations, and enhancing their capabilities relating to their professional responsibilities within the library.

3.6 In the event that standards for new hires evolve to include a requirement of academic publication, mentors shall be charged with providing guidance and encouragement to their mentees in this matter.

3.7 Mentors are encouraged to consult with other tenured library faculty whenever they have questions or concerns about the proper advice or course of action to be taken with regard to their mentees. Mentees should have a reasonable expectation of confidentiality, however, and mentors should not divulge to other faculty members information of a sensitive or personal nature about their mentees except when the withholding of such information would jeopardize the continued smooth and ethical operation of the library.

4.0 Evaluating Job Performance for Those Engaged in Mentoring

4.1 Mentoring is not a required function of tenured members of the Cowles Library faculty. Mentorship is a responsibility entered upon through a formal agreement between the mentor and the tenured members of the library faculty council and is therefore to be considered as a service to the faculty.

4.2 Service as a mentor is not a requirement for promotion.

4.3 Mentoring shall be considered to fall in the category of “other duties as assigned”. However, mentoring shall be considered to be an ongoing responsibility and is to be taken into account when assessing a faculty member’s workload.

5.0 Mentee’s Responsibilities

5.1 The mentee, in consultation with his or her mentor, shall establish a schedule of meetings whose purpose is to ensure that advisees are meeting professional expectations and are making satisfactory progress toward continuing appointment. Such meetings are to be held at least once a semester during the academic year.

5.2 While the mentor is responsible for keeping records of such meetings and for submitting such records to the president of the library faculty who shall be responsible for placing the records in the advisees’ files, the mentee should also keep records of these meetings for activity reports. The records of mentor-mentee meetings shall describe the substance of the discussions held. The record format shall be determined by the faculty council as a whole and shall be subject to changing faculty guidelines and university standards for such records.

5.3 Mentors shall provide to their advisees all documents relevant to librarian faculty governance and job performance. This would include (but is not limited to) library faculty governance documents, policy statements and job performance forms. These documents may be provided in either print or electronic format. It is the responsibility of the mentee to keep records of all such documents.

5.4 Being mentored is highly recommended but not required. If a mentee desires to either switch his or her mentor or opt not to be mentored, the mentee shall request release by applying in writing to the president of the library faculty council.