

Bylaws of the University Libraries' Faculty

Adopted by Library Faculty November 15, 2023

Approved by the Dean of Libraries and Senior Vice Provost, Academic Affairs
Faculty Policies, Development and Training, December, 2023.

I. Role of Bylaws

The Bylaws of the University Libraries' Faculty are a supplement to the current edition of the *Appalachian State University Faculty Handbook*, which hereafter will be referred to as the *Faculty Handbook*, and are intended to provide guidelines for the internal governance of University Libraries' Faculty, to define shared governance rights and responsibilities of the Dean, Associate Dean, and University Libraries' Faculty, and to guide the appointment and conduct of committees and other faculty groups. The Bylaws also provide guidance for the University Libraries' *Foundational Documents*, which hereafter will be referred to as the *Foundational Documents*.

II. Name & Relevant Information

The Appalachian State University Libraries consist of the Carol Grotnes Belk Library and Information Commons, the Nicholas Erneston Music Library, and the Hickory Campus Library and Information Commons. Employing over 80 faculty and staff, the University Libraries are an essential campus teaching and research partner inspiring and guiding all who pursue knowledge. We provide rich print and electronic collections, study spaces, technology resources, and other outstanding services to support the success of our students, faculty, and staff.

III. Structure

The University Libraries are organized by teams consisting of faculty, staff, and student workers. With the exception of Administrative Services, which is led by the Dean of the University Libraries, the teams are led by coordinators. University Libraries teams consist of the following: Administrative Services, Access and Public Services, Collection Management Services, Digital Scholarship and Initiatives, Information Literacy, Instructional Materials Center, Music Library, Resource Acquisition and Management, Special Collections Research Center, Technology Services.

IV. Mission Statement

Appalachian State University Libraries are essential teaching and research partners inspiring and guiding all who pursue knowledge.

V. Policy Authority

The operations of University Libraries are governed by federal and state law, as well as policies of the UNC System, Appalachian State University (including the *Faculty Handbook* and the *Academic Affairs Standard Operating Procedures*), and the University Libraries. The department's bylaws shall not supersede any policies and procedures therein.

VI. Membership

The University Libraries employ a highly trained and dedicated faculty as well as a professional staff that supports its mission. Faculty shall consist of those members of the University Faculty who hold appointments in the University Libraries, per the

designations outlined in Chapter 2: “Faculty Professional Rights, Ethics, & Responsibilities,” Chapter 3: “Tenure Track Faculty Appointments, Contracts, Performance Reviews, and Promotion & Tenure Process,” and Chapter 4: “Special Faculty Appointments, Contracts and Performance Reviews” of the *Faculty Handbook*.

Faculty Handbook Chapter 3 Section 3.2: “Tenure Eligible Appointments” states that faculty who meet the criteria for classification will be hired at the appropriate rank designation. A professional librarian has at least a master’s degree in library science, which is the terminal degree, or a degree in a related field and is filling a position in which specialized training and experience are required. Librarians who have faculty status and hold appropriate rank, may attain tenure, and are evaluated according to the appropriate criteria and procedures followed in the appointment and evaluation of other faculty members, as specified in the *Foundational Documents* of the University Libraries.

The University Libraries’ Faculty engage in faculty governance, promote collegial interaction among its members, provide a forum for addressing issues of mutual interest, and further the professional development and welfare of the University Libraries’ Faculty.

VII. Faculty Meetings

The University Libraries’ Faculty meet the fourth Wednesday monthly to discuss faculty business such as a) amendment, if necessary, and approval of the minutes of the previous meeting; b) reports of Standing Committees; c) reports of Ad Hoc Committees; d) unfinished business; e) new business; f) communications and announcements. Any faculty member may request a special faculty meeting. A special faculty meeting may be called with the approval of at least ¼ of faculty.

The modality of these meetings shall be flexible; they may be held on campus with a remote option. All meetings follow procedures as listed in the established University Libraries’ Rules of Order as defined in the *Foundational Documents*.

A call for agenda items will go out to all faculty at least two weeks prior to the scheduled meetings, except in the case of special faculty meetings. A working agenda will be shared one week prior with any appropriate documents that need to be discussed. Details about the agenda process are defined in the *Foundational Documents*.

In the University Libraries, the Dean (or Dean’s designee) will preside over faculty meetings.

VIII. Voting

All voting-eligible faculty have equal voting privileges as detailed in *Academic Affairs Standard Operating Procedures (AASOPs)* OP 10: “Professionalism in Personnel Decision Making and Voting Eligibility” Section 10.2: “Voting Eligibility.” All members of the University Libraries’ faculty, excluding emeriti faculty and adjunct faculty, may participate and vote in departmental meetings, serve on departmental committees, and represent the department on college/school or university committees. Such votes are conducted by ballot. Voting results shall be announced in the meeting, noted in the

minutes, and, when appropriate, the ballots will be stored in the University Libraries' Administrative Office.

All University Libraries' Faculty are entitled to vote on all matters for which they are qualified by rank and tenure status. Any faculty member can request secret ballots.

All motions before the University Libraries' Faculty shall be decided by quorum (half of the faculty, plus one) by those present and those having provided an absentee ballot on the question at hand, except as otherwise specified in the corresponding *Foundational Documents*.

Absentee ballots shall be collected by Library Administration and all ballots will be counted by two faculty volunteers during the meeting in which the vote is conducted. Ballot procedures are detailed in the *Foundational Documents*.

IX. Faculty Governing Committees

Governing Committees:

University Libraries' Faculty governing committees are the Appointment, Promotion and Tenure (APT) Committee and Post Tenure Review (PTR) Committee. APT and PTR Committees are composed of tenured faculty members.

Function:

University Libraries' Faculty governing committees carry out the functions according to their respective charges. Each committee initiates and pursues matters germane to its area of responsibility. The work of faculty committees may be done in consultation with ad hoc committees.

The APT and PTR committees follow the procedures as outlined in the *Faculty Handbook*, Chapter 7: "Appointment, Promotion, and Tenure (APT) Committees and Faculty Search Committees" and *AASOPs* 4.3: "Post-Tenure Review (PTR)" and 7: "Appointment, Promotion, and Tenure (APT) Committee and Faculty Search Committee Processes."

Membership:

All tenured faculty are members of the APT. The Dean of the University Libraries serves in the capacity of the Department Chair for APT. The PTR consists of three elected tenured faculty members.

Committee Officers:

The APT Chair, Vice Chair, and Recorder are elected by the membership of the APT at the first faculty meeting of the Fall Semester. PTR members are elected by the tenured faculty and serve a three-year term. The PTR member in the third year of their term will serve as the chair of the PTR.

Meetings:

All meetings of the APT require a quorum and shall be conducted according to *Robert's Rules of Order*. PTR meetings shall be conducted according to *Robert's Rules of Order*.

Voting:

For the purpose of voting, a simple majority of members shall constitute a quorum. All motions must be phrased in the affirmative. Absentee ballots are permissible per *Academic Affairs Standard Operating Procedures* (AASOPs) OP 7: "Appointment, Promotion, and Tenure (APT) Committee and Faculty Search Committee Processes" Section 7.3.15: "APT Committee Absentee Ballots. All voting-eligible faculty have equal voting privileges as detailed in *AASOPs* OP 10: "Professionalism in Personnel Decision Making and Voting Eligibility" Section 10.2: "Voting Eligibility."

Minutes:

The APT Committee officers shall keep minutes of its proceedings.

Reports:

The PTR Committee issues a final report (as specified in the *Foundational Documents*).

X. Other Standing Committees**Bylaws and Foundational Documents Committee**

This is a committee of faculty membership to maintain and implement changes to the Bylaws and *Foundational Documents*, as specified in the corresponding *Foundational Documents*.

XI. Search Committees

The APT will appoint a search committee that may be composed of an uneven number of tenured faculty, tenure track faculty, lecturers, and staff to review candidates for vacant faculty positions. Faculty search committee chairs will be elected by the members of the search committee. The University Libraries respects the "Composition of Searches" in Chapter 7 section 7.4.1: "Composition of Faculty Search Committees" of the *Faculty Handbook* and sections 7.4: "Faculty Searches" and 7.5: "Faculty Search Committees Procedures" of the *AASOPs*.

XII. Ad Hoc Committees

The Dean or the faculty-at-large may request the formation of an ad hoc committee. Ad hoc committees will be formed and charged as needed by the Appointment Promotion and Tenure committee, which is defined in the *Faculty Handbook* Chapter 7 Section 7.3.: "Appointment, Promotion and Tenure (APT) Committees." The membership of ad hoc committees may include all faculty.

XIII. Bylaw Changes

Proposed changes to the Bylaws should be submitted to the Bylaws and Foundational Documents Committee. Technical edits may be corrected by the committee. For other proposed changes, the Members of the Committee will consult with the Dean of Libraries for agreement before moving forward.

Any proposed revisions will be shared with the faculty for discussion and review. The Bylaws may be added, deleted, or revised after the proposed changes have been sent to all University Libraries' Faculty prior to the faculty meeting in which the vote is scheduled. Voting will be conducted by ballot, including absentee ballots. Any changes must be approved by a quorum (half of the faculty, plus one) of all University Libraries' Faculty, with the exception of the Dean and the Associate Dean, who do not vote. Changes to the Bylaws of the University Libraries will take effect immediately after the meeting in which they are approved. All versions and amendments to the Bylaws of the University Libraries will be kept on file in the administrative office.