

## **Rutgers University Libraries Faculty Meeting**

Date: December 2, 2016

Time: 9:15 am – 11:15 a.m.

Location: Teleconference Lecture Hall, 4<sup>th</sup> floor, Alexander Library

### **Draft Minutes**

Present in Alexander Library: Stephanie Bartz; Natalie Borisovets (Faculty Coordinator); Adriana Cuervo; Melissa De Fino (Secretary); Kayo Denda; Rebecca Gardner; Melissa Gasparotto; Tom Glynn; Pam Hargwood; Karen Hartman (Deputy Faculty Coordinator); Ron Jantz; Tara Kelley; Nancy Kranich; Triveni Kuchi; Megan Lotts; Tara Maharjan; Krisellen Maloney; Rhonda Marker (Parliamentarian); Jill Nathanson; Laura Palumbo; Caryn Radick; Jonathan Saucedo; Li Sun; Mary Beth Weber; Ryan Womack; Tao Yang; Yingting Zhang

Present in Dana Library: Elizabeth Surles; Roberta Tipton; Ann Watkins; Krista White

Present in Camden: Katie Anderson; Bart Everts; Julie Still; Zara Wilkinson

#### 1) Adoption of the agenda

The agenda was adopted.

#### 2) Introduction of new Faculty and Guests – Maloney

Vice President/University Librarian Krisellen Maloney introduced four new faculty members, all Librarians of Practice IV: John Powell from Camden, and Erika Gorder, Tara Kelly, and Sheridan Sayles from Special Collections & University Archives.

#### 3) Report of the University Librarian- Maloney

Maloney presented the Libraries' Planning Calendar, which is divided into two sections. The Libraries Activity Planning reflects short range goals and the University Budget Request Activities reflects long range goals. In May and June 2017 the directors will adjust and finalize plans for FY2018.

#### 4) Report of the Faculty Coordinator – Borisovets

Natalie Borisovets presented an update of the work of the Planning and Coordinating Committee (PlanCo). PlanCo has discussed the rise of non-tenure-track positions in the Libraries, the Mentors Program, the impact of the Libraries' reorganization on faculty organization and bylaws, a proposed Web Services Librarian posting, sabbatical leave instructions, and mechanisms for voting at faculty meetings.

Borisovets also reported that Jane Otto is the new faculty parliamentarian, but because of her absence from the faculty meeting, Rhonda Marker graciously filled in as parliamentarian in her place.

5) RUL Sabbatical Guidelines Proposed Revision – Borisovets

Borisovets presented revised Supplementary Library Faculty Guidelines for Sabbatical. The revisions reflect components of the University Guidelines that have been incorporated into the Libraries' Guidelines. Maloney added that sabbatical is open to professional development opportunities, rather than just research. However, research and professional development must clearly relate to the improvement of a faculty member's function at the University. The University guidelines are already in effect. The proposed revision to the Library Guidelines passed with 92% of the vote, with 8% abstaining.

6) Report of the Faculty Groups Steering Committee – Glynn & Hartman

Tom Glynn and Karen Hartman presented a discussion document outlining proposed changes to the faculty groups. The faculty voted on portions of the document as follows:

1. **Rename the Planning and Coordinating Committee (PlanCo) the Planning Committee, with the following duties:**
  - a. to advise the VP for Information Services/University Librarian on program priorities in the area of faculty line assignments, the provision of library services and collections, research, and service in relation to resource allocation;
  - b. to advise the VP for Information Services/University Librarian on long range planning (three to five years) in the areas listed above;
  - c. to bring to the University Librarian and the Libraries administration issues, concerns, and suggestions from the teaching departments and other academic units;
  - d. to act on behalf of the Faculty at such times when the Faculty as a whole cannot meet
  - e. to exercise such powers as the Faculty may delegate to it

Motion approved, 97%; with 3% abstaining.

2. **Rename the Faculty Coordinator and Deputy Faculty Coordinator as Faculty Chair, and Faculty Vice-Chair respectively; the Vice-Chair to succeed the Chair at the end of a one-year term**

Motion approved, 100%

3. **Composition of the Planning Committee:**
  - Faculty Chair

- Faculty Vice-Chair
- Faculty Secretary (required by University regulations, but not necessarily on the Planning Committee)
- New Brunswick Libraries Representative
- Camden Robeson Library Representative
- Newark Dana Library Representative
- RBHS Representative
- Technical and Automated Services Representative
- Shared User Services Representative
- Special Collections and University Archives/IJS Representative

Motion approved, 91% yes, 9% no

**4. Create a mechanism to advise the Planning Committee on program priorities and long range planning, including:**

- a. The Planning Committee issues a call to librarians for issues of concern at regular intervals (once a semester is suggested as a good starting point);
- b. The Planning Committee meets and selects key issues to discuss for that semester;
- c. The Planning Committee convenes an open planning meeting of librarians (separate from the Dean's faculty meeting) to discuss and prioritize the key issues;
- d. The Planning Committee takes the issues and the will of the librarians under advisement, and forms ad hoc group(s) as needed to address the issue(s) and report back to the Planning Committee;
- e. The Planning Committee coordinates the ad hoc group's presentation of report/recommendations at the next formal Faculty meeting, over which the VP/UL presides;
- f. Strongly recommend to the Libraries administration that the Faculty Chair and Vice-Chair continue to serve on the University Librarian's Cabinet

Language in this question was changed from the original document, which stated that the mechanism would advise the University Librarian, rather than the Planning Committee. The word "faculty" was also replaced with "librarians" in items a, c, and d. This language change was approved, with 92% voting yes, 3% voting no, and 6% abstaining.

Following the language changes, item #4 was approved with 89% voting yes and 11% voting no.

**5. Make the following changes to standing faculty committees:**

**a. Retain these committees**

Advisory Committee on Appointments and Promotions  
("A&P") (University-mandated)

Committee of Review (University-mandated)

Rules of Procedure (University-mandated)

Research Leave Review Committee (RLRC)

Scholarly & Professional Activity Committee (SAPAC)

Motion approved, 94% yes, 6% no

**b. Expand the charge of the Personnel Policy & Affirmative Action Committee (PPAAC), addressing matters related to faculty positions, hiring, and search committees**

Language in this question was changed from the original document, which stated that PPAAC would "serve as a faculty advisory group to Libraries Human Resources." All committees must be advisory to the VP/UL, not to staff. PPAAC cannot be advisory to Libraries Human Resources.

Following the language change the motion was approved with 91% voting yes and 9% voting no.

**c. Come to a decision regarding the status of the LRC, USC, and CSC. Option A. Replace USC, LRC, and CSC with elected faculty advisory or information-sharing bodies, paralleling the Libraries' working groups, in major functional areas, presumably collections, public services, and scholarly communication. Option B. Replace the three groups with issue groups of volunteer, non-elected faculty, on topics determined by faculty based on interest and need.**

For discussion of this motion, the Faculty voted to move to a Committee of the Whole, in which no minutes are recorded for the discussion. The motion to move to a Committee of the Whole was approved 94%, with 3% voting no, and 3% abstaining.

Following discussion, Option B was selected with 79% of the vote. Option A received 18% of the vote. 3% abstained.

7) Communications- All

Communications were distributed via email.

8) Reports of Members Serving on University Bodies

Reports were distributed via email.

9) Reports of Standing Committees

Following the Faculty meeting, the tenured faculty met to discuss tenure and promotion procedures.