

BYLAWS

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**UNIVERSITY LIBRARIES FACULTY
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY**

BYLAWS

Preamble

The University Libraries Faculty is dedicated to providing outstanding scholarly information resources and services to the University and its stakeholders, to incorporating the best practices of the profession of librarianship, and to fostering innovative scholarly and creative activity.

The University Libraries Faculty is committed to academic and intellectual freedom and acknowledges the responsibilities and obligations inherent in those freedoms.

These bylaws provide for the governance of the University Libraries Faculty and adhere to the applicable provisions of University policies, which supersede the bylaws in the event of conflict.

Section I. Membership

1. In accordance with the University Policy Library, Sections 50.1.6.B and 50.1.8.A, the Rutgers University Libraries Faculty shall consist of the President of the University, the Senior Vice President for Academic Affairs, and the following officers of the University Libraries System: The Vice President for Information Services and University Librarian, and those holding faculty appointments reporting to the Vice President for Information Services and University Librarian.
2. In accordance with the University Policy Library, Section 50.1.8.A, the librarian serving the School of Labor and Management Relations shall be designated a member of the Rutgers University Libraries Faculty, shall be invited to attend the Rutgers University Libraries Faculty meetings, and shall be entitled to vote.
3. In accordance with the University Policy Library, Section 50.1.8.A, the librarians serving the Rutgers Biomedical and Health Sciences shall be designated as members of the Rutgers University Libraries Faculty, shall be invited to attend the Rutgers University Libraries Faculty meetings, and shall be entitled to vote.

Section II. Organization, Duties and Powers

Under the President of the University the Libraries Faculty shall have jurisdiction within its own unit over academic matters, subject to review by the University Senate. [50.1.10.A] These matters shall include, in accordance with the University's missions, furthering intellectual freedom, encouraging the research work of the faculty, and making recommendations on all matters relating to the mission of the Libraries to the Vice President for Information Services and University Librarian, as well as to the President or to the Senate, as appropriate. [50.1.10.A.8] The Libraries Faculty is also charged with adopting regulations governing its own procedures, which should be forwarded through the Senior Vice President for Academic Affairs to the President for review, [50.1.10.A.7] and proposing through the Senate to the President,

amendments to the University Policy Library to be adopted by the Board of Governors.
[50.1.10.A.9]

Section III. Officers

1. In accordance with the University Policy Library, Section 50.1.6B, the Vice President for Information Services and University Librarian is the principal administrative officer of the University Libraries System.
2. In accordance with the University Policy Library, Section 50.1.9A, the Faculty shall elect a Secretary from among its members who shall record the minutes of the meetings. The term of office shall be two years. The minutes shall be submitted to the Planning Committee for review and copies shall be distributed to the membership. A copy of all minutes shall be retained by the office of the Vice President for Information Services and University Librarian and a copy shall also be forwarded to the appropriate officers of the University Administration, Section 50.1.10B(2).
3. The Faculty shall elect a Faculty Vice Chair/Faculty Chair Elect each year for a term of two years. The Vice President for Information Services and University Librarian will confirm the selection. This person shall be Faculty Vice Chair for the first year and Faculty Chair for the second year. The Faculty Chair shall chair the Planning Committee; coordinate the activities of the Faculty; advise the Vice President for Information Services and University Librarian regarding academic matters pertinent to the libraries; and advise, as needed, the library Directors and Associate University Librarians. The Faculty Vice Chair shall be a member of the Planning Committee and shall serve in the absence of the Faculty Chair. Any tenured member who is a Librarian I or Librarian II is eligible to serve as Faculty Vice Chair/Faculty Chair Elect, provided he or she occupies at least 50 percent of a budgeted position in the University Libraries and is a voting member of the Rutgers University Libraries Faculty.
4. A Parliamentarian shall be appointed to serve at the pleasure of the Vice President for Information Services and University Librarian. The Parliamentarian shall advise the Vice President for Information Services and University Librarian, the Faculty Chair, and other officers, committees, and members on matters of parliamentary procedure as set forth in *Robert's Rules of Order*.
5. The University Archivist shall be responsible for collecting minutes and reports of the committees and other faculty bodies of the Libraries Faculty and for preserving the archival record of the University Libraries Faculty.

Section IV. Meetings

1. In accordance with the University Policy Library, Section 50.1.9A , the Vice President for Information Services and University Librarian shall preside at all Faculty meetings unless the President of the University is present and presides.

2. There shall be at least three meetings of the Faculty of the Rutgers University Libraries per year; one early in the fall term, one early in the spring term, and the annual business meeting in June. Members shall be notified of the date, time and location of the meeting at least two weeks prior to the meetings. The agenda shall be distributed with the meeting notice.
3. In accordance with the University Policy Library, Section 50.1.10B(1), the President of the University or the Vice President for Information Services and University Librarian may call special meetings of the membership. The Vice President for Information Services and University Librarian shall call a special meeting of the faculty on written request of 25 percent of its members and it shall be announced, preferably two weeks previous to the occurrence of the meeting. Any member may request that a special meeting be called. A call to a special meeting shall include a statement of the purpose for which the meeting is to be held.
4. Notice of any meeting shall be sent to the President and to the Senior Vice President for Academic Affairs, to the Chancellors, and to the Secretary of the University.
5. Twenty-five percent of the membership shall constitute a quorum for the transaction of business.
6. The order of business at all meetings shall be:
 - a. Adoption of the agenda,
 - b. Confirmation of the approval of the minutes of the previous meeting,
 - c. Unfinished Business,
 - d. New Business,
 - e. Report of the Vice President for Information Services and University Librarian on all proposals approved by the membership at the previous meeting which require administrative action and other academic or administrative matters,
 - f. Report of the Faculty Chair,
 - g. Communications,
 - h. Reports of members serving on University bodies, or discussion thereof,
 - i. Reports of standing committees, or discussion thereof,
 - j. Reports of other committees or groups, or discussion thereof,
 - k. Adjournment
7. To add to the agenda and take action at the same meeting requires a two-thirds vote of the members present agreeing to the addition of the item when the agenda is adopted.

Section V. Nominations, Appointments and Elections

1. Nominations, appointment, and elections procedures shall be governed by this section, unless otherwise provided for in these Bylaws or the Rules of Procedure.
2. Elections of elective officers shall be conducted by the Rules of Procedure Committee by secret ballot.

3. Nominations for elective offices shall be made by the Rules of Procedure Committee.
 - a. Any member of the University Libraries Faculty having voting rights shall be eligible for nomination or appointment to office except as hereinafter stated.
 - b. Academic rank as of January 1 of the year in which the annual election is to occur shall determine eligibility for an elective or appointive office.
 - c. Interns who are classified as faculty shall be eligible to vote, but shall not be eligible for elected or appointed office.

4. Elective officers include:
 - a. University Senator/Senators
 - b. New Brunswick Faculty Council Representatives
 - c. Newark Faculty Council Representative
 - d. Camden Faculty Council Representative
 - e. Faculty Vice Chair/Faculty Chair Elect
 - f. Faculty Secretary
 - g. Other elective officers that may be designated

5. Members of the University Libraries Faculty are eligible to vote in the faculty elections as per Section I of these Bylaws. Voting for University offices is governed by University policies. Voting for campus specific representatives is governed by campus policies.

6. Voting shall be by secret ballot according to the Libraries Faculty Rules of Procedure.

7. Vacancies to appointive offices shall be filled by the Vice President for Information Services and University Librarian.

8. Should a vacancy, either temporary or permanent, arise in an elective office, the chair of the affected committee, in consultation with members of said committee, will decide whether the vacancy needs to be filled for the duration of the vacancy or the unexpired term, whichever ends first. If a replacement is necessary, the vacancy will be filled as follows: the Rules of Procedure Committee will normally select the person with the next highest number of votes at the latest Libraries Faculty election for that post. If no one can be selected through that procedure, the Planning Committee shall elect a faculty member eligible to serve according to the requirements of the faculty bylaws.

9. Should the Vice President for Information Services and University Librarian fail to confirm an elected Faculty Vice Chair/Faculty Chair Elect, the candidate with the next highest number of votes in the latest Libraries Faculty election for the post will fill the post, assuming confirmation. If no one can be selected through that procedure, the Planning Committee shall elect a faculty member eligible to serve according to the requirements of the faculty bylaws.

10. Representation for University elective offices and the terms of office shall be as specified in University policies.

11. Representation for campus specific elective offices and the terms of office shall be as specified in campus policies.

Section VI. Statutory Committees, Standing Committees

1. University policies require the following statutory Committees:

- a. Advisory Committee on Appointments and Promotions
- b. Committee of Review
- c. Planning Committee
- d. Rules of Procedure Committee

2. In accordance with the University Policy Library, Section 50.1.9B(4), there shall be an Advisory Committee on Appointments and Promotions, consisting of four to six tenured faculty members, appointed by the Vice President for Information Services and University Librarian.

3. In accordance with the University Policy Library, Section 50.1.9B(3), there shall be a Committee of Review consisting of four members, two members to be appointed by the Vice President for Information Services and University Librarian, and two members to be elected by the faculty. Membership shall be limited to persons with tenure. They may not be members of the Advisory Committee on Appointments and Promotions or invited members of the Libraries Faculty. One member shall be elected, and one member shall be appointed each year.

The term for members shall be two years. The duties of the committee shall be to counsel and advise any faculty member who seeks such advice with respect to any problem affecting his or her status as a member of the University. The Committee may also on its own initiative make suggestions on personnel matters to the University administrative officers and the Libraries Faculty.

4. In accordance with the University Policy Library, Section 50.1.9B(5), there shall be a Planning Committee consisting of: the Faculty Chair (who will serve as chair), the Faculty Vice Chair, the Faculty Secretary, and members selected by the Faculty from the units or areas they represent:

- New Brunswick Libraries Representative – 1 year term
- Camden Robeson Library Representative – 2 year term
- Newark Dana Library Representative – 2 year term
- Health Sciences Libraries Representative – 2 year term
- Special Collections Representative (Special Collections and University Archives and Institute for Jazz Studies) – 2 year term
- Technical and Automated Services Representative – 2 year term
- Shared User Services Representative—2 year term

In accordance with the University Policy Library, Section 50.1.9B(5), this committee shall advise the Vice President for Information Services and University Librarian on:

- a. program priorities in the area of faculty line assignments; the provision of library

- services and collections; research, and service in relation to resource allocation; and
- b. long range planning (3 to 5 years) in the areas listed above.

The committee shall also

- a. bring to the Vice President for Information Services and University Librarian and the Libraries' administration, issues, concerns, and suggestions from the teaching departments and other academic units;
- b. act on behalf of the Faculty at such times when the Faculty as a whole cannot meet and;
- c. exercise such powers as the Faculty may delegate to it.

5. In accordance with the University Policy Library, Section 50.1.9B, there shall be a Rules of Procedure Committee. It shall consist of five members, elected from the Faculty. Members shall serve three-year terms, with approximately one-third of the members elected each year. A chairperson with a minimum of three years of experience as a faculty member in the Rutgers University Libraries shall be elected by the committee to serve for a two-year term. This committee is responsible for maintaining the Bylaws of the Libraries Faculty and the Rules of Procedure of the Libraries Faculty, serves as the Nominating Committee for faculty-wide elections, and conducts those elections.

6. There shall be the following standing committees:

- a. Personnel Policy and Affirmative Action Committee (PPAAC)
- b. Research Leave Review Committee
- c. Scholarly and Professional Activity Committee (SAPAC)

7. There shall be a Personnel Policy and Affirmative Action Committee (PPAAC) consisting of five members elected by the Faculty. The term of office shall be two years. The administrative officer responsible for personnel shall serve ex officio as a non-voting member of this committee. A chairperson with a minimum of three years of experience as a faculty member in the Rutgers University Libraries shall be elected by the committee.

This committee shall advise the Faculty and the Vice President for Information Services and University Librarian on affirmative action and personnel matters relating to faculty positions, recruitments, and search committees.

8. The Research Leave Review Committee shall consist of three tenured members elected by the faculty. In addition, each year one tenured member will be elected by the faculty as an alternate member for a term of one year. One tenured member shall be elected each year for a term of three years. This committee shall advise the Vice President for Information Services and University Librarian with respect to applications by faculty members for Sabbatical Leave Program leaves and Short Research Assignment (SRA) leaves.

9. The Scholarly and Professional Activity Committee (SAPAC) shall consist of five members elected by the Faculty. The term of office shall be for three years. The Committee shall be responsible for presenting seminars and programs relevant to the research and publication

interests of the Faculty, for maintaining liaison with the Faculty of the School of Communication and Information and other professional groups for this purpose.

10. The organization of statutory and standing committees shall be as follows:

- a. Each committee shall elect a chair and may elect a vice chair.
- b. Records of each committee shall be retained for future use by the committee, the Vice President for Information Services and University Librarian, the President of the University, and the Board of Governors.
- c. Committees, as appropriate, shall seek the advice of other groups, and individuals, both within and outside the University Libraries.

11. To further the work of the Faculty, the Vice President for Information Services and University Librarian may, in consultation with the Faculty, at any time appoint ad hoc committees. After an ad hoc committee has been appointed for two consecutive years, the Vice President for Information Services and University Librarian shall request the approval of the Faculty to create a standing committee with the same name and duties. Otherwise, the committee shall be disbanded.

Section VII. Library Faculty Units

1. The University Library Faculty shall be divided into the following units:

- a. The New Brunswick Libraries (NBL).
- b. Special Collections and University Archives (SC/UA).
- c. Technical and Automated Services (TAS).
- d. The Paul Robeson Library and branches, if any.
- e. The John Cotton Dana Library and branches, if any.
- f. Planning and Organizational Research.

2. Faculty members who are not structurally affiliated with a single named unit or department shall be assigned to a named unit by mutual written consent among the Vice President for Information Services and University Librarian, the candidate, and the unit(s).

3. There shall be an established procedure for library faculty to provide input upon matters of appointments, promotions and non-reappointments.

4. Membership in the unit shall be consistent with unit designations above and shall be governed by Section I of these Bylaws.

5. Each unit shall have a Director or Associate University Librarian who, under the Vice President for Information Services and University Librarian, shall have general administrative responsibility for the unit; to plan with the members of the unit ongoing improvements in the unit's programs, to evaluate continuously the library services and resources, and research, and administrative processes of the unit, and to make appropriate recommendations to the Vice President for Information Services and University Librarian; to evaluate periodically members of the department, and report the evaluations as required; in consultation with the members of the unit on

indefinite tenure to recommend appointments, reappointments, promotions, non-reappointments, and dismissals in accordance with University policies and regulations; to see that adequate supervision, advice, and training are afforded new members of the unit and other members who might profit thereby; to collect and maintain thorough records of each member's librarianship, scholarship and service, taking particular care to measure effectiveness objectively and continuously by such means as peer reviews and student and service evaluations; and generally to promote the effectiveness of the unit, libraries, and University by every appropriate means.

Section VIII. Amendment of the Bylaws

These Bylaws may be amended, added to or repealed by a majority vote of the membership present at any duly constituted meeting, provided written notice of the changes has been sent by the Rules of Procedure Committee to each member at least two weeks before the meeting, and provided that such changes are not contrary to University policies.

Section IX. Parliamentary Authority

All meetings of the University Libraries Faculty and all meetings of standing committees shall be conducted according to Parliamentary Law as set forth in Robert's Rules of Order, current edition.

Adopted, August 1970

Amended, November 1973; February 1974; June 1975; July 1977; November 1978

Amended, May 1980; December 1984; December 1988; June 1989

Amended, May 1990; May 1992; June 1993; November 1994; May 1997; June 1998; April 1999

Amended, June 2000; June 2001; March 2002; June 2003; June 2004; November 2004; June 2005; March 2006; November 2007; November 2009

Amended, February 2010; November 2011; October 2012; March 2014; June 2014; October 2015, December 2015, March 2016, March 2017

RULES OF PROCEDURE

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**UNIVERSITY LIBRARIES FACULTY
RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY**

RULES OF PROCEDURE

Section I. Nominations, Appointments and Elections

1. Nominations for elective officers.
 - a. The Rules of Procedure Committee shall nominate at least two candidates for each vacancy, whenever possible.
 - b. Terms of all newly-elected and appointed officers commence July 1, unless otherwise specified in University or campus policies.
2. Voting shall be by secret ballot according to the Libraries Faculty Rules of Procedure.
 - a. A majority of the members eligible to vote, and voting, shall be required to elect officers.
 - b. The nominating process shall be administered electronically and shall take place during the spring semester, well before the annual election. The Rules of Procedure Committee shall distribute a call for nominations to all members of the faculty. Those members who wish to be nominated or to nominate others for offices or committee seats shall notify the Rules of Procedure Committee. After confirming the willingness of nominees to stand for election, the Rules of Procedure Committee shall prepare a ballot for the purposes of the annual election.
 - c. The election shall be conducted by secret ballot, either electronically or using paper ballots, by April 30, unless otherwise specified in University or campus policies. If paper ballots are used, then the ballot itself should be placed unsigned in a plain envelope and marked "Ballot". This envelope should then be enclosed in another envelope bearing the voter's signature and addressed to the chairperson of the Rules of Procedure Committee.
 - d. The votes will be tabulated by the Rules of Procedure Committee. In the case of a tie, there shall be a special ballot.
 - e. The results of the election shall be published in electronic form.
 - f. Ballots and other documentation from an election will be retained until the expiration of all of the terms of office covered by that election. Election results will be retained in perpetuity.

Section II. Amendment of the Rules of Procedure

These Rules of Procedure may be amended, added to or repealed by a majority vote of the membership present at any duly constituted meeting, provided written notice of the changes has

been sent by the Rules of Procedure Committee to each member at least two weeks before the meeting, and provided that such changes are not contrary to University policies.

Amended, November 1994; May 1997; June 1998

Amended, June 2001; March 2002; November 2007; November 2009

Amended, March 2014; June 2014