CONSTITUTION AND BYLAWS OF THE FACULTY OF THE UNIVERSITY OF SOUTH CAROLINA LIBRARIES
(Revised April 2017)

ARTICLE I

NAME

The name of this organization shall be the Faculty of the University of South Carolina Libraries hereafter referred to as the Faculty.

ARTICLE II

PURPOSE

The purpose of the Faculty shall be to:

A. Discuss faculty-related and professional issues and to generate appropriate action regarding these issues.

B. Promote communications and interaction among the Faculty.

C. Provide a means by which Faculty may participate in the formulation and evaluation of library goals and policies. Such policies will include matters affecting library personnel and service to patrons.

D. Provide a forum wherein Faculty opinions and recommendations regarding library policies may be expressed.

E. Participate in the formulation of policies regarding the welfare and interests of its members. These policies include, but are not limited to, rank and status, appointment and promotion; grievance procedures; evaluation and salaries; benefits and leaves.

F. Promote and encourage the professional development of the Faculty.

ARTICLE III

MEMBERSHIP

The members of the Faculty shall be: the Dean of Libraries and all librarians under the administration of University Libraries.

Voting privileges shall be extended only to those members holding appointments as tenure-track, tenured, or non-tenure-track library faculty.
ARTICLE IV

OFFICERS

A. The PRESIDING OFFICER shall be elected to a two-year term and may not serve more than one consecutive term.

Duties:
1. preside at meetings or designate a representative to preside
2. appoint committees
3. work with the Secretary on the agenda for each meeting

B. The SECRETARY shall be elected to a one-year term and may not serve more than two (2) consecutive terms.

Duties:
1. distribute to all faculty notice of the time, place, and agenda of meetings at least five working days before the meeting
2. take minutes of meetings
3. distribute minutes to faculty
4. serve as chair of the Nominations and Elections Committee

C. The PARLIAMENTARIAN shall be elected to a one-year term, and may be reelected.

Duty:
1. interpret procedures from the latest edition of Robert’s Rules of Order

ARTICLE V

MEETINGS

A. A quorum of two thirds of the Faculty must be present for the transaction of business.

B. The Faculty shall normally convene on the following months: January, March, May, September, and November, at a time to be scheduled.

C. A special meeting may be called by the Presiding Officer or the Secretary. Upon petition to the Presiding Officer or the Secretary by at least 10 members of the Faculty, a special meeting shall be convened within 7 days.

D. Meetings are open to all library faculty; other persons may attend by invitation of any Faculty officer.

E. Any member of the Faculty may submit items for the agenda. These must be submitted in writing to the Secretary at least 10 days in advance of the next meeting.

F. Voting shall take place by voice vote or, if the result is unclear, by a show of hands for any business before the Faculty that does not have voting procedures delineated elsewhere in the
bylaws. A written ballot may be requested by any member of the Faculty.

ARTICLE VI

NOMINATIONS AND ELECTIONS

A. General elections for Faculty officers and Faculty committees, except for the Libraries Select Tenure Committee, shall be held during the May meeting. Elections for the Select Tenure Committee and for Faculty Senate representatives shall be held during the March meeting. Voting shall be by written ballot. Elected terms shall commence in September. Should a vacancy occur, the unexpired term shall be filled by special election. Special elections shall be conducted as necessary.

B. The Nominations and Elections committee shall conduct elections. The duties shall include the preparation, distribution, collection, and count of the ballots.

C. Nominations shall be submitted to the Secretary for inclusion on the ballots at least ten working days prior to the election date. Any eligible member may make a nomination. The secretary shall contact the nominee for acceptance of the nomination, and shall distribute the list of nominees with the agenda for the next meeting. Nominations may also be taken from the floor prior to the casting of the vote.

D. Paper ballots shall be distributed during the Faculty meeting unless absentee voting procedures are requested by a member of the Faculty at least one day prior to the meeting in which elections will be held.

E. If absentee voting procedures are requested, the Secretary will email a ballot to all voting faculty after the meeting. Faculty will print out the ballot and cast their votes. The ballot is then placed in an envelope and sealed. That envelope is then placed in a second sealed envelope with the faculty members name written across the sealed flap. This double envelope is then sent to the faculty secretary. All ballots must be received within 10 days of the ballot being sent out.

F. The elections shall be determined by a majority of votes cast. If no candidate has a majority after the vote, a second vote shall be cast with the two candidates receiving the highest number of votes constituting the ballot. Faculty Senate representatives shall be elected by a plurality of votes cast. The Secretary shall announce election results.

G. An election might not occur if the Nominations and Elections Committee have only one nominee for each vacancy and there are no additional nominations from the floor. Then the Presiding Officer can ask the faculty to approve the slate of nominees by acclamation.

ARTICLE VII

FACULTY COMMITTEES

A. STANDING COMMITTEES:
1. All standing committees of the Faculty shall be described in the Addendum to these Bylaws.

2. The standing committees of the Faculty shall be:
   a. Libraries Select Tenure Committee
   b. Nominations and Elections Committee
   c. Library Professional Development Committee
   d. Peer Review Committee

3. Other standing committees may be established at any time by a vote of two-thirds majority of the Faculty. At the time of creation of a new committee, the name, size, method of selection (election or appointment), and terms of office shall be determined. The chairperson of a new committee shall submit to the Secretary, as soon as possible, a description to be included in the Addendum.

B. TASK FORCES AND AD HOC COMMITTEES

   A task force or ad hoc committee for a specific purpose may be established at any time by the Presiding Officer or by vote of the Faculty. Selection of the committee may be by election or appointment. The committee will be automatically dissolved when it has fulfilled its mission.

ARTICLE VIII

AMENDMENTS

Changes to the Constitution and Bylaws may be proposed by any member of the Faculty. A written proposal must be submitted to the Secretary for inclusion on the agenda of the next Faculty meeting. A copy of the proposed amendment must be distributed with the agenda.

The voting procedures will be handled by the Nominations and Elections Committee. Ratification shall require a two-thirds majority of those present by written ballot.

ADDENDUM: LIBRARY FACULTY STANDING COMMITTEES

A. LIBRARIES SELECT TENURE COMMITTEE

1. Purpose: The purpose of the Libraries Select Tenure Committee is to recommend members of the Library Faculty for tenure.

2. Membership: The Committee will consist of seven (7) tenured faculty members who have been elected by tenured Library faculty.

3. Elections and Term of Office: The Committee shall be elected at the regularly scheduled March faculty meeting, with elected terms of office commencing on April 1. A full term is three years, and no member may serve consecutive terms.
4. Chair: Outgoing Chair shall call the first meeting of the newly elected Tenure Committee. The Chair of the Libraries Select Tenure Committee shall be elected by the Committee at its first meeting after new members have taken office. The duties of the Chair shall include presiding at meetings of the tenured faculty and calling the first meeting of the Committee after an election has taken place.

5. Meetings: A meeting may be called by the chairperson or upon petition to the chairperson by any two members of the committee.

6. Confidentiality: The proceedings of the Libraries Select Tenure Committee will be confidential with respect to all written materials reviewed and all discussions of individual cases by the Committee.

B. NOMINATIONS AND ELECTIONS COMMITTEE:

1. Purpose: The purpose of the Nominations and Elections Committee is to assist the Secretary of the Library Faculty with all faculty elections.

2. Membership: The Committee shall consist of four (4) members of the Faculty at large and the Secretary. Members are elected by the Faculty at the regularly scheduled May meeting, terms to commence the following September.

3. Term of Office: The term of office is three years, members may not serve consecutive terms, and the term of office will be staggered.

4. Duties: The Committee shall:
   a. assist the Secretary in determining who is eligible to vote and/or run for office.
   b. provide a list of nominees of eligible faculty members for all elections.
   c. count ballots and report election results to the Presiding Officer.
   d. perform any other functions necessary for election of Faculty committees or officers as requested by the Secretary or Presiding Officer.

5. Restrictions: Any Committee member who is running for an office or committee position may not assist in counting the ballots for that particular office. Serving on this committee does not exclude any member from running for any other Faculty committee or office.

C. LIBRARY PROFESSIONAL DEVELOPMENT COMMITTEE

Mission:

The mission of the Library Professional Development Committee shall be to encourage and support faculty and staff development. Functions of the committee shall include such activities as coordinating and publicizing opportunities for development, encouraging and advising faculty and staff in their professional development, and working to provide assistance in the form of time and funding. The Committee shall especially seek to encourage and to assist in their development faculty who are on the tenure track. Through its policies and activities, the Committee shall strive to help the Library better fulfill its mission.

Membership:
1. The Committee will be composed of at least six members and may consist of as many as eight, with a maximum number of six faculty and two staff, each serving a three-year term. Faculty and staff positions will be elected in May as terms expire.

2. Committee membership should strive for balance between public and technical services.

3. Committee members representing the library staff may be nominated by any library employee and will be elected by library staff.

D. PEER REVIEW COMMITTEE

For other faculty at the University, peer review consists of classroom observation as an assessment of teaching. Classroom performance is critiqued and feedback is given. For Library faculty, Librarianship equates to Teaching. Our peer review process provides a collegial, annual assessment of these activities.

The peer review process is one part of a performance review system which includes an annual administrative evaluation including assessments from the department head and student evaluation as appropriate (e.g. librarians who conduct Bibliographic Instruction sessions may opt to solicit student evaluations) and a review from the Library Tenure Committee for those faculty in a tenure track position.

1. Purpose: The Peer Review Committee administers the peer review process.

2. Membership: The Committee shall consist of seven elected, tenured members of the Library faculty. Committee members will serve three-year staggered terms.

3. Leadership: The Committee elects a Chair and a Chair-Elect. It is the Chair’s responsibility to supervise the peer review process, including setting deadlines and distributing documentation.

Peer Review Process

In October, each untenured faculty member who has been in a tenure-track position for at least six months will undergo the peer review process. For tenure track faculty, no peer review will be conducted the year the candidate chooses to be reviewed for tenure. Non-tenure track faculty will have a peer review conducted annually.

Each untenured faculty member or non-tenure track faculty member will be interviewed independently by two Library faculty members. One will be a member of the Committee. The person undergoing review will select the other interviewer. That person may be tenured or untenured, but must have at least gone through the Third Year Review process. No one in direct line of supervision of the faculty member being reviewed may be selected as an interviewer. Two persons undergoing review should not select one another to serve as a reviewer.

The Chair of the Committee will request a list of accomplishments (July-June), job description and a vita from each Library faculty member undergoing peer review. The Chair sends the documentation to the two Library faculty members who will conduct interviews and for those in a tenure-track position to the Chair of the Libraries Tenure Committee.
Each reviewer will consult the documentation provided by the Chair, conduct an in-person interview, complete the peer review form independently and submit the document to the Chair. The Committee will provide a copy of the approved peer reviews to the individual faculty member. The faculty member reviewed will have 10 days from receipt of the review to respond either in writing or by requesting to appear before the Committee to discuss job performance. The Chair of the Committee forwards peer reviews with any attachments to the appropriate supervisor and, in the case of untenured faculty on tenure track, to the Tenure Committee. The original reviews will be retained in the faculty member's personnel file.

In the event a faculty member receives a rating of “does not meet expectations,” the Committee will meet separately in person with the faculty member and the reviewer before a review is accepted. If any peer review does not meet the standards of the Committee, the Committee may request that the reviews be re-administered or may opt to select additional interviewers.
ADDENDUM II: STANDARIZE TIME LINE FOR ANNUAL AND PEER REVIEWS

The following schedule will provide a standardized time line for annual reviews done by supervisors and peer reviews. Due to the structure of the University Libraries annual reviews for tenured faculty are done by the supervisor of that faculty member. The review should address all points that the Select Tenure Committee include on annual reviews for untenured faculty.

Aligning time periods for reviews will take 3 years. Below is the schedule.

Time Line for Reviews

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>April 2009</td>
<td>All faculty work on accomplishments</td>
</tr>
<tr>
<td>April 15, 2009</td>
<td>New chair of Library Tenure starts</td>
</tr>
<tr>
<td>May 2009</td>
<td>Supervisors wrote reviews for their faculty</td>
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<tr>
<td>May 2009</td>
<td>Library Tenure Committee worked on Annual Reviews of un-tenured faculty – using data May 2008-June 2009 (New chair of Library Tenure coordinates this)</td>
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<tr>
<td>Nov 2009-Jan 2010</td>
<td>Peer Reviews</td>
</tr>
<tr>
<td>June 2010</td>
<td>All faculty work on accomplishments May 2009 – June 2010</td>
</tr>
<tr>
<td>July 1, 2010</td>
<td>Vita, job description and accomplishments May 2009 – June 2010 turned in to supervisor</td>
</tr>
<tr>
<td>July 15, 2010</td>
<td>Supervisors write annual reviews for their faculty</td>
</tr>
<tr>
<td>June 2011</td>
<td>All faculty work on accomplishments July 2010 – June 2011</td>
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Continue time line.

Bylaws Adopted by Library Faculty
November 14, 2002