CONSTITUTION AND BYLAWS OF THE FACULTY OF THE UNIVERSITY OF SOUTH CAROLINA LIBRARIES
(Revised January 2014)

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/Development 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 six members, each serving a three-year term.

2. The Committee should strive for balance between public and technical services, and should include one appointed member of the administration and one member of library staff.

3. The first year, five members will be elected, one for a three year term, two for two-year terms, and two for one year. As terms expire, new members will be elected by the entire faculty every year at the regular May meeting.

D. PEER REVIEW/DEVELOPMENT COMMITTEE

The University Libraries faculty supports peer review through the use of an evaluation instrument or guide based upon the tenure criteria under Librarianship and through the use of interview peer reviews. The peer review process will be overseen by the Peer Review/Development Committee. This Committee will insure fairness, confidentiality and consistency in the performance of peer reviews and will monitor discipline-specific components. Each untenured faculty member, whether tenure track or non-tenure track, will be evaluated annually. The peer review is used to evaluate effectiveness as a librarian and to improve and strengthen primary job performance where indicated.

The peer review 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 (For example: 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. The Committee shall consist of seven elected, tenured members of the Library faculty. Committee members will serve three-year staggered terms. The purpose of the Committee is to administer peer review and to monitor any discipline-specific components.

2. In October after annual supervisor evaluations are completed, each untenured faculty member who has been in a tenure-track position for at least six months will undergo a confidential interview peer review. Non-tenure track faculty will have a peer review conducted every year in October. The interviews will be conducted by two faculty members. One interviewer will be selected by the faculty member being reviewed and may be either tenured or untenured. The second interviewer will be either a member of the Committee or someone appointed by that Committee. No one in the direct line of supervision of the faculty member being reviewed may be selected as an interviewer. For tenure track faculty no peer review will be conducted the year the candidate chooses to be reviewed for Tenure.

3. Prior to the time of the review, tenure track or non-tenure track librarians will provide the Committee with a description of their assigned duties, a vita, and a list of accomplishments since the last annual evaluation.

4. Each interviewer, without consultation with the other, will complete the "Peer Review Guide" paying special attention to areas deemed unsatisfactory. Comments are required for all ratings of satisfactory and unsatisfactory. In the case of "unsatisfactory," specific deficiencies should be noted with recommendations for improvement.
5. In the event that the listed criteria under Librarianship do not adequately cover the existing job responsibilities of the faculty member being reviewed, one or two additional criteria may be added as "write-ins" contingent upon the agreement of the faculty member and the Committee.

6. The peer reviews will be submitted within five working days to the Committee. The Committee will examine the reviews for fairness and consistency. If peer reviews do not meet the standards of the Committee, the Committee may request that the reviews be re-administered or may opt to select additional interviewers. In the event that the two peer reviews provide conflicting viewpoints as to job performance, the Committee will meet with the interviewers to mediate the issue(s) and may opt to select additional interviewers to provide a wider range of viewpoints.

7. The Committee will provide a copy of the approved peer reviews to the individual faculty member. The faculty member reviewed will have 10 days to respond either in writing or by requesting to appear before the Committee to discuss job performance. The Committee may also request the faculty member's supervisor to appear. The peer reviews with any attachments will be forwarded to the appropriate supervisor and, in the case of untenured faculty on tenure track, to the Tenure Committee. Peer reviews will be included as part of the annual written administrative evaluation by the supervisor and by the Tenure Committee for untenured faculty on tenure track. The reviews will be retained in the faculty member's personnel file.

8. Librarians wishing to conduct student evaluations of their teaching performance may do so and may include those evaluations as part of the annual performance review system by submitting them to the Peer Review/Development Committee for review and distribution.

**Discipline-Specific Components:**

1. "Unsatisfactory" overall performance on a peer review is defined as receiving an "unsatisfactory" on 50% or more of the applicable criteria.

An overall annual performance review of "unsatisfactory," which includes peer review evaluations, requires a written development plan to restore satisfactory performance. This written plan should outline deficiencies and the action(s) required to meet performance goals. The actions required should be quantified if possible. The development plan should be prepared by the faculty member's supervisor, department head, and, if needed, other administrators in the line of supervision. The Committee is responsible for monitoring progress toward meeting performance goals as outlined in the development plan.

2. In the case of noted deficiencies that do not warrant an overall rating of "unsatisfactory" on a peer review or on the annual performance review, the faculty member should work with the supervisor, department head, and, if needed, other administrators in the line of supervision to improve performance before the next annual performance review; however, a written development plan is not required at this time. If performance goals are not met by the next annual review, a written development plan could be required.

**Implementation**

1. All pre-tenured faculty will be peer reviewed each year beginning in 1998.
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

April 2009 All faculty work on accomplishments
April 15, 2009 New chair of Library Tenure starts
May 2009 Supervisors wrote reviews for their faculty
May 2009 Library Tenure Committee worked on Annual Reviews of un-tenured faculty – using data May 2008-June 2009 (New chair of Library Tenure coordinates this)
Nov 2009-Jan 2010 Peer Reviews

June 2010 All faculty work on accomplishments May 2009 – June 2010
July 1, 2010 Vita, job description and accomplishments May 2009 – June 2010 turned in to supervisor
July 15, 2010 Supervisors write annual reviews for their faculty

June 2011 All faculty work on accomplishments July 2010 – June 2011
July 1, 2011 Vita, job description and accomplishments July 2010 – June 2011 turned in to supervisor
July 15, 2011 Supervisors write reviews for their faculty

Continue time line.

Bylaws Adopted by Library Faculty
November 14, 2002