

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

BYLAWS

| | |
|--|----|
| UNIVERSITY LIBRARIES FACULTY | 1 |
| INTRODUCTION | 1 |
| ARTICLE I. MEMBERSHIP AND APPLICATION | 2 |
| Section 1: MEMBERSHIP | 2 |
| Section 2: APPLICATION | 2 |
| ARTICLE II. ADMINISTRATIVE ORGANIZATION, DUTIES, AND POWERS | 3 |
| Section 1. ADMINISTRATION | 3 |
| Section 2. LIBRARY UNITS | 3 |
| ARTICLE III. FACULTY ORGANIZATION, DUTIES, AND POWERS..... | 4 |
| Section 1. DUTIES AND POWERS | 4 |
| Section 2. OFFICERS OF THE FACULTY..... | 5 |
| Section 3: NOMINATIONS, APPOINTMENTS, AND ELECTIONS | 6 |
| Section 4. FACULTY MEETING PROCEDURES | 8 |
| Section 5. STATUTORY AND STANDING COMMITTEES..... | 10 |
| Section 6. PROCEDURAL REGULATIONS FOR COMMITTEES | 11 |
| ARTICLE IV. APPOINTMENT, REAPPOINTMENT AND PROMOTION OF FACULTY | 12 |
| ARTICLE V. AMENDMENTS | 12 |

INTRODUCTION

Rutgers University Libraries are the preeminent public research library in the State of New Jersey. The Libraries support and enrich the instructional, research, and public service missions of Rutgers, The State University of New Jersey through the stewardship of scholarly information and the delivery of information services.

The Rutgers 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 Rutgers 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 shared governance of the Rutgers University Libraries Faculty and adhere to the applicable provisions of University policies, which supersede the bylaws in the event of conflict. Nothing in these bylaws shall contravene any provision of any applicable University policies, Rutgers collective negotiations agreements, or laws and regulations.

ARTICLE I. MEMBERSHIP AND APPLICATION

Section 1: MEMBERSHIP

- 1.1 These bylaws shall apply to all Libraries Faculty and all Libraries Faculty activity within Rutgers University Libraries.
- 1.2 The Rutgers University Libraries Faculty shall consist of the President of the University, the Senior Vice President for Academic Affairs, the Vice President for Information Services and University Librarian, and those holding faculty appointments reporting directly or indirectly to the Vice President for Information Services and University Librarian.
- 1.3 Librarians who serve specific schools, colleges, or academic centers within the University, but do not hold faculty appointments reporting directly or indirectly to the Vice President for Information Services and University Librarian, may be invited as guests to meetings of the Libraries Faculty and may be accorded the privilege of the floor, but shall not be entitled to vote.

Section 2: APPLICATION

- 2.1 It is the policy of the University to foster and maintain full freedom of discussion, inquiry, teaching and research. It is the responsibility of the faculty of the University to foster and maintain high standards of professional, academic and public conduct. Every member of the faculty of the University is entitled to discuss relevant subjects freely. In research and publication each faculty member is entitled to discuss freely those subjects with which he or she is competent to deal, to pursue inquiry thereunto and to present and endeavor to maintain the opinions and conclusions relevant thereunto. While free to express those ideas which seem to him or to her justified by the facts, the faculty member is expected to maintain standards of sound scholarship and librarianship. Every member of the faculty of the University is obliged by his or her position and the standards of his or her profession to work for the betterment of the University, its component schools, the academic community and the communities where the University facilities are located.

ARTICLE II. ADMINISTRATIVE ORGANIZATION, DUTIES, AND POWERS

Section 1. ADMINISTRATION

- 1.1 The Vice President for Information Services and University Librarian plays a central role in the University's and the Libraries' academic mission and is the principal administrative officer of the University Libraries system. The duties of the Vice President for Information Services and University Librarian include:
 - 1.1.1 Responsibility for the administration of the Libraries, including its collections and educational, research and service programs, and for promoting the development and effectiveness of the Libraries;
 - 1.1.2 Leadership of the faculty in carrying out its responsibilities;
 - 1.1.3 Ensuring that the academic decisions of the Faculty and the Libraries' officers are carried out within the limitations of the Libraries' fiscal restraints, and the University regulations, policies, and procedures;
 - 1.1.4 Responsibility for fiscal planning and administration of the Libraries' budget in consultation with appropriate University officers and Libraries' faculty and staff;
 - 1.1.5 Overall supervision of the personnel of the Libraries;
 - 1.1.6 Recommendations on faculty and administrative appointments, reappointments, promotions, and conferral of tenure in accordance with University regulations;
 - 1.1.7 Oversight of career development for the faculty and staff of the Libraries;
 - 1.1.8 Assignment of space within the Libraries;
 - 1.1.9 Development and approval of content on the faculty pages of the Libraries' staff website in consultation with the Faculty;
 - 1.1.10 Provide updates and/or reports to the Planning Committee and faculty concerning the operation, strategic plans, and vision of the Libraries.

Section 2. LIBRARY UNITS

- 2.1 Library units, as defined by the Vice President for Information Services and University Librarian in consultation with the Planning Committee and the Unit Directors, are identified to the Office of Academic Labor Relations for the purposes of appointment and promotion. A list of units shall be maintained on the libraries staff webpages.
- 2.2 Each unit shall have a Unit Director who, under the Vice President for Information Services and University Librarian, shall have general administrative responsibility for the unit and may participate in the educational, research, and service programs of the unit.
- 2.3 Under the Vice President for Information Services and University Librarian, the Unit Director's duties include:

- 2.3.1 Establishment of annual goals and objectives in alignment with the goals and priorities of the Libraries and its Administration, with delegation of these duties as appropriate;
- 2.3.2 Planning with the members of the unit ongoing improvements in the unit's operations, services, resources, and programs;
- 2.3.3 Development and operation of the unit, including but not limited to financial management;
- 2.3.4 Continuous evaluation of the services, resources, research, and administrative processes of the unit;
- 2.3.5 Supervision of unit personnel, including periodic evaluations and the reporting of evaluations as required;
- 2.3.6 Provision of adequate supervision, advice, and training to new members of the unit and other members who might profit thereby;
- 2.3.7 Recommendations to the Vice President for Information Services and University Librarian regarding appointments, reappointments, promotions, leaves, non-reappointments, dismissals, and acceptance of resignations in accordance with university policies, regulations, and applicable collective negotiations agreements;
- 2.3.8 Collection and maintenance of thorough records of each member's librarianship, scholarship, and service as appropriate;
- 2.3.9 Preparation and submission of an annual report to the Vice President for Information Services and University Librarian regarding instructional activities, professional activities, research performance, scholarly publications and other scholarly works, service accomplishments, performance, and progress of unit faculty and staff;
- 2.3.10 General promotion of the effectiveness of the unit, the Libraries, and the University by every appropriate means.

ARTICLE III. FACULTY ORGANIZATION, DUTIES, AND POWERS

Section 1. DUTIES AND POWERS

- 1.1. The Faculty may consider and address all appropriate matters of general interest and concern to the Libraries and shall have jurisdiction within Rutgers University Libraries as a unit of the university over academic matters, subject to review by the Vice President for Information Services and University Librarian and the University Senate, and consistent with the policies of the University and the Board of Governors.
- 1.2. The Faculty shall be responsible for and shall have duties and powers to make recommendations to the Vice President for Information Services and University Librarian, in accordance with the University's and Libraries' missions, regarding:
 - 1.2.1. The maintenance and furtherance of intellectual freedom;
 - 1.2.2. The encouragement of research, scholarship, teaching, and service activities of faculty members.

- 1.3. The Faculty shall have duties and powers to make recommendations to the Vice President for Information Services and University Librarian, in accordance with the University's and Libraries' missions, regarding:
 - 1.3.1. Program priorities and long-range planning, in relation to the allocation of resources, in the areas of faculty line assignments; the provision of library services and collections; research; and service.
 - 1.3.2. The review of the actions of the standing committees.
- 1.4. The Faculty shall adopt regulations governing its own procedures. Such regulations are to be embodied in bylaws and/or rules of procedure.
- 1.5. Ordinarily, communication between the Faculty and Senior Vice President for Academic Affairs or the President regarding issues of importance to the Faculty or the Libraries shall be through the Vice President for Information Services and University Librarian. However, when the Faculty deems it appropriate or necessary, the Faculty may communicate directly with the Senior Vice President for Academic Affairs or the President.

Section 2. OFFICERS OF THE FACULTY

- 2.1 In accordance with University policy, the Vice President for Information Services and University Librarian is the principal administrative officer of the University Libraries system. The officers of the Faculty shall include the Vice President for Information Services and University Librarian, the Faculty Chair, the Faculty Vice Chair, the Secretary, and the Parliamentarian.
- 2.2 The Faculty shall elect a Faculty Vice Chair each year for a term of two years. This person shall be Faculty Vice Chair for their first year in office and Faculty Chair for their second year in office.
 - 2.2.1 The Faculty Chair shall: represent the Faculty within the structure of the organization on the Planning Committee; serve as chair of the Planning Committee; coordinate the activities of the Faculty; advise the Vice President for Information Services and University Librarian regarding academic and other matters pertinent to the Libraries; and advise the library Unit Directors regarding academic and other matters pertinent to the Libraries.
 - 2.2.2 The Faculty Vice Chair shall: represent the Faculty within the structure of the organization on the Planning Committee.
- 2.3 The Faculty shall elect a Secretary from among its members who shall record the minutes of the Faculty meetings and the minutes of the Planning Committee meetings.
 - 2.3.1 The term of office shall be two years.
 - 2.3.2 A draft of the minutes of each meeting of the Faculty shall be shared with the Vice President for Information Services and University Librarian no later than three weeks after the meeting. These minutes shall be made available to

faculty for review and approval at the next meeting of the faculty body.
Approved minutes shall be made available on the Libraries' staff pages.

- 2.4 A Parliamentarian shall be appointed by 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 the current edition of *Robert's Rules of Order*.

Section 3: NOMINATIONS, APPOINTMENTS, AND ELECTIONS

- 3.1 Nominations, appointments, and elections procedures shall be governed by this section, unless otherwise provided for in these bylaws.
- 3.2 Elections shall be conducted by the Rules of Procedure Committee and voting shall be by secret ballot.
 - 3.2.1 A plurality of the members eligible to vote, and voting, shall be required to elect officers.
 - 3.2.2 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.
 - 3.2.3 The votes will be tabulated by the Rules of Procedure Committee. In the case of a tie, there shall be a special ballot.
 - 3.2.4 The results of elections and appointments shall be published in electronic form.
 - 3.2.5 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.
- 3.3 Nominations for Rutgers University Libraries elective offices shall be made by the Rules of Procedure Committee.
 - 3.3.1 The Rules of Procedure Committee shall nominate at least two candidates for each vacancy, whenever possible.
 - 3.3.2 The nominating process shall be administered electronically when possible, 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.

- 3.3.3 Any member of the Faculty having voting rights shall be eligible for nomination or appointment to office except as hereinafter stated.
 - 3.3.3.1 Tenure status, percentage of appointment in the Libraries, percentage of administrative appointment in the Libraries, unit and reporting relationship as of March 1 of the year in which the annual election occurs shall determine eligibility for an elective or appointive office.
 - 3.3.3.2 Faculty whose primary assignment is administrative and who report directly to the Vice President for University Libraries and University Librarian or the Associate Vice President for Campus Libraries shall be eligible to vote but not be eligible for elected office.
 - 3.3.3.3 The Vice President for Information Services and University Librarian shall be eligible to vote but not be eligible for elected office.
 - 3.3.3.4 Only faculty with appointments in the Libraries of fifty percent or greater and who are tenured faculty, Librarians of Practice I, or Librarians of Practice II are eligible to serve as Faculty Vice Chair and ultimately Faculty Chair.
- 3.4 Terms of all newly-elected and appointed officers commence July 1, unless otherwise specified in University or campus policies.
- 3.5 Vacancies to appointive offices shall be filled by the Vice President for Information Services and University Librarian.
- 3.6 Should the office of Faculty Chair be vacated, either temporarily or permanently, the Faculty Vice Chair will assume the role of Chair.
- 3.7 Should a vacancy, either temporary or permanent, arise in an elective office of Rutgers University Libraries other than the Faculty Chair, the chair of the affected committee, in consultation with the members of said committee, or in consultation with the Faculty as a whole in the case of a vacancy in the office of Faculty Vice Chair or Faculty Secretary, 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 Rules of Procedure Committee shall hold a special election to elect a faculty member eligible to serve according to the requirements of the bylaws.
- 3.8 Election or appointment to faculty committees shall be conducted as follows:
 - a) The Advisory Committee on Appointments and Promotions shall consist of four to six tenured faculty members appointed by the Vice President for Information Services and University Librarian. The committee chair shall be appointed by the Vice President for Information Services and University Librarian from among the members of the committee.

- b) The Committee of Review shall consist of four tenured faculty members: two members appointed by the Vice President for Information Services and University Librarian and two members elected by the Faculty. Members may not be members of the Advisory Committee on Appointments and Promotions. One member shall be elected, and one member shall be appointed each year. The term for members shall be two years. The committee shall elect a chairperson from among its members.
- c) The Planning Committee shall consist of the Faculty Chair (who will serve as chair); the Faculty Vice-Chair; the Faculty Secretary; a non-tenure track (NTT) faculty representative elected by the Faculty as a whole; and a faculty member from each unit selected by the faculty from the unit they represent according to local procedures. The term for members shall be one year.
- d) The Rules of Procedure Committee shall consist of five members elected by the Faculty. Members shall serve three-year terms, with approximately one-third of the members elected each year. The committee shall elect a chairperson from among its members.
- e) The Scholarly and Professional Activity Committee (SAPAC) shall consist of five elected members. The term of office shall be three years. The committee shall elect a chairperson from among its members.
- f) Membership to ad-hoc committees shall be appointed by the Vice President for Information Services and University Librarian, and the term shall be one year. The committee chair shall be appointed by the Vice President for Information Services and University Librarian from among its members.

3.9 The Rules of Procedure Committee shall also conduct elections for the following University or campus offices:

- a) University Senator/Senators
- b) New Brunswick Faculty Council Representatives
- c) Newark Faculty Council Representative
- d) Camden Faculty Council Representative
- e) Other elective officers that may be designated

3.10 Members of the Faculty are eligible to vote in the faculty elections as provided in Article I of these bylaws. Voting for University offices is governed by University policies. Voting for campus specific representatives is governed by campus policies.

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

Section 4. FACULTY MEETING PROCEDURES

- 4.1 In accordance with University policy, the Vice President for Information Services and University Librarian shall preside at all meetings governed by these bylaws unless the President of the University is present and presides.
- 4.2 Meetings of the Faculty shall occur no less than three times per year; one in the fall term, one in the spring term, and the annual business meeting in June.
 - 4.2.1 The Faculty Chair, in consultation with the Vice President for Information Services and University Librarian, shall give written notice with agenda of all meetings to all members of the Faculty, generally at least two weeks in advance of the meeting.
 - 4.2.2 Committee reports or materials relevant to an agenda item must be circulated to the faculty body by the committee chair at least one week in advance of the meeting.
- 4.3 In accordance with University policy, special meetings of the Faculty may be called by the Faculty Chair, by the Vice President for Information Services and University Librarian, by the Senior Vice President for Academic Affairs, by the President of the University, or upon the written request of 25 percent of the faculty members to the Vice President for Information Services and University Librarian.
 - 4.3.1 Any member may request to any of the above that a special meeting be called.
 - 4.3.2 A special meeting shall be announced preferably two weeks, but no later than five working days, prior to the occurrence of the meeting.
 - 4.3.3 A call to a special meeting shall include a statement of the purpose for which the meeting is to be held.
- 4.4 Twenty-five percent of the voting membership shall constitute a quorum for the transaction of business.
- 4.5 All regular and special meetings of the Faculty shall be conducted according to the current edition of *Robert's Rules of Order*, except as otherwise stipulated by these bylaws.
- 4.6 Any interested party may be invited to attend Faculty meetings as an invited guest upon the agreement of the Faculty Chair and the Vice President for Information Services and University Librarian. Invited guests may be accorded the privilege of the floor but shall not have the right to vote. The Faculty may also choose to conduct closed sessions.
- 4.7 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.

- 4.8 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.
- 4.9 A meeting may be conducted and/or attended virtually, provided all members can simultaneously hear one another and participate.
 - 4.9.1 The order and business of virtual meetings shall follow the standards established for in person meetings.
 - 4.9.2 Virtual attendees must be authenticated via a method approved by the Vice President for Information Services in consultation with the Faculty Chair.
 - 4.9.3 Voting is limited to members in attendance, either in person or virtually, when the vote is taken.

Section 5. STATUTORY AND STANDING COMMITTEES

- 5.1 University policies require the following statutory committees: the Advisory Committee on Appointments and Promotions; the Committee of Review; the Planning Committee; and the Rules of Procedure Committee.
 - 5.1.1 The Advisory Committee on Appointments and Promotions shall have the responsibility of advising the Vice President for Information Services and University Librarian as to appointments, reappointments, promotions, and granting of tenure. The Committee may also on its own initiative make suggestions as to personnel matters to administrative officers. All matters regarding appointment, reappointment, promotion, and tenure of Faculty shall be in accordance with University and Libraries policies and procedures, and applicable collective negotiations agreements.
 - 5.1.2 The Committee of Review shall counsel and advise any library faculty member who seeks such advice with respect to any problem affecting their status as a member of the University. Faculty members should continue to avail themselves of established services related to their employment status through the appropriate personnel within the University or Libraries structure. The Committee may also on its own initiative make suggestions on personnel matters to the University administrative officers.
 - 5.1.3 In accordance with University policy, the Planning Committee shall advise the Vice President for Information Services and University Librarian on program priorities in relation to resource allocation, in the areas of faculty

line assignments; the provision of library services and collections; research; and service. The committee may also bring issues, concerns, and suggestions from the teaching departments and other academic units to the Vice President for Information Services and University Librarian and the Libraries' administration; act on behalf of the Faculty at such times when the Faculty as a whole cannot meet; and exercise such powers as the Faculty may delegate to it.

- 5.1.4 The Rules of Procedure Committee is responsible for maintaining the bylaws of the Libraries Faculty, ensuring that the bylaws are in conformity with University policies, serving as the Nominating Committee for faculty-wide elections, and conducting those elections.
- 5.2 The Scholarly and Professional Activity Committee (SAPAC), a standing committee, shall be responsible for presenting seminars and programs relevant to the research and publication interests of the Faculty and for maintaining liaison with the faculty of the School of Communication and Information and other professional groups for this purpose.

Section 6. PROCEDURAL REGULATIONS FOR COMMITTEES

- 6.1 The organization of standing and ad-hoc committees shall be as follows:
 - 6.1.1 The Chair of each standing or ad hoc committee shall receive at the time of selection a statement of the charges to that committee from the Vice President for Information Services and University Librarian, or that person's designee.
 - 6.1.2 The Vice President for Information Services and University Librarian, or that person's designee, shall be an ex officio member of each committee of the Libraries and shall receive notices of all meetings.
- 6.2 Committees may seek the advice of other groups and individuals, both internal and external to the Libraries, as appropriate.
- 6.3 Reports of the faculty committees, and reports of other faculty bodies external to the Libraries, shall be delivered to the faculty body by the chair of each faculty committee or by the elected representative to each external faculty body, with copy to the Vice President for Information Services and University Librarian and to the University Archives. These shall be retained for future use by the committee, Faculty, and other officers of the university.
- 6.4 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. When deemed appropriate or necessary, the Faculty may recommend or request that the Vice President for Information Services and University Librarian appoint an ad hoc committee.
 - 6.4.1 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. The Faculty shall be notified when ad hoc committees are constituted and disbanded and will receive a report from such committees at each regularly scheduled faculty meeting.

- 6.5 Membership on committees shall not, unless otherwise stipulated, be considered as representative of a unit, program, or any other division of the Libraries, but rather as the selection of individuals for their abilities to contribute constructively to the fulfillment of the committees' charges.
- 6.6 Members of the Faculty and other persons may be called upon for consultation and may be asked by the Chairperson of the parent committee (with the concurrence of the committee) to serve as non-voting members on special subcommittees.
- 6.7 All committees shall have policies and procedures that are consistent with these bylaws, University policies and procedures, and applicable collective negotiations agreements.

ARTICLE IV. APPOINTMENT, REAPPOINTMENT AND PROMOTION OF FACULTY

- 1.1 Appointments, reappointments, and promotion of faculty members shall conform to University and Libraries policies and procedures, as well as the provisions of applicable collective negotiations agreements.

ARTICLE V. AMENDMENTS

- 1.1 The faculty shall be responsible for amendments to these bylaws in accordance with the procedures in this article.
- 1.2 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, Libraries policies, or applicable collective negotiations agreements.
- 1.3 Amendments to any portion of these bylaws are subject to endorsement by the Vice President for Information Services and University Librarian and the review and approval of the President of the University through the Senior Vice President for Academic Affairs.
- 1.4 The Vice President for Information Services and University Librarian shall provide a written explanation for failure to endorse changes to the bylaws to the Faculty Chair no later than two weeks after the vote.

1.5 Approved bylaws shall be made available on the Libraries' staff pages.

Adopted September 27, 2019