

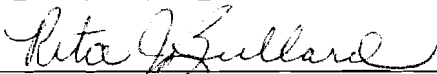
Department Input Document

Eastern Michigan University
Division of Academic Affairs
University Library

This Departmental Input Document received official approval as follows:

Approved by the Department Faculty:

Date: 3-24-05

Signature: 
Chair of the Organization and Procedures Committee

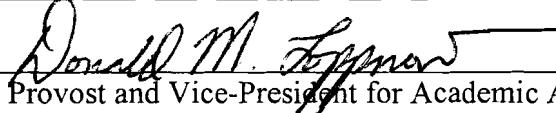
Approved by the University Librarian:

Date: 4-5-05

Signature: 
University Librarian

Approved by the Provost and Vice-President for Academic Affairs:

Date: 1-20-06

Signature: 
Provost and Vice-President for Academic Affairs

Eastern Michigan University

University Library

Department Input Document

This constitutes the Department Input Document for the University Library required by the current agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors.

This document shall not serve to alter, modify or otherwise supersede any provision of the Master Agreement between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors nor shall any provision herein detract from any right(s) or function(s) retained by or granted EMU or EMU-AAUP through the parties' Master Agreement.

Approvals:

Library Faculty, March 24, 2005

A. Definitions and Overview

1. Library Faculty Objectives

The University Library is an integral part of the instructional and research programs of the University. The Library faculty is composed of educators who teach and promote the use of the Library's resources according to a well-defined program. As a part of the academic community, the faculty is committed to a high level of librarianship and media specialization and accepts the responsibilities of this commitment. The Faculty of the Library strive to—

—acquire, organize, preserve, and service print and non-print materials used for instruction, research, and information;

—provide the physical facilities and equipment for the most effective use of these resources;

—instruct students in the use of Library and media material and encourage them in self-education so that libraries may contribute to their future intellectual development;

—advise and assist the academic community in informational, instructional, and research needs and techniques;

—build the Library's resources and increase their availability through cooperative relationships with other institutions.

2. Administration and Input Structure

The University Librarian is the chief administrative officer of the Library. The University Librarian also serves as the Department Head whose duties correspond to those outlined for department heads in the Eastern Michigan University Policy Manual. In this *Department Input Document*, the title of Department Head is synonymous with University Librarian except, in section E, University Librarian is currently synonymous with "dean's-level administrator of the Library."

The Department Head consults the Library faculty on the Library's objectives, procedures, policies and plans for personnel, budget, instruction and services. For this purpose, regular meetings of the faculty are held and committees are established as described in this *Department Input Document*.

The faculty committees are an integral part of Library governance. Standing committees are elected to perform specific duties, conduct discussions, and recommend procedures and policies to the Library faculty and Department Head. Procedures and policy recommendations that have been approved by the Library faculty are given to the Department Head for implementation or guidance and are included in any related reports and recommendations to the Provost or other administrative officers.

3. Library Faculty Appointments and Tenure

The Library follows university procedures for recruitment and appointment of faculty. Minimum qualifications for Library faculty positions and the requirements for faculty appointments are given in the current *Department Evaluation Document* which also describes the Library's policies regarding promotion and tenure.

B. Faculty Governance

1. Membership

All persons holding faculty rank in the Library are voting members of the body governed by this *Department Input Document* except Library administrators and lecturers.

2. Faculty Officers

2.1 The Department Head of the Library chairs the faculty meetings. When the Department Head is unable to attend a meeting, he or she may designate any voting member or Library administrator to serve as chairperson *pro-tempore*. If the Department Head is not present and has not designated a chairperson *pro-tempore*, the faculty may elect a voting member or Library administrator as chairperson *pro-tempore*.

2.2 A Secretary is elected annually by the faculty when committee elections are held. The Secretary records all meetings of the whole faculty in minutes that are circulated to each member, and maintains a file of these minutes including all reports submitted to the faculty. The secretary in consultation with the Department Head and faculty committees prepares and circulates the agenda for each meeting.

2.3 A Parliamentarian is elected annually by the faculty when committee elections are held. The Parliamentarian advises the faculty on rules of procedure and is a member of the Organization and Procedures Committee.

3. Meetings

3.1 The faculty shall meet regularly at least three times during each term of the academic year. The regular meetings shall be called by the Library Department Head, and written notice of each meeting with an agenda shall be sent to the faculty at least 24 hours in advance. The faculty may add items to the agenda at the time of the meeting.

3.2 Regular faculty meetings are governed using this *Department Input Document* and procedural rules adopted by faculty vote. A quorum shall be not less than fifty percent of the Library faculty and a majority of a quorum shall rule. Meetings without a quorum may be continued for discussion and information only, but the standing committee reports and action items must be postponed, any polling is to be by straw vote and not recorded for input, and any minutes taken are unofficial.

3.3 A Special Meeting of the Library faculty may be called by the Department Head or Steering Committee. The call for a Special Meeting and an agenda specifying the discussion topics and action items shall be sent to the faculty forty-eight hours in advance of the meeting. Official polling of the faculty in attendance at a Special Meeting may be conducted if a quorum (see B.3.2 above) of the Library faculty is present at the meeting. Emergency meetings and meetings to discuss issues may be called at any time. At these informal meetings, straw votes may be taken, but no official polling of the faculty shall be conducted for input purposes.

C. Amendments to this *Department Input Document*

All proposed amendments or revisions of this *Department Input Document* shall be presented in writing to the Organization and Procedures Committee, which reports back as soon as possible to the faculty. The text of any proposed amendment or revision shall be published at least three days in advance of the meeting at which it is presented. The approval by written ballot of a majority of voting members of the Library faculty (cf. D.1) shall be required for any amendment or revision. Any amendment or revision approved by the faculty is subject to administrative review as stated in the EMU-AAUP Master Agreement.

D. Standing Committees

1. Eligibility

All persons qualifying as voting members as described in B.1 shall be eligible for membership on all standing committees, except that the membership of the Personnel Evaluation Committee is limited to tenured faculty.

2. Elections

2.1 Election to the standing committees except as described in D.6.1 and D.6.5 below shall be by written ballot of the voting members of the Library faculty (B.1 above). Elections shall take place during the first week of the last thirty days of the winter term. This timetable may be adjusted by vote of the faculty.

2.2 Election Procedures

- a. The Organization and Procedures Committee (OPC) shall call a meeting of the faculty for nominations and distribute a written request for committee volunteers at least three working days prior to that meeting. The request will indicate how many positions are open on each committee and will list continuing committee members. Nominations and the names of volunteers are encouraged and may be submitted to the OPC prior to the nominating meeting.
- b. At the nominating meeting, volunteers and additional nominations for committee memberships and officers are taken in addition to the ones received prior to the meeting. Nominators should verify nominees' willingness to run in advance of the meeting. The names of those running are recorded on a blackboard or other visual aid during the nominating meeting.
- c. Candidates running unopposed are elected by default. One person cannot fill two places on one committee (e.g., the Parliamentarian can only hold one of the three positions on the OPC). Write-in votes are not acceptable unless there are not enough candidates running for the committee or office.
- d. A written ballot is created and distributed to each faculty member within one working day after the meeting for committee nominations. The ballot must include a notice of the date and time when the voting period ends, which is three working days from the time the ballots are distributed by the OPC. The ballot should also include a box or line by each name for recording the voter's mark.

- e. The OPC contacts faculty who are absent about arrangements for voting. Reasonable efforts are made to deliver ballots to faculty who are absent when the ballots are distributed, but there is no guarantee that they will be able to vote. Those who are absent during the entire period of voting and wish to vote using email or by telephone to the Department Head's secretary may do so.
- f. Ballots are returned to the Library Administration Office unless otherwise agreed upon by faculty vote. Once cast, ballots do not leave the office except to be counted. Ballots are not accepted after the tellers have begun counting the votes. The OPC may appoint tellers, but at least two people are required to count the vote.
- g. In voting for committees, the voter may cast as many votes as there are positions to be filled (i.e., if three positions are to be filled on a committee, up to three votes may be cast), but only one vote to any one candidate. Any mark understandable to those counting the votes is acceptable. On an individual ballot, if more than the allowable maximum number of votes is cast for a committee, the votes are disqualified for that committee only, the rest stand.
- h. When there are sufficient candidates for an office, a majority of the ballots cast shall be required to elect. Where a majority is lacking, a run-off election shall be held between the candidates tied, or between those having the highest votes. If there is a tie in a position for which there are only two candidates, the candidates shall draw lots to determine the winner.
- i. Those elected assume office immediately. The names of the elected are posted but vote totals are not announced. The OPC prepares and distributes to the faculty a list of all new and continuing faculty officers and committee persons, giving dates of term for each. The OPC asks a member of each committee to convene the new committee after the election.
- j. The ballots and tally sheets are kept on file for at least three months before being destroyed. The ballots and tally sheets may be examined only with the permission of the OPC, whose refusal to grant such permission may be overruled by the Library faculty.

3. Committee vacancies

Committee vacancies occurring before the end of the term of office shall be filled by election to the remainder of the term in the same manner as in D.2.2. Committees may fill vacancies temporarily by appointing a new member until one is elected by the faculty or for the duration of a member's temporary withdrawal from committee work. In cases of extended disability, leave of absence, retirement, temporary or permanent outside employment or administrative appointment, the Department Head shall notify the Organization and Procedures Committee of the faculty member's effective date of withdrawal from active Library faculty participation as soon as such a date is determined.

4. Procedure for Recall of Committee Members

- 4.1 A petition to recall the committee member must be signed by a majority of voting members (see B.1) and submitted to the Steering Committee.

- 4.2 The petition is presented by the Steering Committee at the first regularly scheduled faculty meeting after receipt of the petition with the faculty member in question given opportunity to respond to the petition at that meeting.
 - 4.3 A recall vote by written ballot of all voting members is conducted by the Organization and Procedures Committee with a simple majority determining the outcome. The committee vacancy shall be filled as stated in D.3 above.
5. Committee Organization and Activity
- 5.1 Each committee shall elect a chairperson and a committee secretary before the end of the winter term. A majority of members present at a duly called meeting shall constitute a quorum and the majority vote shall rule. Committee chairpersons shall vote in the same manner as other committee members. No one may chair more than one standing committee, except the chairperson of the Steering Committee.
 - 5.2 Minutes of each committee meeting, except those dealing with evaluation of individuals, shall be distributed to the Library faculty. All committees shall be called upon to report at every regular faculty meeting, and any committee recommendations concerning policies or procedures must be submitted to the Library faculty for a vote to be regarded as faculty input.
 - 5.3 The activity of each committee is not strictly limited to the duties listed in D.6 below. In general, the title of each committee indicates its area of responsibility. Where the assignment of committee responsibility is unclear, the matter should be referred to the Steering Committee.
6. Composition and Duties of the Standing Committees
- 6.1 Organization and Procedures Committee

The Organization and Procedures Committee shall consist of the Parliamentarian as provided in B.2.3 above and two additional members who shall be elected at large, one each year for two-year terms. This committee conducts faculty elections and referendums, recommends revisions to this *Department Input Document* and any necessary procedures to be used in carrying out the provisions of this document.
 - 6.2 Personnel Evaluation Committee

The Personnel Evaluation Committee shall consist of five members. Terms of office shall be staggered two-year terms. This committee conducts evaluations of all Library faculty and any administrators when required by contract or as directed by the Department Head. The committee also provides recommendations for faculty tenure, promotion, appointment, sabbaticals, faculty research grants, and any non-standard salary increases.
 - 6.3 Personnel and Services Committee

The Personnel and Services Committee shall consist of five members. Terms of office shall be two-year staggered terms. This committee recommends: faculty personnel policies and practices; Spring and Summer assignment criteria; Library services and collections; job descriptions and search committee members for library faculty and administrators.

6.4 Finance Committee

The Finance Committee shall consist of five members. Terms of office shall be two-year staggered terms. The Library Department Head, or his or her delegate, shall be an *ex-officio*, non-voting member of the Finance Committee. This committee works with the Department Head and makes recommendations concerning budgetary priorities and the structure of the budget before submission to the appropriate administrative officer, recommends allocations for faculty travel, student assistants and equipment, and regularly reviews the Library budget and actual expenditures.

6.5 Steering Committee

The Steering Committee shall consist of the chairpersons of each of the standing committees. This committee helps coordinate the activities of the faculty committees, serves as an additional communications link between the Library faculty committees and university administration, and participates in the Recall of Committee Members as described in D.4 above. The Steering Committee does not have independent decision-making power or authority to recommend action to administrators except through referral to the Library faculty as a whole. Steering Committee members report back to their standing committees and at regular Library faculty meetings.

7. Additional faculty committees may be established with the approval by written ballot of the voting members of the Library faculty, but official faculty input is provided through the Standing Committees described in D.6 unless otherwise specified in this document.

E. Procedures for Selecting a Department Head

1. Composition of the Search Committee

- 1.1 The Search Committee shall be composed of five tenured Library faculty members, together with three *ex-officio* (non-voting) members consisting of one person who is not a member of the Library faculty to be selected by the University, one representative from the Library Support Staff, and one academic department head. The five Library faculty members shall be elected following the Election Procedures in D.2.2 above.
- 1.2 The elected faculty members in consultation with the dean's-level administrator of the Library or equivalent administrator will appoint the Library Support Staff representative and the academic department head who are to serve on the committee.
- 1.3 The Search Committee shall select its chair from among the voting members of the committee.

2. Duties of the Search Committee Chair

The Search Committee Chair will conduct the meetings of the Search Committee and preside over Department meetings when the discussion centers on the search process. He or she will schedule all aspects of the search, coordinate the advertisements and other search requirements with the Human Resources Office and the University, prepare appropriate documentation as required by the search process, and ensure that the search is conducted in accordance with all applicable university regulations.

3. Tasks of the Search Committee

- 3.1 Develop the job description including academic credentials, and secure approval from the Library faculty, the dean's-level administrator of the Library or equivalent administrator, and the Human Resources Office.
- 3.2 Design all decision-making and selection documents and procedures and secure approval for their use from the Library faculty and the dean's-level administrator of the Library or equivalent administrator prior to the beginning of the screening process.
- 3.3 Perform an initial screening of applicant files to ensure that the files are complete (i.e.: application received on time, appropriate degree, acceptable academic field, letters of recommendation, etc.)
- 3.4 Review the credentials of all applicants who have submitted complete files, determine which ones should be interviewed, and present the list of candidates to be interviewed to the Library faculty and the dean's-level administrator of the Library or equivalent administrator. Throughout these procedures, the credentials of any and all applicants shall be available for review by all members of the Department. Such availability shall be in accord with the legal requirements for confidentiality and privacy applicable to such a search.
- 3.5 Following the interviews, the Search Committee will rank the candidates and present recommendations to the Library faculty and dean's-level administrator of the Library or equivalent administrator.

4. Selecting the Department Head

The Library faculty will vote to recommend a final candidate or ranked list of acceptable candidates using procedures established by the Search Committee (E.4.2 above). The vote shall be by written ballot of the tenured and tenure-track Library Faculty members.

5. If a temporary replacement for the Department Head of the Library is necessary, the Library faculty will elect a tenured member of the Library faculty to serve as the Department Head using the procedures in D.2.2 above.
6. When the Library faculty are prevented from using the procedures in E.1 through E.5 above to select their Department Head, E.6.1 through E.6.3 shall apply.
 - 6.1 A Memorandum of Understanding between Eastern Michigan University and the Eastern Michigan University Chapter of the American Association of University Professors shall be developed that will describe the method of input to be used by Library Faculty in choosing the person who will function as their Department Head.
 - 6.2 Any Memorandum of Understanding regarding the person who shall function as the Department Head of the Library faculty shall address any issues that may affect the implementation of the EMU-AAUP Collective Bargaining Agreement including reporting structure for Library faculty for purposes of supervision, evaluation, tenure application and approval.
 - 6.3 Any Memorandum of Understanding as described in sections E.6.1 and E.6.2 above must be approved by the tenured and tenure-track Library faculty before acceptance and implementation. The approval vote will be conducted by the Organization and Procedures Committee using a written ballot.