

**Eastern Michigan University**  
*Office of Academic Human Resources*  
**Memorandum**

**To:** Susann deVries, Interim University Librarian

**From:** David Woike, Assistant Vice President  
Academic Human Resources

**Date:** December 19, 2016

**Re:** Approved DID

Attached is a copy of the revised Departmental Input Document for the University Library approved by the Provost on December 19, 2016. Please take steps to assure that faculty members are aware of these approved changes. The revised copy will be posted for reference on the Academic Human Resources documents page. Thank you.

# DEPARTMENT INPUT DOCUMENT

University Library

Date of Last DID Revision: December 19, 2016

## APPROVALS:

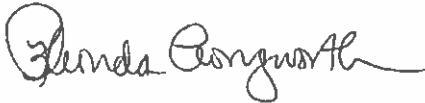


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Assistant Provost & Assistant VP for Administration

12/19/16

(Date)



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Provost and Executive Vice President

12/19/16

(Date)

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.

## A. Definitions and Overview

### 1) Purpose

This document serves to provide a process for faculty input in the areas of finance, personnel, services, instruction, policies and procedures, and the evaluation of the Department Head in accordance with Article XIII of the agreement between Eastern Michigan University and the Eastern Michigan Chapter of the American Association of University Professors.

### 2) Administration and Input Structure

The Department Head consults the Library faculty on the Library's objectives, procedures, policies and plans for personnel, budget, collections, 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.

## B. Library Appointments

1) 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.

### 2) Summer Appointments

2.1 All persons qualifying as voting members as described in C.1 shall be eligible for summer appointments.

2.2 Summer appointments will be determined by needs based on Library operations such as: Information Services, Systems, Technical Services, and Archives and Scholarly Communications. Qualifications of individuals are based on the activities representative of the scope of University Library professional responsibilities outlined in the Library's DED (p. 8). In the event qualified individuals outnumber the available summer appointments, a ladder system of rotation based on seniority will be enacted. Personnel and Services Committee will maintain a rotation list. Those faculty who do not work a given summer based on their qualifications will be moved to the top of the list for subsequent summer appointments.

### 3) Course Equivalencies

Not applicable.

### 4) Overload

Not applicable.

#### 5) Release Time

- 5.1 All persons qualifying as voting members as described in C.1 shall be eligible for release time.
- 5.2 The Department Head shall notify all faculty members in writing of proposed release time appointments. The announcement letter documents the amount of the release, expectations of the work to be done, and the start and end date of the appointment.
- 5.3 Faculty shall give input to the Department Head on the proposed release time appointments.
- 5.4 Interested faculty will submit their application in writing to the Department Head.
- 5.5 The Department Head, with input from the faculty, approves release time.
- 5.6 All faculty will be notified of all assigned release time appointments.

### C. 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.

#### 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 regular and special meetings of the faculty (See C.3) in minutes and publishes them on the library's intranet.
- 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. Regular meetings shall be scheduled by the Department Head at the beginning of the term and a written agenda shall be sent to the faculty at least 24 hours in advance of each meeting. 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 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 48 hours in advance of the meeting. Official polling of the faculty in attendance at a Special Meeting may be conducted if a quorum (see C.3.2) of the Library faculty are present at the meeting.
- 3.4 Emergency meetings and meetings to discuss issues may be called by faculty 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.

#### 4) Voting procedures

##### 4.1 Written ballots

A written ballot is created and distributed to each faculty member by the Organization and Procedures Committee (O&P) within one working day after a call for faculty input by written ballot. 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 O&P. The ballot should also include clear instructions for recording the voter's mark.

O&P 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.

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. O&P may appoint tellers, but at least two faculty members are required to count the vote. Unless otherwise noted, a simple majority shall prevail.

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 O&P, whose refusal to grant such permission may be overruled by the Library faculty.

##### 4.2 Voting by show of hands

At regular or special meetings of the faculty with a quorum, polling may be conducted by a show of hands following Robert's Rules.

#### D. Standing Committees

##### 1) Eligibility

All persons qualifying as voting members as described in C.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.6.5, shall follow the procedures set forward in D.2.2. 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

The Organization and Procedures Committee (O&P) 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 O&P prior to the nominating meeting.

At the nominating meeting, a last-call will be made for any additional volunteers or nominations. Nominators should verify the nominees' willingness to run in advance of the meeting. The names of all candidates are displayed to all present.

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 O&P). If necessary, written ballots shall be distributed following the procedures in C.4.1.

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. Write-in votes are not acceptable unless there are not enough candidates running for the committee or office.

When there are sufficient candidates for an office, a majority of the ballots cast shall be required to elect.

Where there is a tie between more than two candidates, a run-off election shall be held between the candidates tied.

If there is a tie in a position for which there are only two candidates, the candidates shall draw lots to determine the winner.

Those elected assume office at the beginning of the following fall semester. The names of the elected are posted but vote totals are not announced. O&P prepares and distributes to the faculty a list of all new and continuing faculty officers and committee persons, giving

dates of term for each. O&P asks a member of each committee to convene the new committee at the beginning of the fall semester.

### 3) Committee vacancies

Committee vacancies occurring before the end of the term of office shall be filled by election for 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 C.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 (see C.4.1). If the recall is successful, the committee vacancy shall be filled as stated in D.3.

### 5) Committee Organization and Activity

- 5.1 Each committee shall elect a chairperson and a committee secretary at the beginning of the fall semester. 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 post meeting minutes to the Library Intranet prior to regular faculty meetings and will be prepared to answer any questions from the faculty at the regular faculty meeting. 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. 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 C.2.3 and two additional members who shall be elected at large, for staggered two-year terms. This committee conducts faculty elections and referendums, reviews the *Department Input Document (DID)* every five years for its compliance with the EMU\_AAUP Master Agreement and Department practices, recommends revisions to this *DID* 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 shall be responsible for conducting Department Head Evaluations in accordance with the Article XV of the EMU-AAUP Master Agreement. The committee 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 staggered two-year terms. This committee recommends: faculty personnel policies and practices; input for summer work assignments; policies for library services and collections; input on release time assignments; 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 staggered two-year 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. 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 Library faculty

##### 1) Faculty position proposals

- 1.1 The Personnel and Services Committee (P&S) holds a discussion among the faculty in late fall semester to identify needs for positions.
- 1.2 Library faculty submit draft position requests with justification to P&S by the committee's deadline. P&S refines proposals prior to bringing them to the Library faculty for final input.
- 1.3 Library faculty will provide the Department Head with input on whether each proposal is acceptable and supply a ranking for each position in the form of a written ballot (see C.4.1).

##### 2) Composition of Faculty Search Committees

- 2.1 The Search Committee shall be composed of five tenured or tenure-track Library faculty members. P&S will send a call to all Library faculty asking for volunteers. P&S will draft a slate of recommended committee members and send these as input to the Department Head.
- 2.2 The Search Committee shall elect a chair from among its members at its first meeting.

##### 3) Duties of the Search Committee Chair(s)

The Search Committee Chair(s) 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 Department Head and Academic Human Resources and prepare appropriate documentation as required by the search process.

##### 4) Tasks of the Search Committee

- 4.1 Draft the job description, including academic credentials and submit as input to the Department Head..
- 4.2 Create a screening matrix, ensuring that all procedures stated in the Academic Search Committee Guidelines are followed.
- 4.3 Review the credentials of all applicants who have submitted complete files, determine which should be interviewed, and present the recommended list of candidates to be interviewed to the Library faculty and the Department Head. Throughout the final interview process, the credentials of any and all interviewees 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.

4.4 Gather faculty input on the list of interviewees. This is generally accomplished by developing, collecting and aggregating input forms distributed to those attending interview and open sessions and holding a discussion of the faculty following the interview process.

5) Input to administration on hiring of Library faculty

Following the interviews, the Search Committee will rank the candidates. Candidate input forms will be considered in this process. The Library faculty, in consultation with the Search Committee, will supply input on interviewed candidates. Formal polling of the faculty (see C.4) may be held if no consensus is reached during the discussion.

F. Procedures for Selecting a Department Head

1) Composition of Department Head Search Committee

1.1 The Search Committee shall be composed of five tenured or tenure-track 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.

1.2 The elected faculty members in consultation with the University Librarian or equivalent administrator will appoint the Library Support Staff representative and the academic department head who will 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, and prepare appropriate documentation as required by the search process.

3) Tasks of the Search Committee

3.1 Provide input regarding the job description including academic credentials, and seek approval from the Library faculty and the University Librarian or equivalent administrator.

3.2 Design drafts of all decision-making and selection documents and procedures and seek approval for their use from the Library faculty and University Librarian or equivalent administrator prior to the beginning of the screening process.

3.3 Review the credentials of all applicants who have submitted complete files and provide input on which should be interviewed. 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.

3.4 Following the interviews, the Search Committee will rank the candidates and present recommendations to the Library faculty and University Librarian or equivalent administrator.

4) Input to administration on hiring of 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. The vote shall be by written ballot of the tenured and tenure-track Library faculty members (see C.4.1).

G. 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 (see C.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.