

Bylaws

UCF Libraries

Version: June 3, 2024

Approved by Faculty Vote on June 28, 2024

I. Preamble

A relationship of mutual respect, inclusivity, and trust should exist among all library faculty members. Therefore, faculty governance should be collegial and reflect diverse points of view. At the same time, the governance process should be efficient and aim to achieve broad library faculty participation in a manner consistent with other responsibilities of the faculty and the mission of the libraries and the university.

In the spirit of shared governance, all library faculty members are expected to participate regularly in faculty affairs, which includes attending library meetings, serving on library committees, and voting on library business, as well as engaging in conversations, debates, and feedback in the spirit of improving the libraries. The Library Faculty adheres to and supports the Constitution and Bylaws of the UCF Faculty Senate.

II. Purpose

The purpose of the Bylaws is to support the missions of UCF and the UCF Libraries, as well as foster collegiality among the library faculty, by making transparent the Libraries' structure, procedures, and practices. This allows faculty within the libraries to understand how it operates and their responsibilities to support the mission of the university and the libraries. Library faculty must adhere to all applicable bylaws, policies, and regulations of UCF, the State of Florida, any current Collective Bargaining Agreements, and the UCF Faculty Senate. The Bylaws therefore do not address or contain matters that are defined in such other regulations and policies.

III. Organization

The UCF Libraries is headed by a Dean. The Dean is the chief executive officer of the Libraries and is responsible for the leadership and operation of the Libraries. The Dean represents the Libraries to the university administration and to local, regional, national, and international stakeholders. The Dean is an administrative (out-of-unit) faculty member.

Associate Deans (ADs) report to the Dean and oversee both individual librarians and divisions within the Libraries. ADs play a critical role in supporting the Dean and making high-level administrative decisions regarding the overall leadership and operation of the Libraries. ADs may occasionally represent the Libraries in the Dean's absence. The ADs are administrative (out-of-unit) faculty members.

Department Heads (DHs) report to ADs and oversee departments within a division. DHs play a critical role in leading departments in support of division and library goals. The DHs are non-administrative (in-unit) faculty members.

Individual general (in-unit) faculty report to ADs, although their day-to-day work may be managed by DHs. Individual general faculty members play a critical role in support of department, division, and library goals. Individual general faculty are non-administrative faculty members.

Faculty recommend that a clear governance structure with an accompanying organizational chart should depict all supervisor relationships, leadership teams, operational teams, and project teams with clearly depicted reporting structures for individual faculty.

IV. Membership and Voting

The Library Faculty Assembly shall be composed of all faculty employed by the UCF Libraries, including general faculty, faculty department heads, adjunct faculty, visiting faculty, emeritus faculty, faculty with courtesy appointments, and faculty administrators (deans and associate deans).

Non-voting members include adjunct faculty, visiting faculty, emeritus faculty, faculty with courtesy appointments, and faculty administrators (deans and associate deans). As UCF Libraries fosters a climate of inclusion and professional growth, non-voting members' attendance is both welcome and encouraged. To this end, non-voting members shall be included in notifications of Library Faculty Assembly meetings, distribution of agendas, meeting minutes, and voting outcomes.

The voting members of the Library Faculty include all general library faculty and all library faculty department heads, including Assistant University Librarians, Associate University Librarians, and University Librarians.

A quorum shall be reached if over fifty percent of the voting faculty librarians are present at a meeting in person or present through virtual conferencing (i.e., Teams or Zoom). If a meeting falls short of a quorum, a vote cannot commence at said meeting.

There will be no provision for voting by proxy.

Votes will normally be cast by providing voting members access to a ballot via an online voting platform (i.e., Qualtrics), to ensure accuracy and anonymity. However, a voice vote or a show of hands vote may be used as an expedient way to establish preferences on routine and/or non-sensitive matters related to standard functioning of the Assembly.

Whenever a vote is necessary, the Chair of the Library Faculty Assembly will determine the voting method. Votes solicited through an online voting platform will have a closing

date determined by the Chair of the Library Faculty Assembly, usually not less than one week.

V. Regular Meetings

The Faculty Assembly Board (FAB) will schedule at least two library faculty assembly meetings per semester, with meeting dates determined at the start of each academic year. Faculty will be notified of meeting dates via Outlook invitation and/or email. The Chair of FAB or their designee will preside over all library faculty meetings. While meetings are not expected to adhere to a strict protocol, meetings will be conducted according to democratic principles, including transparency in our processes, treating all members as equal, and counting all votes equally.

FAB will send a call for agenda items at least two weeks prior to the meeting with the agenda distributed via email at least five days before the meeting. The final agenda will be determined by the Chair of FAB in consultation with other committee members. The agenda may consist of old and new business, items proposed by faculty members, and topics presented by librarians or representatives of other offices and departments around campus. If there are no agenda items less than 24 hours before a scheduled meeting, it may be cancelled but it will count towards the minimum number of required meetings for that semester.

VI. Special Meetings

Additional or special meetings may be called by the FAB Chair on their own initiative or upon the written request by one-third of the voting library faculty members. The special meeting shall occur within five business days of the presented request, if reasonably possible.

VII. Records Management

The FAB Chair will ensure that minutes are taken at all formal library faculty meetings by an appointed designee. Drafts of the minutes will be disseminated via email to all library faculty in a timely manner after the meeting. Suggested edits and revisions may be submitted to any member of FAB via email or at the beginning of the next meeting. Once all revisions have been discussed and accounted for, the minutes will be voted on by the library faculty. The final, faculty approved draft will be added to the designated shared location.

For all other faculty committees, the following records are to be permanently archived on a departmental server or shared folders, accessible and easily navigable to all faculty: committee minutes, agendas, policies, and rules.

Except for records deemed confidential under law, university policy, or matters of a personal/sensitive nature the Dean will not keep department records, policies, or rules

confidential from faculty. Unless already accessible, upon request the Dean will make such documents available to faculty or provide the reason those items cannot be distributed.

VIII. Committees

A. Standing committees

For all standing committees, members must hold permanent positions and must have completed at least one contract year as a UCF Libraries faculty member. New members are elected each fall for a three-year term to begin January 1st. If a member resigns, a special election is held. Normally, the special election is held within two weeks. Committee duties, rank requirements (if any), and typical officer positions are stipulated below.

1. Faculty Assembly Board (FAB)

i. Charge

FAB is responsible for:

- Communicating with other standing committees, individual librarians, and/or division or department leaders in order to ascertain current priorities or issues that should be addressed at regular or special faculty assembly meetings,
- Conducting faculty assembly meetings, which may include, for example:
 - Matters requiring discussion and voting, such as bylaws, annual evaluation standards, promotion criteria, etc.
 - Professional development training or programming (usually in coordination with PD)
 - Committee reports
 - Reports from library administrators
 - Outside speakers or university-wide updates
 - Other priorities or issues affecting library faculty.
- Coordinating informational meetings with librarian candidates,
- Maintaining records of FAB-related documents.

ii. Composition

FAB is composed of three librarians, at least one of whom must be at the Associate rank or above, elected to three-year staggered terms by the library faculty. Each year FAB selects from among its members a chair, a vice chair, and a secretary. The chair normally serves for one year.

2. Library Awards, Nominations, and Elections (LANE):

i. Charge

LANE is responsible for:

- Monitoring university award rules/deadlines and making award-related announcements to the library faculty,
- Receiving names of applicants for submission to Faculty Excellence and coordinating the faculty election for the Excellence in Librarianship Award,

- Soliciting nominations and running faculty elections for all library faculty committees (including FAB, LANE, and PD),
 - Soliciting nominations, making appointments, or running elections for university committees for which librarians are eligible, consistent with rank requirements or other rules,
 - Conducting ballots or elections on any other faculty affairs matters, such as faculty AESPs, Bylaws, Regulations, Criteria, etc.,
 - Maintaining records of LANE-related documents.
- ii. Composition
LANE is composed of three librarians, at least one of whom must be at the Associate rank or above, elected to three-year staggered terms by the library faculty. Each year the committee selects from among its members a chair, a vice chair, and a secretary. The chair normally serves for one year.
- 3. Professional Development (PD)**
- i. Charge
PD is responsible for:
- Soliciting ideas and maintaining professional development documentation for library faculty,
 - Offering professional development training or programming for library faculty,
 - Receiving and voting on proposals for the Professional Development Research Award (PDRA),
 - Maintaining records of PD and PDRA.
- ii. Composition
PD is composed of three librarians, at least one of whom must be at the Associate rank or above, elected to three-year staggered terms by the library faculty. Each year the committee selects from among its members a chair, a vice chair, and a secretary. The chair normally serves for one year.

B. Ad Hoc Committees

Examples of recurring faculty ad hoc committees include:

1. Annual Evaluation Standards & Procedures (AESP) committee

i. Charge

The Libraries' AESP committee is responsible for creating and/or revising annual evaluation standards and procedures in accordance with applicable Collective Bargaining Agreement (CBA) and/or University rules.

ii. Composition

The composition has typically been defined by the Collective Bargaining Agreement or the University. In recent history, it was stipulated that this committee include six members, including four elected general faculty members, an Associate Dean, and one representative appointed by the Dean.

2. Bylaws committee

i. Charge

The Libraries' Bylaws committee is responsible for creating and/or revising the Libraries' bylaws in accordance with University rules.

ii. Composition

The recommended composition is five faculty members, including one from FAB, one from LANE, one from PD, and two via a general election.

3. Search committees

i. Charge

Libraries' search committees are responsible for conducting hiring searches for qualified faculty in accordance with current University rules.

ii. Composition

The Dean of Libraries, as hiring officer, will appoint faculty members to serve on search committees. Search committees act in an advisory capacity to the hiring officer.

C. Other Library Faculty Committees

i. The faculty may change or establish Standing Committees by amending the Bylaws in accordance with Section IX Ratification and Amendment below.

ii. The faculty may change or establish temporary Ad Hoc Committees or Task Forces by a simple majority of eligible voting faculty members, without amending the Bylaws.

D. Library Representatives to University Committees

1. Faculty Senate committee appointments and vacancies are coordinated by the library's faculty senator serving on the Faculty Senate Committee on Committees, in accordance with the Bylaws to the Constitution of the Faculty of the University of Central Florida.
2. Library representatives to any other University committees shall either be filled through the LANE committee or selected by the Dean or Associate Deans in consultation with the faculty member.
3. The LANE committee should be informed of any University Committee vacancies occurring mid-year, so that any interested librarians (who meet any applicable rank requirements) have an equitable opportunity to express interest in filling the vacancy.

E. Faculty Representation on Internal Committees

1. Since administration of the Libraries should be collegial and reflect diverse points of view, it is recommended that general (non-administrative) faculty members be included on internal library committees, excluding Admin Council.

IX. Ratification and Amendment

The UCF Libraries Bylaws will be reapproved and revised (as needed) every five years or whenever requested by a majority of the voting library faculty. A motion to change the foregoing Bylaws may be offered at any regular or special meetings of the Library Faculty Assembly, provided that written notice of the change has been sent to each member of the Library Faculty Assembly at least ten business days before the meeting at which it will be discussed. On approval of the motion by a simple majority of the Library

Faculty Assembly meeting, an electronic ballot containing the motion will be sent to the eligible voting members of the Library Faculty Assembly. Approval of the change requires a two-thirds majority of the voting members of the Library Faculty Assembly.