

## **University Library Constitution**

<b>Adopted:</b>	<b>March 1, 1991</b>
<b>Amended:</b>	<b>March 11, 1994</b>
<b>Amended:</b>	<b>May 12, 2000</b>
<b>Amended:</b>	<b>October 10, 2003</b>

**EFFECTIVE DATE: October 10, 2003**

### **Preamble**

**This Constitution is established to provide rules of governance for carrying on the educational responsibilities of the University Library faculty of National-Louis University.**

### **Article I. Name**

**The agent of governance within the University Library shall be known as the University Library faculty.**

### **Article II - Jurisdiction and Powers**

#### **Section I**

**The powers of the University Library faculty are delegated by the President of the University as the chief executive officer of National-Louis University with the authority granted by the Board of Trustees. This delegation of powers is through the Faculty Association Constitution.**

#### **Section 2**

**The University Library faculty shall have general legislative power over all matters pertaining to: its own meetings, committees, curricula, instruction, and other educational programs sponsored or conducted by the University Library. Jurisdiction of matters pertaining to promotion, tenure, sabbaticals, and faculty welfare is specifically reserved to the Faculty Association and its Senate as granted by the President of the University.**

#### **Section 3**

**The University Library faculty shall establish and maintain a current set of bylaws, or statements of continuing policy, regulating each aspect of its jurisdiction. All official actions taken in the name of the University Library faculty shall be governed by this Constitution. The Chair shall be responsible for the dissemination of the current Constitution.**

**Article III - Membership**

**A. Voting Membership**

**Academic personnel who hold at least a half-time appointment to the faculty from the President of the University and are assigned to the University Library shall hold voting membership in this organization.**

**B. Non-voting Membership**

**The Director of the University Library shall be a non-voting member of the University Library Faculty.**

**Article IV - Organization**

**Section 1**

**Meetings of the University Library faculty shall be presided over by the elected Chair. In case of necessary absence, the immediate past Chair or the Chair's designee shall preside.**

**Section 2**

**The University Library faculty shall establish committees as needed to carry out directed tasks and shall instruct them as to their duties and length of their assignments. Each committee shall report activities to regularly scheduled University Library faculty meetings.**

**Article V - Meetings**

**Section 1**

**Regular meetings of the University Library faculty shall be monthly, September to June. The Chair shall notify the library faculty at least one week prior to each meeting and shall distribute an agenda before each meeting.**

**Section 2**

**Special meetings of the University Library faculty may be called by the Chair of the faculty, or 1/3 of the faculty members, or by the Director of the University Library. Written notice stating the date, time, place, and purpose of the meeting must be distributed to the members and received by them at least 7 days before the meeting. Only business specifically designated in the call of the meeting may be transacted at special meetings.**

**Section 3**

**A majority of the voting membership of the University Library faculty shall constitute a quorum for the conduct of business at any of its meetings. Unless otherwise provided, when a vote is taken on any matter before the library faculty, a quorum being present, a majority of the votes of members voting shall determine the outcome.**

**Section 4**

**The rules of parliamentary procedures comprised in Robert's Rules of Order, Revised Edition, shall govern the deliberations of the University Library faculty, except as otherwise provided for in this Constitution or in its Bylaws.**

**Article VI - Faculty Search Procedure**

**The University Library faculty shall follow the search procedures as established by the Affirmative Action and Equal Opportunity Policy and Procedures for the Employment of full-time Faculty at National-Louis University published in the Faculty Guidebook.**

**Article VII - Amendments**

**This Constitution and Bylaws may be amended by a two-thirds vote at any regular meeting of the University Library faculty, provided that the proposed amendment or amendments will have been presented in writing at the preceding regular meeting.**

**BYLAWS OF THE UNIVERSITY LIBRARY FACULTY**

**I. University Library Faculty Organization**

**A. General**

- 1. The University Library faculty secretary (elected at the May Library Faculty meeting) or other appointee selected by the Chair shall take the minutes of each meeting to insure that all actions of the University Library faculty are duly recorded**
- 2. The minutes of each University Library faculty meeting shall be approved by the faculty at its next regular meeting. A copy of the approved minutes shall be kept on file in the office of the Director of the University Library and shall be made available whenever requested by members of the faculty or other authorized persons.**

**B. Chair of University Library Faculty**

- 1. The Chair shall be elected by simple majority vote at the May meeting of the University Library faculty and shall take office immediately upon election.**
- 2. The term of office of the Chair shall be one year. If for any reason the Chair is not able to serve out the term of office, the most recent past Chair, or the Chair's designee shall become acting chair until the next meeting at which a new chair shall be elected**
- 3. No Chair may serve more than three consecutive terms. With that exception, any voting member of the University Library faculty shall be eligible for nomination as Chair.**
- 4. The Chair shall preside at all meetings of the University Library faculty, shall notify library faculty of all meetings, shall prepare the agenda, shall distribute the agenda in advance of meetings, and participate in any University committees comprised of the chairs of the Colleges and the University Library.**

**II. Committees**

**A. General**

1. Each University Library committee shall elect its own chair.
2. Prior to the May meeting, the Chair of the University Library faculty shall determine vacancies on the Senate, its committees, and/or Institutional committees, and shall inform the University Library faculty of such vacancies.
3. Elections for vacant positions shall be held at the May meeting, after the election of the new Chair.
4. All University Library faculty are eligible for election to committees, provided they meet the qualifications for membership on the committee as may have been established by the Faculty Association, Faculty Senate, or other governing body.
5. Elected members of the committees are expected to attend meetings and report activities of the committees to regularly scheduled University Library faculty meetings.

**B. Promotion Committee**

The University Library faculty shall elect a Promotion Committee as needed with the criteria for membership and procedures as follows:

1. The Committee shall consist of at least three University Library faculty who have been full-time members of the University Library faculty for at least two consecutive years immediately preceding the year of service.
2. Applicants for promotion may not be members of the Committee during the year they are applying.
3. A Chair will be elected by the Committee when the Committee is activated.
4. If for any reason a Committee meeting the above criteria cannot be formed, the University Library Faculty Chair shall petition the Faculty Senate to change the criteria for Committee membership for that year.

**C. Promotion and Tenure Appeals Pool**

**In conformance to the Faculty Association Constitution Promotion and Tenure Appeals Policy, the University Library faculty shall, each May, elect a pool of candidates, one of whom may be chosen to serve on the Promotion and Tenure Appeals Committee.**

- 1. The pool shall consist of three University Library faculty who have been full-time library faculty for at least one year and who are not members of the Library Promotion Committee or the Institutional Promotion and Tenure Committee.**
- 2. In the event that a Promotion and Tenure Appeals Committee must be convened, the facilitator of that committee will select one member of the Library Appeals Pool to serve along with representatives of the colleges in deliberating the appeal.**

**D. Curriculum Council**

**The Curriculum Council of the University Library shall be responsible for undergraduate and graduate courses, workshops, and instruction sessions proposed by University Library faculty. It shall monitor and control the process through which curricula and courses are developed, revised and evaluated. It shall also work with other academic units within the university that teach related educational programs, including courses that incorporate the information literacy competency in order to meet the requirements for general education. The council shall consist of University Library faculty responsible for the delivery of instruction**