

**Kennesaw State University Library System
Kennesaw State University
FACULTY BYLAWS**

PREAMBLE

The name of this organization is Kennesaw State University (KSU) Library System Faculty Assembly.

The objectives are:

1. To facilitate communication among the KSU Library System librarians.
2. To encourage professional development and advancement.
3. To advance and implement library policies in consultation with the library administration.
4. To discuss local and national issues pertinent to the library.
5. To facilitate communication between library faculty and other faculty organizations.
6. To participate in the election of the representatives to university wide committees as needed.

These bylaws provide a plan for governance, and procedures for operation, of the KSU Library System Faculty. These bylaws were first adopted by the faculty of the KSU Library System on August 15, 2013 and amended on 12/07/2016 and 11/20/2017.

Membership shall be composed of all full-time permanent contract librarians serving in librarian positions for the library system.

Part-time non-contracted librarians may be invited by the Dean and Assistant Vice President for Library Services and/or the Associate Dean and Department Chair to be adjunct members of the faculty and may be invited to faculty meetings as non-voting members. These librarians may be asked to serve on appropriate committees.

ARTICLE I. Library Faculty Council

The Library Faculty Council serves as the equivalent of both the Department Faculty Council and the College Faculty Council of the KSU Library System. The purpose of the Library Faculty Council is to promote faculty collegiality and effective shared governance of the library and to increase the transparency and communication between the faculty and the library administration.

Section 1. Membership

- A. Chair
- B. Vice Chair / Chair-Elect
- C. The Chairs of the Standing Committees on:

1. Library Faculty Organization and Governance
 2. Library Faculty Nominations and Elections
 3. Library Faculty Professional Development
 4. Library Faculty Promotion
- D. Faculty Senate Representative
- E. Undergraduate Policies and Curriculum Committee (UPCC) Representative
- F. The Dean and Assistant Vice President for Library Services, ex-officio
- G. The Associate Dean and Department Chair, ex-officio

Section 2. Duties

A. Duties of all Library Faculty Council members

1. Advisory
 - a) To solicit input from the library faculty to be discussed at Library Faculty Council meetings and Library Faculty Assembly meetings.
 - b) To respond to matters of interest and concern raised by members of the library faculty.
 - c) To provide input and advice to the Dean and Assistant Vice-President for Library Services and the Associate Dean and Department Chair who hold decision-making authority in their respective areas.
2. Administrative
 - a) To set and distribute the agenda for Library Faculty Council meetings and Library Faculty Assembly meetings.
 - b) To record minutes of Library Faculty Council meetings and archive approved minutes in a location accessible to all library faculty members.
 - c) To announce meetings of the Library Faculty Assembly.
 - d) To record minutes of Library Faculty Assembly meetings and archive approved minutes in a location accessible to all library faculty members.
 - e) To delegate the formation of procedural and policy documents issuing from Library Faculty Council and to draft such documents when necessary.

B. Duties of the Chair

1. To preside over meetings of the Library Faculty Council.

2. To attend meetings of the library's Administrative Leadership Group.
3. To attend meetings of the Faculty Library Advisory Committee.

C. Duties of the Vice-Chair / Chair-Elect

1. To serve in all capacities of the Chair in the absence of the Chair.
2. To serve as Parliamentarian for the Library Faculty Council meetings and Library Faculty Assembly meetings.

D. Duties of the Faculty Senate and UPCC Representatives

1. To attend meetings of their respective committees.
2. To represent the interests of the library to their respective committees.
3. To report Faculty Senate and UPCC committee business.

E. Duties of the Chairs of the Library Faculty Standing Committees

1. To coordinate the work of their respective committees.
2. To raise committee concerns and questions with the Library Faculty Council.
3. To archive records in a location accessible to all library faculty.

ARTICLE II. Committees

Section 1. Standing Committees

A. Standing Committee Charges

1. The Library Faculty Organization and Governance Committee shall be responsible for ensuring that the KSU System Library Faculty Bylaws accurately reflect the structure and operation of the library faculty. The committee shall conduct an annual review by June 30th of the bylaws for possible changes in intent and wording and will consider suggestions for changes in the bylaws from the Library Faculty Council, any of the other standing committees, or any member of the library faculty. Changes will be recommended to the Library Faculty Council, and if approved will be sent to the Library Faculty Assembly for approval. If the Library Faculty Assembly approves the changes, the changes will be reflected in the next bylaws revision. If a recommendation does not receive approval from the Library Faculty Council, members of the Library Faculty Assembly may petition to hold a special meeting (as per Article III, Section 1.A.3) to review and vote on the recommended changes, or an individual member of the Library Faculty Assembly may propose that the changes be placed on a scheduled Library Faculty Assembly meeting agenda (as per Article III, Section 1.B).
2. The Library Faculty Nominations and Elections Committee shall carry out all aspects of elections for the library faculty, including elections and the appointment of volunteers to committees, elections documents and processes,

and special elections, following procedures developed for this purpose. The committee is responsible for maintaining an accessible, up-to-date listing of all committee members.

3. The Library Faculty Professional Development Committee shall foster the professional growth of the library faculty. This can be accomplished through developing and promoting continuing education activities; encouraging and facilitating participation in local, state, regional, national and international organizations; promoting research interests and activities of the library faculty; and promoting other professional development endeavors in consultation with library administration.
4. The Library Faculty Promotion Committee shall review the professional performance and contributions of library faculty being considered for promotion and recommend action regarding promotion to the Dean and Assistant Vice-President for Library Services and the Associate Dean and Department Chair, as described in the Guidelines for Appointment, Promotion, and Retention of Library Faculty.

B. Standing Committee Composition

1. The Library Faculty Promotion Committee shall be composed of three members, from the rank of Librarian Associate Professor and/or Librarian Professor.

All committee members voting on an applicant's packet must be of higher rank than the applicant. In the event that the Faculty Promotion Committee does not have the necessary number of higher ranked faculty to vote on a candidate, the Committee Chair, Dean or Associate Dean will ask for assistance from other appropriately ranked faculty in the KSU Library System. In the event no appropriately ranked library faculty is available, then the Committee Chair will ask for assistance from another KSU college with the aid of library administration.

2. For the Library Faculty standing committees other than the Library Faculty Promotion Committee, each committee shall have a minimum of three members and a maximum of seven members (including the chair).
3. If a current standing committee other than the Library Faculty Promotion Committee as formed is not able, or lacks the expertise to complete a project, additional members shall be added to serve on designated projects as necessary. Proposed additional members shall be nominated by the chair of the standing committee and elected to serve as members by a majority vote of the existing members.

4. Changes to the written procedures or guidelines of the standing committees require the consent of the Library Faculty Council or the Library Faculty Assembly.

Section 2. Ad hoc Committees

The Library Faculty Council may create and charge ad hoc committees as needed. Membership of these ad hoc committees may be determined on an appointed, volunteer or elected basis. Also, the Dean and Assistant Vice President for Library Services and/or the Associate Dean and Department Chair may create, charge, and appoint members of ad hoc committees for a specific term, provided that the Dean and Assistant Vice President for Library Services and/or the Associate Dean and Department Chair shall notify the library faculty of the existence of any ad hoc committees.

ARTICLE III. Scheduling and Conduct of Meetings

Section 1. Library Faculty Assembly Meetings

- A. The Library Faculty Assembly will hold a minimum of one meeting per semester (with optional summer semester meetings) on dates announced by the Library Faculty Council. A notice of ten working days will be given to the membership stating date, time, place of the meeting and agenda. Meetings are open to all KSU library faculty and staff and, when possible, may be hosted virtually for those unable to attend in person.
 1. Business meetings refer to discussions of items presented by the Library Faculty Council.
 2. Topical meetings refer to general, open discussions on topics of professional or organizational interest. Topical meetings may be held in conjunction with business meetings or called on other dates at the Library Faculty Council's discretion.
 3. Special meetings may be called by petition of the Library Faculty Assembly if signed by one-fourth of the library faculty, providing the petition indicates the purpose of the meeting. A minimum of five working days' notice will be given to the membership stating date, time, place of meeting, and agenda.
 4. Emergency meetings may be called at the discretion of the Dean and Assistant Vice President for Library Services or the Associate Dean and Department Chair.
 5. The Library Faculty Council Chair may request that the Dean and Assistant Vice President for Library Services and the Associate Dean and Department Chair recuse themselves from a meeting.

- B. Individual members of the library faculty may propose a meeting agenda item to the Chair or Vice-Chair of the Library Faculty Council. Should the faculty member request anonymity the request will be honored.
- C. A quorum shall consist of one-half plus one of the eligible library faculty members and includes those eligible library faculty members attending the meeting virtually.

Section 2. Library Faculty Council Meetings

- A. Library Faculty Council meetings shall be scheduled as the members decide, with a minimum of one meeting per semester (with optional summer semester meetings). Meetings shall be announced to the library faculty at least five working days in advance, to allow enough time to set the agenda and give the required notice of library faculty meetings.
- B. Individual members of the library faculty may propose a meeting agenda item to the Chair or Vice-Chair of the Library Faculty Council. Should the faculty member request anonymity the request shall be honored.
- C. A quorum shall consist of one-half plus one of the eligible Library Faculty Council members.

ARTICLE IV. Nominations and Elections

Section 1. Elections

- A. Offices
 - 1. Library Faculty Council Vice Chair / Chair-Elect
 - 2. Chairs of the Library Faculty Standing Committees on Faculty Organization and Governance, Library Faculty Nominations and Elections and Library Faculty Professional Development
 - 3. The members of the Library Faculty Promotion Committee
- B. Representatives
 - 1. Faculty Senate
 - 2. Undergraduate Policies and Curriculum Committee

C. Terms of Office

1. The Vice Chair / Chair-Elect is elected to a two-year term. The first year is served as Vice Chair / Chair-Elect and the second as Chair.
2. Chairs of the Library Faculty Committees for Organization and Governance, Library Faculty Nominations and Elections, and Library Faculty Professional Development are elected to one-year terms.
3. Library Faculty Promotion Committee members serve staggered two-year terms. The Library Faculty Promotion Committee will elect their chair to serve a one year term. The Chair must be a second year member.
4. The Faculty Senate representative is elected for a three-year term.
5. The Undergraduate Policies and Curriculum Committee representative is elected for a two-year term.

Section 2. Conduct of Elections

- A. All elections and calls for volunteers shall be conducted by the Library Faculty Nominations and Elections Committee according to Nominations and Elections Procedures developed for this purpose.
- B. The elections of representatives will occur every April.
- C. Elections are held in the same order each year, according to the Nominations and Elections Procedures.
- D. All terms of office begin on July 1 following the election.

Section 3. Restrictions on Service

- A. No library faculty member can serve in more than one elected position simultaneously.
- B. Individuals holding an elected position may simultaneously hold volunteer positions.
- C. There is no restriction on the number of times an individual may serve in an elected or volunteer position throughout her or his career as a library faculty member but may not serve more than two terms consecutively.
- D. Election to the Undergraduate Policies and Curriculum Committee is limited to all undergraduate library faculty.

Section 4. Library Faculty Standing Committee Volunteers

- A. Following the annual election, the Library Faculty Nominations and Elections Committee will call for volunteers for all library faculty standing committees with the exception of the Faculty Promotion Committee.
- B. Library faculty standing committee volunteers serve staggered two-year terms.
- C. If a volunteer is subsequently elected as chair of the committee during the course of her/his two-year term, this service is included as part of the two-year term.

Section 5. Library Faculty Promotion Committee

- A. All members of the Library Faculty Promotion Committee are elected.
- B. Committee members serve two-year terms, staggered so that approximately half the committee membership is replaced each year.
- C. Following the election, the committee members select a chair from among their number. The Chair must be a second year member. The Chair also serves on the Faculty Council.
- D. Faculty eligible to serve on the Library Faculty Promotion Committee must have been employed as a KSU Library Faculty Member for at least one year as of July 1 following the election, with the exception when additional full professors are required for portfolio reviews.
- E. Individuals serving on the Library Faculty Promotion Committee who decide to apply for promotion during their tenure on the committee are required to vacate their membership on the committee, and a replacement will be elected as set forth in Section 6.

Section 6. Midterm Vacancies

- A. In the event that the Chair of the Library Faculty Council is unable to take office or complete a full term, the Vice Chair / Chair-Elect will assume the role of Chair and a vacancy election for Vice Chair / Chair-Elect will be conducted by the Library Faculty Nominations and Elections Committee.
- B. In the event that any other elected position is unable to take office or complete a full term, the Library Faculty Nominations and Elections Committee will conduct a vacancy election for the position. The newly elected individual will serve the remainder of the current term, which will also be considered their first official term of office.

- C. In the event that a volunteer member of a library faculty standing committee is unable to take office or complete a full term, the Chair of the committee affected by the vacancy will determine whether it is necessary to fill the vacant position before the next election cycle. If a replacement is determined to be necessary or desirable, the Library Faculty Nominations and Elections Committee will put out a call for a volunteer to complete the term.

Section 7. Voting

- A. Votes during faculty meetings are accepted both in-person and virtually. Virtual votes may be submitted via virtual meeting software polls or other online survey methods. The Vice-Chair ensures the correct number of votes match attendance. Provisions for virtual secret ballot votes must be implemented when necessary.
- B. When a voting member of the library faculty cannot be present for a meeting, he/she may submit a proxy form, directing that his/her vote be cast in a certain way on a particular matter. Proxies must be in writing.

Section 8. Recall Elections

The Library Faculty Assembly may recall any elected officer or representative by a two-thirds vote, coordinated by the Faculty Council Chair or Vice-Chair, and conducted by the Library Faculty Nominations and Elections committee via secret ballot.

ARTICLE V. Guidelines for Faculty Searches

Section 1. Search Committee Designation

- A. In consultation with the Dean, a search committee that includes at least three library faculty shall be appointed by the Department Chair. One faculty member may be replaced by an outside faculty member or a library staff member.
- B. In consultation with the Dean, the Department Chair shall appoint a Chair of the search committee. The search committee will follow procedures found on the Faculty Affairs website. The Department Chair shall provide the committee with specific guidelines about conducting searches.

Section 2. Potential Conflicts of Interest.

Following the closing date, and after initial review of the files of all qualified applicants, if an appointed committee member discovers that one or more applicants is a person or persons with whom the member has had a prior close personal relationship, s/he should make this known to the committee Chair, Department Chair, and Dean, and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

ARTICLE VI. Amendment of the Kennesaw State University Library Faculty Bylaws

- A. The Library Faculty Assembly may adopt new bylaws by a simple majority affirmative vote by those participating in a secret ballot election (KSU University Handbook, Section 3.5, A).
- B. The bylaws may be amended by a simple majority affirmative vote by those participating in a secret ballot election (KSU University Handbook, Section 3.5, A).

ARTICLE VII. Relationship to Other Governing Rules and Regulations

Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs, and the Board of Regents of the University System of Georgia.

SEE BELOW FOR APPROVAL FORM

Kennesaw State University Approval Form for Department Bylaws

A copy of this form, completed, must be attached to the department bylaws.

I confirm that the attached bylaws, dated 11/20/2017, were approved by the faculty of the Kennesaw State University Library System in accordance with department policies and procedures:

Faculty Organization and Governance Committee Chair - I approve the attached bylaws:

Emily J. Williams
Name (printed or typed) Signature/ Date

Department Chair Approval - I approve the attached bylaws:

Linda Golian-Lui
Name (printed or typed) Signature/ Date

College Faculty Council Approval - I approve the attached bylaws:

Ariel Turner
Name (printed or typed) Signature/ Date

College Dean Approval - I approve the attached bylaws:

David Evans
Name (printed or typed) Signature/ Date

Provost Approval - I approve the attached bylaws:

Ken Harmon
Name (printed or typed) Signature/ Date