



## Library System Faculty Bylaws

### Preamble

The name of this organization is Kennesaw State University (KSU) Library System. The Library System is a collaborative, collegial, and diverse group of faculty and staff who support the educational and research functions of the university. The KSU Library System consists of two departments: Department of Public Services and Department of Library Resources.

### Article I. Administration

#### 1. Dean

A. The Dean is the chief administrative officer of the Library System. The Dean has the responsibilities and authority specified by the Board of Regents and delegated by the Provost.

#### 2. Assistant/Associate Dean (s)

A. The Dean may appoint Assistant/Associate Dean (s) as needed.

B. The Assistant/Associate Dean (s) shall carry out such duties as assigned by the Dean.

### Article II. Committees

#### Section 1. Library Faculty Council

The Library Faculty Council serves the Library System similar to other KSU academic colleges with more than one department. The Library Faculty Council meets to determine the agenda for the Library Faculty Assembly. The Library Faculty Assembly consists of all faculty from the library system.

#### 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 Development Committee
4. Library System Promotion Appeals Committee
- D. Faculty Senate Representatives
- E. Undergraduate Policies and Curriculum Committee (UPCC) Representative
- F. Chair (s) of the Department Promotion Committee (s)
- G. Department Faculty Council Chairs
- H. Dean, ex-officio
- I. Assistant/Associate Dean (s), ex-officio
- J. Department Chairs, ex-officio
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 Library Administration.
      - d) The LFC is advisory to the college dean, who holds decision-making authority at the college level (Kennesaw State University Handbook, Section 3.6).
    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 and Faculty Council.
      - 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 or Library Faculty Assembly and to draft such documents when necessary.

B. Duties of the Chair

1. To preside over meetings of the Library Faculty Assembly and Faculty Council.
2. To attend meetings of the Library System Leadership Team.
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 and to record minutes for the Library Faculty Council meetings and Library Faculty Assembly meetings.
3. Assist the Chair with the prioritization of projects, drafting of documents and communications, and distribution of assignments.
4. Attend meetings with the Chair and library administration as needed.

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.
4. To provide updates at Library Faculty Assembly meetings.

Section 2. Standing Committees

Standing Committees shall be composed of all full-time, permanent contract library faculty. Membership of these committees include those who are elected, appointed by administration, or those who voluntarily join. Where appropriate, part-time, non-contract library faculty may be invited by the Dean to be adjunct members of the faculty, may be invited to faculty meetings as non-voting members, and may be asked to serve on appropriate committees. voluntarily join.

A. Standing Committee Charges

1. The Library Faculty Organization and Governance Committee shall be responsible for ensuring that the KSU Library System 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 ratification. 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 members 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, in consultation as needed with library administration. Such consultation may occur in circumstances requiring funding or which rely on institutional knowledge related to faculty status and/or eligibility for promotion. This can be accomplished through developing and promoting continuing education activities including, but not limited to promoting research interests and activities of the library faculty; and promoting other professional development endeavors.
4. The Library System Promotion Appeals Committee shall serve as an appeals committee as set forth in the current University Faculty Handbook.

#### B. Standing Committee Composition

1. The Library System Promotion Appeals Committee shall be composed of one or two faculty members from each Department as described in the Library System Bylaws (there must be the same number of faculty representing each department in the Library System; i.e., one from each department or two from each department), from at the rank of Associate Professor and/or Full Professor. Members are elected by faculty. No person can participate in more than one stage of the review process, so faculty on the Department Promotion Committees are not eligible to serve as members of the Library System Promotion Appeals Committee. Members of this committee may not participate in a review for a direct report.

2. In the event the Library System Promotion Appeals Committee does not have the necessary number of ranked faculty, the Committee Chair or Dean will ask for assistance from other appropriately ranked faculty in the Library System. In the event no appropriately ranked library faculty are available, the Committee Chair or Dean will ask for assistance from another KSU college.
3. For the library faculty standing committees other than the Library System Promotion Appeals Committee, each committee shall have a minimum of three members and a maximum of seven members (including the chair).
4. If a current standing committee other than the Library System Promotion Appeals 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.
5. 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 3. Ad hoc Committees

The Library Faculty Council may create and charge ad hoc committees as needed provided the Library Faculty Council notify the Dean of the existence of the ad hoc committees. Membership of these ad hoc committees may be determined on an appointed, volunteer, or elected basis. Also, the Dean, and/or the Assistant/Associate Dean (s), and/or the Department Chairs may create, charge, and appoint members of ad hoc committees for a specific term, provided they notify the library faculty of the existence of the 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 two meetings 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, the Assistant/Associate Dean (s), or a Department Chair. Any action taken at an emergency meeting is subject to Faculty review at its next regular or special meeting.
  5. The Dean, the Assistant/Associate Dean (s), and Department Chairs will respect the Library Faculty Council's request to meet, on occasion, without the Dean, the Assistant/Associate Dean (s), Department Chairs or members of the Dean's staff.
- 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 two meetings 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 Organization and Governance, Nominations and Elections, and Professional Development.
  3. The members of the Library Faculty Promotion Committee for both departments.

B. Representatives

1. Faculty Senate shall have a faculty representative from each KSU Library System Department.
2. Undergraduate Policies and Curriculum Committee shall have one library faculty representative.

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, Nominations and Elections, and Faculty Development are elected to one-year terms.
3. Library System Promotion Appeals Committee members serve staggered two-year terms. The Library System Promotion Appeals Committee will elect their chair to serve a one-year term. When possible, the Chair must be a second-year member.
4. The Faculty Senate representatives are elected for three-year terms.
5. The Undergraduate Policies and Curriculum Committee representative is elected for a three-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 March, unless otherwise announced by the Library Faculty Council. The Chair for the Library Faculty Nominations and Elections Committee must communicate the elected positions and committee chairs to the Dean no later than April 30.
- 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. No library faculty member with an administrative appointment of 50% or more may serve as Chair or Vice Chair/Chair-Elect.

#### 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 except for the Library System Promotion Appeals Committee.
- B. Library faculty standing committee members serve staggered two-year terms.
- C. If a volunteer is subsequently elected as chair of the committee during his/her two-year term, this service is included as part of the two-year term.

#### Section 5. Library Service Promotion Appeals Committee

- A. All members of the Library System Promotion Appeals 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. When possible, the Chair must be a second-year member. The Chair also serves on the Faculty Council.
- D. Faculty eligible to serve on the Library System Promotion Appeals 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 System Promotion Appeals 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.
- F. If there are not enough KSU Library Faculty members to complete the formation of the KSU Library Promotion Appeals Committee, the Chair of the Library Faculty Council must notify the Dean by April 1 so that an eligible KSU faculty member can be recruited.

#### Section 6. Midterm Vacancies

- A. In the event 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 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, they 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.
- C. A quorum shall consist of one-half plus one of those eligible to vote. Votes are accepted both in-person and virtually. Virtual votes may be submitted via virtual meeting, software polls, or other online survey methods.

#### 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. Amendments to 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 VI. Relationship to Other Governing Rules and Regulations

- A. 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.
- B. 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 08/15/2013 and amended on 12/07/2016, 11/20/2017, 02/28/2019 and 10/23/2020.

Kennesaw State University Approval Form for Kennesaw State University Library System

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

I confirm that the attached bylaws, dated 10/23/2020, were approved by the faculty of Kennesaw State University Library System in accordance with department policies and procedures:

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

DocuSigned by:  
*A. Carey Huddleston*  
 November 12, 2020  
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Carey Huddleston  
 Signature/ Date

College Faculty Council Chair Approval – I approve the attached bylaws:

DocuSigned by:  
*Chris Morris*  
 November 12, 2020  
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Chris Morris  
 Signature/ Date

College Dean Approval - I approve the attached bylaws:

DocuSigned by:  
*David Evans*  
 November 12, 2020  
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Dr. David Evans  
 Signature/ Date

Provost Approval - I approve the attached bylaws:

DocuSigned by:  
*Kathy Schwaig*  
 November 13, 2020  
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Dr. Kathy Schwaig  
 Signature/ Date