# Libraries Faculty Bylaws

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Section 1: University Libraries Faculty

The Faculty is governed by the Laws of the Regents and the University of Colorado Faculty Handbook. The Faculty advise the Dean on such matters as either the Dean or the faculty as a whole believe to be significant to the effective pursuit of the mission of the Libraries, and recommend policies and procedures as appropriate and necessary to these matters.

The Faculty is composed of all those at the rank of Faculty Fellow or above; they must hold a current appointment at 50% or above at the University of Colorado Libraries. In extraordinary circumstances, on a joint request from the Dean of Libraries and another senior campus officer, a member of the University faculty, who is a librarian and who serves in a librarian capacity in a unit outside the University Libraries and is rostered to that unit may be designated a member of Libraries faculty, primarily for the purposes of tenure and advancement in academic rank. Voting privileges are extended to all members of the Faculty. In tenure related decisions, only tenured faculty who are at or above the rank to which the candidate aspires may vote on cases. For Teaching Assistant Professor rank reappointment or promotion cases, Teaching Associate Professors, Teaching Professors, Associate and Full Professors may vote. For Teaching Associate Professor rank reappointment cases, Associate and Full Professors, and Teaching Professors may vote. For Teaching Professor cases, Associate and Full Professors may vote.

In accordance with the Association of College and Research Libraries Statement on the Terminal Professional Degree for Academic Librarians, University Libraries faculty members hold the master’s degree in library science from a library school program accredited by the American Library Association or from a program accredited or recognized by a national body of another country. A faculty member hired in the libraries may hold an appropriate terminal degree in another field relevant to the position.

Section 2: Officers

Faculty Chair

The Faculty Chair is elected by the Faculty to a one-year term as Vice Faculty Chair, and becomes Faculty Chair the following year. The Faculty Chair presides over Faculty meetings, determines the agenda, distributes minutes, and forwards the minutes as they are approved for addition to the University Libraries Faculty Minutes Archive, and mentors the Vice Faculty Chair. The Faculty Chair serves as Chair of the Executive Committee, and may not chair any other committee. The Faculty Chair must wait at least one year from the end of their term to be elected again as Vice Faculty Chair.

Vice Faculty Chair

The Vice Faculty Chair is elected by the faculty to serve a one-year term, and then serves as the Faculty Chair the following year. The Vice Faculty Chair learns all the duties and responsibilities of

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the Faculty Chair. They may substitute any of the duties of the Faculty Chair as needed, except serving as the Chair of the Executive Committee.

Section 3: Meetings, Voting and Elections

Faculty Meetings
The Faculty holds a business meeting each month if necessary, to be presided over by the Faculty Chair or a designated substitute. Unless otherwise provided, the latest revision of Sturgis’ The Standard Code of Parliamentary Procedure governs the conduct of the meetings. Special meetings may be called by the Dean, the Faculty Chair, or any other member of the Executive Committee, as deemed necessary. Meetings of the faculty are open to all current personnel of academic rank who are rostered in the University Libraries and Libraries emeritus faculty. Other individuals may attend faculty meetings as guests on the invitation of any faculty member.

Elections
The service year for elected faculty is January 1-December 31, except the Chair of the Tenure committee (1 May - 30 April), members of the Tenure Committee (beginning July 1 of the year they were tenured). An election is held annually to elect officers and committee members for the coming year.

Voting
Thirty-three percent of the Faculty who are currently rostered in the Libraries and not absent on extended leave of absence constitutes a quorum. The Faculty Chair determines the result of each vote taken during Faculty meetings and announces it to the Faculty. In the case of a close vote, or at the request of any member, an exact tally of votes is taken. The outcome of all votes is recorded in the minutes of the meeting. A vote may be taken at meetings, or after meetings by ballot, but not by proxy. A vote may be taken by ballot if requested at a faculty meeting. Voting by ballot shall be closed on the fifth business day following the day on which ballots are available. To be valid, a vote requires a quorum. Proposed amendments to the Faculty bylaws and the Libraries Faculty Handbook shall be presented at a Faculty meeting for discussion. Final passage of any amended bylaws text may not take place until the meeting following original introduction, and requires a two-thirds majority of votes cast to pass. All other motions require a simple majority of votes cast to pass.

Minutes
The Minutes of faculty meetings, once approved by the Faculty, constitute the official record of discussions and decisions of the Faculty, and are permanently retained and available to any member of the faculty.

Section 4: Committees

Committees
Service on committees, task forces, etc. is the privilege and responsibility of all members of the Faculty. The Faculty may establish Standing Committees. The Faculty may establish short-term Ad Hoc Committees or Task Forces as necessary to address issues that fall outside the specific purview of a single Standing Committee. Elected committee members may not serve consecutive terms.
Committee Documents

Documents relating to Committee activity should be retained permanently, except as noted in committee procedures. Non-confidential documents may be consulted by any member of the Libraries Faculty. Documents related to individual personnel actions are confidential. Committees are responsible for devising and maintaining procedures to carry out their charge. Such procedures should be in written form and available for consultation by any member of the Libraries Faculty.

Appeals Committee

The Appeals Committee consists of 5 members elected from the Libraries Faculty, serving a two-year staggered term. The Appeals Committee facilitates resolution of appeals related to annual evaluation or equity process.

Awards and Elections Committee

The Awards and Elections Committee consists of 3 members elected from the Libraries Faculty, serving a three-year staggered term. The Awards and Elections Committee is responsible for the selection of the recipient of the Ralph E. Ellsworth Award, and the elections of the Libraries Faculty, including filling mid-term vacancies on committees.

Executive Committee

The Executive Committee comprises the Faculty Chair, the Vice Faculty Chair; the Chairs of the Appeals Committee, Faculty Personnel Committee, and Tenure Committee; and the Libraries’ Boulder Faculty Assembly Liaison. It acts for, and in consultation with, the Faculty in areas not within the purview of any Standing Committee or Task Force, and appoints Ad Hoc Committees and Task Forces. The current Faculty Chair serves as Chair of the Executive Committee.

The Executive Committee advises the Dean on policy and budget matters. The Executive Committee will engage Libraries personnel who have relevant responsibilities, as needed.

The Committee solicits Faculty opinion on its actions, and informs the Faculty of its activities. When matters affect other/all Libraries personnel, the Committee will also solicit opinions from and inform these personnel.

Faculty Personnel Committee

The Faculty Personnel Committee (FPC) consists of 5 members elected from the Libraries Faculty, serving a two-year staggered term, and Assistant to the Senior Associate Dean as an ex-officio non-voting member. Elected members may not serve concurrently on the Appeals Committee, and must have been a member of the Libraries Faculty for at least one calendar year before becoming a candidate for election to the FPC. FPC is responsible for annual evaluations, handling equity requests, assigning career merit and documentation scores, and other duties relating to faculty personnel policies and procedures not covered by the Tenure Committee. The Committee actions and recommendations serve to promote uniformity, fairness and due process in all Libraries personnel actions. In conjunction with the Dean’s office, the Committee establishes and distributes a timeline for evaluations and appeals each academic year. Members of the FPC are bound by the University of Colorado’s personnel rules.
Library Symposium Committee
The Library Symposium Committee consists of 3 members elected from the Libraries Faculty, serving a three year staggered term. The Symposium Committee is responsible for organizing symposia that share and inspire Libraries faculty research.

Mentoring Committee
The Mentoring Committee consists of 3 members elected from the Libraries Faculty, serving a three year staggered term. The Mentoring Committee, including at least one tenured and one untenured faculty member, is responsible for assigning mentoring groups, developing the mentoring program, evaluating faculty participation, and assessing the effectiveness of the mentoring program.

Tenure Committee
The Tenure Committee is the body within the Libraries Faculty that is authorized to vote on decisions relating to tenure. These decisions include reappointment, promotion, and tenuring of tenure-stream faculty; and advising on leaves. Decisions made by the Tenure Committee are advisory to the Dean of Libraries. The Tenure Committee consists of all tenured Libraries Faculty, and the Assistant to the Senior Associate Dean as an ex-officio non-voting member. The Tenure Committee Vice-Chair is elected annually by the faculty via the annual faculty elections process for a term starting the following May 1, with a term as Chair to start the subsequent May. There will be at least three candidates. If there are insufficient volunteers, additional candidates are chosen according to which tenured faculty have served the highest number of years since they last were Chair of Tenure, a member of VCAC, or received tenure at CU. Tenured faculty are required to accept the nomination. Faculty with a scheduled sabbatical or other long-term leave are exempt. If the incoming Chair, current Chair, or past Chair is not a full professor and there are full cases, the Chair of the fulls will be chosen based on this calculation without an election. The Tenure Committee evaluates candidates for transfer to the tenure-track, reappointment review, promotion and tenure, promotion to full professor, and post tenure review, and makes recommendations to the Dean; considers sabbatical proposals, and makes recommendations regarding sabbatical requests to the Dean; considers proposals for one-semester release from librarianship, and makes recommendations to the Dean; and evaluates candidates for potential hire with tenure. Libraries faculty follow the procedures for appointment, reappointment, promotion, tenure and post-tenure review established for University of Colorado faculty by the Office of Faculty Affairs and regental policy.

Teaching Evaluation Subcommittee
The Tenure Committee Teaching Evaluation Subcommittee consists of at least four tenured faculty. The Subcommittee members are elected annually to staggered, two-year terms that begin in January. The Awards and Election Committee will solicit nominees who have prior teaching experience.

Section 5: Evaluations, Appeals and Grievances

Tenure Evaluation of Faculty
See Tenure committee above for details on this process.
Annual Evaluation of Faculty
The Faculty Personnel Committee (FPC) oversees the annual evaluation process for Libraries Faculty. FPC distributes the Faculty evaluation packets annually to all Libraries Faculty, and provides instructions and advice on the process. FPC conducts a review of performance in the two areas of Scholarly Activity (Research, Scholarship, and Creative Work) and Service for each member of Libraries Faculty and provides a numerical rating and a summary of the achievements in each category for each member of the Libraries Faculty. First-level evaluators conduct annual evaluations for the Practice of Librarianship.

Evaluation of the Dean
The Dean will be evaluated every five years. The evaluation process will occur in the preceding (fourth) year.

An ad hoc Dean’s Evaluation Committee will conduct the evaluation process. This committee will be comprised of all current members of the Executive Committee, three Libraries’ staff members, and the Faculty Support Project Manager as an ex-officio member. Committee members will serve a term of two years or until the dean’s evaluation process is complete. Executive Committee members will be appointed, and the Libraries’ staff members will be elected (in the Libraries’ annual election), in the fourth year.

The Dean’s Evaluation Committee will coordinate with an external entity chosen by the Committee to disseminate an evaluation survey of all Libraries’ personnel and additional metrics as needed. The Committee will analyze the survey results and provide the Libraries and the Provost with a recommendation concerning the dean’s continued appointment.

Salary and Equity Review and Recommendations
Each year when the amount of money available for salary increases is known, FPC meets with the Executive Committee to review the administration’s general plan for allocation of these funds. The plan is based on the results of the annual faculty evaluations. Each year an internal salary equity study based on career merit is performed. FPC develops a plan for salary distribution and equity awards and recommends it to the Executive Committee.

Annual Evaluation Appeals Process
Appeals of annual evaluation scores take place as part of the annual evaluation process and are decided before merit increases are allocated. The Appeals Committee recommends a faculty member request reconsideration from the evaluating body before instituting an annual evaluation appeal.

Appeals are submitted in writing to the chair of the Appeals Committee within 10 business days of the appellant receiving their annual evaluation scores, or by an alternate later deadline set by the Appeals Committee, and should include the rationale for the appeal. The Appeals Committee forms a panel suitable to each appeal received, using the following guidelines:

- The Panel shall consist of a fair and impartial group of three Appeals Committee members. A Committee member with a conflict of interest resulting from either personal or working relationships, shall be recused. The appellant may request that Committee members be excused for just cause.
Additional faculty members may be added to an appeal panel when needed to make a total of three, appointed by the Chair of Appeals.

The recommendation of an appeals panel is advisory to the Dean, who makes a final decision. Annual merit cannot be appealed beyond the Dean, although career merit inequities may be.

**Grievance Process**

**Part 1: Scope**

Grievances should be submitted and addressed according to relevant Campus or University policies as outlined in the Professional Rights and Responsibilities of Faculty Members and Roles and Responsibilities of Academic Leaders, hereafter PRR, or other policies, including, for example:

- Misconduct in Research, Scholarship, and Creative Activities” APS 1007
- Fiscal Misconduct Reporting” APS 4012
- “Fiscal Roles and Responsibilities” APS 4014 (2011)
- “Sexual Misconduct, Intimate Partner Abuse and Stalking” APS 5014 (2018)
- “Discrimination and Harassment Policy and Procedures” University of Colorado Boulder (2019)
- Provost’s Advisory Committee of Faculty Grievance

**Part 2: Definitions**

The process outlined in the PRR assigns specific responsibilities to faculty with particular roles, as defined in Part IV Process for Review of Faculty Conduct and Responses to Unprofessional Conduct By a Faculty Member. In the libraries, these definitions should be understood to mean the following:

**Supervising Administrator**: Refers to the first level evaluator of the Respondent or Responding Faculty member. In the event that the Supervising Administrator must recuse themselves, the next level evaluator will take on the role of Supervising Administrator

**Reviewing Administrator**: Refers to the Senior Associate Dean of the University Libraries

**Part 3: Fast Track Grievance Procedure for Teaching Professor Non-Reappointment**

Teaching Professors must be notified of non-renewal decisions at least six weeks before their contract end date. If necessary, deadlines below may be further adjusted in order to extend or finish the grievance process within six weeks.

The grievant may initiate a formal grievance procedure by submitting a written complaint to the chair of the Executive Committee within 5 days of their notification of non-reappointment. The Executive Committee will review the complaint and establish procedures for further deliberation. They will have 15 business days from receiving the complaint to complete deliberations and issue a written report. The report shall include both the Executive Committee’s findings of fact and its recommendation. The Executive Committee shall reach its decision by majority vote. Within 5 business days of the decision by the Executive Committee, the grievant may appeal to the Dean of
the Libraries for a review of the decision. The appeal shall be submitted in writing and shall specify
the basis of the appeal. The Dean may employ such procedures as they deem appropriate to
consider the appeal. The Dean shall have 5 business days from receipt of the appeal to render a
written decision.

Procedures may include requesting additional information, soliciting a formal response from the
respondent, interviewing witnesses or others who have relevant information, and interviewing the
parties. At its sole discretion, the Executive Committee may at any time issue a finding that the
grievance is without merit. Parties to the grievance shall provide information requested by the
Executive Committee without undue delay.