Libraries Faculty Bylaws

Table of Contents

Preamble

The Faculty is governed by the Laws of the Regents and the University of Colorado Faculty Handbook. It is a guiding principle of the shared governance recognized by the Board of Regents of the University of Colorado that the faculty and the administration shall collaborate in major decisions affecting the welfare of the University as described in the Regents' laws in [Article 5](https://www.cu.edu/regents/law/5)[1].

The shared governance structure outlined in these by-laws is meant to create a productive and collaborative relationship between faculty and administration, promote faculty engagement, foster inclusivity, and further the educational and research missions of the University Libraries. The University Libraries' shared governance structure is meant to facilitate faculty decision making in areas in which the faculty takes the lead, and foster meaningful and timely collaboration in those areas where the administration takes the lead. The faculty has the principal responsibility for decisions concerning, among other matters, pedagogy, curriculum, research, scholarly or creative work, academic ethics, and recommendations on the selection and evaluation of faculty members; and the faculty plays a significant collaborative role in decision-making about personnel-related policies, budgeting, and the selection and review of academic administrators, and, more generally, about policies with respect to matters that directly affect the faculty.

Section 1: University Libraries Faculty

Membership

The Faculty is composed of all those holding a faculty job code/title, excluding those with adjoint or courtesy appointments. They must hold a current appointment at 50% or above at the University of Colorado Libraries. In select 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, 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, for the purposes of tenure or teaching professor-track advancement in academic rank.

Voting Rights

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

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[1] https://www.cu.edu/regents/law/5

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.[2]

Degree Requirements

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 alternatively hold an appropriate, equivalent graduate degree in another field relevant to the position, so long as they also have relevant professional experience. Search committees may determine relevant degree requirements appropriate for the position.

Faculty Hiring Plan

At least annually, the Libraries' faculty and administration undertake a shared governance process to determine and/or make any updates to the faculty hiring plan. This process includes multiple opportunities for input and perspectives from Libraries' faculty and staff. A vote of the faculty is held to endorse the faculty hiring plan. This process determines the nature and focus of faculty positions to be hired (including, but not limited to: librarianship specialty, place in the organizational structure, rank, etc.).

Section 2: Officers

Faculty Chair

The Faculty Chair is elected by the Faculty for a two-year term. The Faculty Chair collaborates with the Dean and the Faculty Governance Committee to chair faculty meetings and determine the agenda. The Faculty Chair serves as Chair of the Faculty Governance Committee and, in this capacity, leads faculty shared governance. The Faculty Chair also serves as the Chair of the Primary Unit for the reappointment and promotion of the teaching professor-rank faculty. The Faculty Chair is invited to serve as a non-voting member of the Boulder Faculty Assembly Executive Committee. The Faculty Chair may not chair any other faculty committee. Faculty with administrative appointments at the level of associate dean or above are not eligible to be Faculty Chair. The Faculty Chair may not serve over two consecutive terms (4 years). If the Faculty Chair is temporarily unavailable to fulfill any of their regular duties, a past Faculty Chair or a member of the Faculty Governance Committee

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may serve, or if they are unable, the current Chair will ask a member of the faculty who can cover the corresponding responsibility as a substitute.

Faculty Chair-elect

Upon election, the Faculty Chair-Elect apprentices from January to June of the given academic year after the fall election with the current Faculty Chair. The Faculty Chair-Elect formally starts the role of the Faculty Chair in July of that year for the two-year term.

Section 3: Meetings, Voting and Elections

Faculty Meetings

The Faculty holds a business meeting each month if necessary, to be presided over by the Dean or a designated substitute as required by Regent Policy, and led by the Faculty Chair or a designated substitute. The Faculty Chair runs and moderates the meeting. Unless otherwise provided, the latest revision of Sturgis' The Standard Code of Parliamentary Procedure governs the conduct of the meetings. Special faculty meetings may be called by the Dean, the Faculty Chair, or the Vice Faculty Chair, 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 July 1-June 30, except the Tenure Vice Chair (1 May - 30 April). 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. Faculty with administrative appointments at the level of associate dean or above are not eligible for the Appeals Committee. 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.

Curriculum Committee

The Curriculum Committee is the body within the Libraries Faculty that is authorized to act on matters relating to the University Libraries academic program and curriculum, including but not limited to academic credentials, certificates, micro-credentials, badges, course proposals, program changes, independent studies, and additional programs. The committee consists of three to five faculty, with staggered two-year appointments. The Awards and Election Committee will solicit nominees who have prior or related background and experience with teaching. The Associate Dean of Success and Engagement Strategies will be an ex officio member, this will be non-voting except in the case of ties where they would break the tie, and will be responsible for relaying committee decisions in the campus systems.

Faculty Development Committee

The Faculty Development Committee consists of 3-5 members elected from the Libraries Faculty, serving a three year staggered term, including at least one assistant professor or assistant teaching professor. The Faculty Development Committee advocates for faculty development needs in shared governance. The committee is responsible for organizing symposia that share and inspire Libraries faculty research, managing a faculty mentoring program, and developing other faculty development workshops and programs as needed.

Faculty Governance Committee

The Faculty Governance Committee (FGC) comprises the Faculty Chair, the Vice Faculty Chair, Boulder Faculty Assembly Liaison, the chairs of all faculty committees, and 1-2 at-large member(s) elected from the faculty for a 2 year term. Faculty with administrative appointments at the level of associate dean or above are not eligible, in such cases faculty committees should select an alternative representative to the FGC. Faculty Support Project Manager, or equivalent position, is an ex-officio non-voting member. The current Faculty Chair serves as Chair of the FGC.

The FGC is the primary representative body of the faculty in shared governance, and it advocates for faculty interests, ideas, and concerns. The FGC gathers Faculty opinion on governance issues through methods of its choosing, and informs the Faculty of its decisions, activities, and recommendations. The responsibilities of the FGC include:

- Representing the faculty in shared governance discussions with the Libraries administration.
- Collaborating with the Dean to set the agenda for Libraries faculty meetings.
- Collaborating with the Dean on budgetary and policy decisions.
- Coordinating faculty committees' operations and procedures.
- Responsibility for reviewing, maintaining, and stewarding general faculty procedures
- Referring governance issues to faculty committees as appropriate, and appointing Ad Hoc Committees and Task Forces as necessary.
- Regularly reviewing the handbook and by-laws to ensure they reflect the will of the faculty, and that they adhere as necessary to all applicable University laws and policies.
- Performing a fair, thorough, and confidential evaluation of the dean on a regular basis.

Faculty Hiring Committee

The Faculty Hiring Committee consists of 6 members elected from the Library's faculty, serving a two-year staggered term, including at least one teaching-professor stream and one tenure-stream professor. The Assistant Dean for Organizational Development & Inclusive Practice, or equivalent position, acts as an ex-officio non-voting member. The committee is responsible for faculty search procedures, advises the Dean on faculty recruitment and classification, and appoints faculty search committees. Members serve on faculty searches. The committee ensures that searches are fair, equitable, and inclusive.

Merit Review and Salary Committee

The Merit Review and Salary Committee consists of 5 members elected from the Libraries Faculty, serving a two-year staggered term. Faculty Support Project Manager, or equivalent position, is 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 Merit Review and Salary Committee. Faculty with administrative appointments at the level of associate dean or above are not eligible for the Merit Review and Salary Committee. Merit Review and Salary Committee 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, Faculty Hiring, or Faculty Governance Committee. The Committee's process on annual performance reviews is a process that is separate and distinct from reappointment, tenure, and promotion, per Regent Policy 5.C.2.e. The Committee actions and recommendations serve to promote uniformity, fairness and due process in all Libraries personnel actions. In conjunction with the appropriate administrative unit within the Libraries, the Committee establishes and distributes a timeline for evaluations and appeals each academic year. Members of the Merit Review and Salary Committee are bound by the University of Colorado's personnel rules.

Tenure Committee

The Tenure Committee is a committee of the whole. All tenured Libraries faculty are Tenure Committee members and the Faculty Support Project Manager or equivalent position is an ex officio, non-voting member. The Tenure Committee is authorized to vote on decisions relating to tenure, all of which are advisory to the Dean.

The Tenure Committee is the Libraries' Primary Unit (PU), and the Tenure Chair is the Primary Unit (PU) Chair, for the purpose of Libraries tenure-track faculty applications for reappointment, tenure, and promotion to associate professor. The Tenure Chair appoints Tenure Committee members to serve as Primary Unit Evaluation Committees (PUECs) for the purpose of reviewing Libraries tenure-track faculty reappointment, tenure, and promotion to associate professor cases. The Tenure Chair also appoints Tenure Committee members to serve as Post-Tenure Review Committees for the purpose of reviewing those cases.

The Tenure Vice Chair is elected annually by the faculty via the faculty elections process for May 1-April 30 term, and a subsequent Tenure Chair term the following May 1-April 30. Tenured faculty who do not have administrative appointments at the level of associate dean or above are eligible for election as Tenure Vice Chair. There will be at least three candidates on the ballot for the election of the Vice Chair. If there are insufficient volunteers, additional candidates are chosen from among the tenured faculty according to the highest number of years since last serving as Tenure Chair, Chair of Fulls, a member of Vice Chancellor's Advisory Committee (VCAC), or receipt of tenure at CU Boulder. These faculty are required to accept their nomination until elected or for a maximum of two annual ballots, whichever comes first, after which they are placed last on the list for future,

involuntary placement on the ballot. Faculty with a scheduled sabbatical or other long-term leave are exempt from involuntary placement on the ballot until they return from leave.

The Tenure Committee evaluates candidates for reappointment, tenure, and promotion to associate professor; considers sabbatical proposals; considers proposals for tenure-track faculty members' single semester release from Librarianship; and evaluates candidates for potential hire with tenure, in all cases providing its recommendations to the Dean.

The PUECs, PU, and PU Chair for Libraries' promotion to full professor cases are drawn from the Libraries' full professors and additional University full professors, if needed. This PU evaluates candidates for promotion to full professor and makes recommendations to the Dean. If the Vice, current, or past Tenure Chair is not a full professor and there are full cases, or at the request of the current Tenure Chair, a separate Chair of Fulls will be selected by vote of the full professors, all of whom are eligible to serve as Chair of Fulls.

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. The process leading to the award of tenure is an evaluation of a faculty member's cumulative performance and is a process that is separate and distinct from the annual performance evaluation, per Regent Policy 5.C.2.e.

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.

Annual Evaluation of Faculty

The Merit Review and Salary Committee (MRSC) oversees the annual evaluation process for Libraries Faculty. MRSC distributes the Faculty evaluation packets annually to all Libraries Faculty, and provides instructions and advice on the process. MRSC 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 four members from the Faculty Governance Committee, three Libraries' staff members, and the Faculty Support Project Manager or equivalent as an ex-officio member. Committee members will serve a term of two years or until the dean's evaluation process is complete. Faculty Governance Committee members will be appointed, and the Libraries' staff members will be elected.

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, MRSC meets with the Faculty Governance 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. MRSC develops a plan for salary distribution and equity awards and recommends it to the Faculty Governance 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[3]
- Fiscal Misconduct Reporting" APS 4012[4]
- "Fiscal Roles and Responsibilities" APS 4014[5] (2011)
- "Fiscal Code of Ethics" APS 4016[6] (2008)
- "Sexual Misconduct, Intimate Partner Abuse and Stalking" APS 5014[7] (2018)
- "Discrimination and Harassment Policy and Procedures"[8] University of Colorado Boulder (2019)
- Provost's Advisory Committee of Faculty Grievance[9]

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 addition, administrators in these positions may delegate this work to advisory committees. 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.

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[3] https://www.cu.edu/ope/aps/1007

[4] https://www.cu.edu/ope/aps/4012

[5] https://www.cu.edu/ope/aps/4014

[6] https://www.cu.edu/ope/aps/4016

[7] https://www.cu.edu/ope/aps/5014

[8] https://www.colorado.edu/policies/discrimination-harassment-policy

[9] https://www.colorado.edu/academicaffairs/policies-customs-guidelines/provosts-advisory-committee-faculty-grievance

Investigative Advisory Committee. The Supervising Administrator may delegate inquiry actions to, or otherwise seek the assistance or advice of an Investigative Advisory Committee. When requested, the chair of the Merit Review and Salary Committee (MRSC) appoints a three person panel from among MRSC members. The MRSC may appoint others in lieu of its own members, in the event of conflicts of interest as perceived by the Responding Faculty Member or the Supervising Administrator. This committee is purely advisory, and the Supervising Administrator may reject or adopt the committee's advice in whole or in part.

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

Reviewing Advisory Committee: The Reviewing Administrator may delegate some or all of the appeal processes to a Reviewing Advisory Committee. When requested, the chair of the Appeals committee appoints a three person panel from among the Appeals Committee members. The Appeals Committee may appoint others in lieu of its own members, in the event of conflicts of interest as perceived by the Responding Faculty Member or the Reviewing Administrator. Any such committee is purely advisory, and the Reviewing Administrator may reject or adopt the committee's advice in whole or in part.

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 Faculty Governance Committee within 5 days of their notification of non-reappointment. The Faculty Governance 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 Faculty Governance Committee's findings of fact and its recommendation. The Faculty Governance Committee shall reach its decision by majority vote. Within 5 business days of the decision by the Faculty Governance 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 for
mal response from the respondent, interviewing witnesses or others who have relevant information, and interviewing the parties. At its sole discretion, the Faculty Governance Committee may at any time issue a finding that the grievance is without merit. Parties to the

grievance shall provide information requested by the Faculty Governance Committee without undue delay.