

**University of Kentucky Libraries**  
**Faculty Procedures**

Revised February 19, 2010

**I. Introduction**

This document brings the University of Kentucky Libraries into compliance with University Governing Regulation VII, which deals with faculty organization and governance.

The following rules and procedures are intended to provide for the internal governance of the University of Kentucky Libraries, to define the rights and responsibilities of faculty, and guide appointment and conduct of committees and other faculty groups. (GR VII A.6.c)

**II. Educational Policy**

This section of the Library Faculty Procedures Document defines how the Libraries will comply with GR VII A.4.c that requires that a college faculty determine the educational policies of that college and with GR VII A.4.b that requires the college establish either a council or committee structure through which the faculty will carry out this responsibility.

For the Libraries, educational policy is defined as guiding priorities and policies that affect the Libraries' direction. Examples of activities within the scope of educational policy include, but are not limited to, faculty participating in:

- a. Determining directions for growth and organization of information resources and collections
- b. Determining directions for education in the area of information resources
- c. Determining directions for new and existing services for library users
- d. Providing input for the human and financial resource allocation to accomplish the above  
(GR VII A.4.c)

**III. Administrative Officer(s)**

**a. The Dean**

The dean is the chief administrative officer of a college and is responsible for the enforcement of the Governing Regulations, the Administrative Regulations, University Senate Rules and rules of the college faculty. The dean is authorized to establish and enforce such policies and procedures as

are attendant to the administrative management of the operations of the college.

In the case in which a college has no departments, which is the case for the Libraries, the dean also fulfills the role and responsibilities of the department chair. (GR VII B.5) The responsibilities of the dean are delineated in GR VII B.3; those of the department chair in GR VII B.5. In connection with these administrative functions, the dean/department chair is required to seek the advice of the college faculty individually, as a whole, through the elected college faculty or through the faculty advisory committees in the matters outlined in GR VII B.3 and GR VII B.5.

With input from the faculty, the dean establishes the mechanisms by which the College complies with requirements for promotion/tenure and related appointment actions, faculty performance evaluations and faculty input in the evaluation of department chairs between periodic reviews. (GR VII B.3) While the UK Libraries does not have departments, it does have administrative divisions. Since these are not the equivalent to departments and therefore these divisions and their administrative heads do not undergo the standard five year review, it is important to build in a mechanism for input regarding the evaluation of administrative heads (members of the Libraries Executive Committee). Therefore, our procedures require the dean to seek input from all faculty in the evaluation of the administrative heads during the regular faculty review cycle.

In addition, in the role of department chair, the Dean of Libraries submits the budget request and administers the budget after its approval, and makes recommendations on salaries, salary changes and distribution of effort. In connection with these responsibilities, the dean shall seek the advice of the members of the college faculty. (GR VII B.5)

The dean, as chair of the college faculty, presides at the college faculty meetings, except as the dean may delegate that function, and serves as ex officio on all college committees. (GR VII B.3)

The dean speaks for the college. In the event the dean believes it necessary to depart from the recommendations of the college faculty, the dean shall communicate the college faculty's recommendation as well as the dean's recommendation, stating the reasons for differing from the faculty and notify the college faculty of such action. (GR VII B.3)

#### **IV. Faculty**

##### **a. Membership**

GR VII A.4.a specifies that membership of the library faculty shall consist of the dean, associate deans, and regular full time librarians I-III. This GR

grants authority to extend membership beyond this specified group. Membership with voting privileges is thus extended to all tenure track librarians including part time and librarian IV rank. (GR VII A.4.a, GR VII A.2)

**b. Role in determining educational policy**

All faculty are expected to take an active role in determining educational policy. This requires attending faculty meetings, serving on committees and standing for elected positions such as faculty senate representative, faculty council officer, or promotion/tenure committee member.

**c. University Senate Representative**

The Libraries' University Senate representative shall be elected according to the timetable and terms set by the University Senate.

Librarians with the rank of Librarian IV – I, with the exception of library faculty administrators (Executive Committee members), are eligible to serve on the University Senate and vote in the election of senator.

**d. Library Faculty Council**

A faculty council or faculty committee structure is required by GR VII A.4.b to facilitate the role of the faculty in setting educational policy. In the event that the university requires the dean to consult with the faculty on any specific matter, the dean will consult with the Council.

**i. Council Composition** (may include tenured and untenured members) :

1. Chair
2. Vice chair/chair elect
3. Secretary
4. Past chair
5. Two at-large members
6. Ex officio, non-voting:
  - a. Elected University Senate representative(s). Note: Number of library representatives is determined by the Senate and can change. All elected library representatives will serve on Council.
  - b. Dean of Libraries

**ii. Terms of Office**

The Vice-Chair/Chair Elect shall be elected by the faculty to serve a three year term; one year as vice chair/chair elect,

followed by one year as chair, followed by a one year as past chair. The secretary and at-large members shall be elected for two year terms. Terms of the at-large members shall be staggered. No elected council member shall serve more than five (5) consecutive years.

The secretary serves as secretary for both the Council and all faculty meetings.

### **iii. Election to the Faculty Council**

Any librarian I-IV is eligible to serve on the Council. To be elected vice-chair/chair elect, the librarian must be tenured. The Faculty Secretary will conduct a written election in May. Terms will begin July 1. A nomination committee composed of the past chair and two other members of the Council will prepare the slate of candidates. Faculty members may self nominate or be nominated by another librarian. The ballot will include all nominees. Nominees will run for a specific office. If there are more than three candidates for an office, a preliminary vote will be held to select the top three candidates who will then run in a second round of voting. The winner for each office will be the person with the highest number of votes from the ballots returned. In the event of a tie the outcome of the election will be determined by the toss of a coin.

### **iv. Duties of the Faculty Council:**

- 1.** Soliciting and organizing all faculty input on the strategic direction and resource allocation of the libraries
- 2.** Setting agenda for faculty meetings
- 3.** Appointing the standing committees of the faculty except in cases where election is required.
- 4.** Establishing ad hoc faculty work groups as needed
- 5.** Gathering faculty input on dean's performance between periodic reviews
- 6.** Gathering faculty input on faculty performance review process (GR VII A.4.b and GR VII A.4.c)

### **e. Meetings of the Faculty**

#### **i. Types of Meetings**

- 1.** The library faculty shall hold regularly scheduled meetings at which the dean shall preside except as the dean may

delegate that function. The schedule shall be determined and distributed at the beginning of each semester.

2. The dean may call special meetings of the faculty as deemed necessary.
3. Additional meetings may be called by the President and/or the Provost.
4. The Faculty Council may initiate a special meeting by submitting to the dean a written request which has been signed by ten or more voting members of the faculty stating the purpose of the meeting. The dean shall call a special meeting of the faculty within two weeks of the receipt of the written request.
5. The Council will appoint a parliamentarian to serve at faculty meetings.

**ii. Notice of Meetings**

1. Written notice of at least five working days shall be given to all members for all regularly scheduled or special meetings of the faculty. Emergency meetings (special meetings of a time sensitive nature) are exceptions and do not require five days notice.

**iii. Agenda for Meetings**

1. The Faculty Council shall prepare, post, and distribute to all members of the library faculty the agenda and supplemental materials (as needed to support substantive discussion and action items) for meetings of the faculty at least five working days in advance of the meeting except in emergencies or special circumstances. Members of the faculty may recommend to the Faculty Council items for inclusion in the agenda at least ten days in advance of the regularly scheduled meeting for which the item is intended. The agenda submission should include a brief statement of the issue, the specific motion or action suggested, and its consequences or implications.
2. The faculty may, by simple majority of those present and voting, amend or modify the agenda, including the deletion or addition of items.

**iv. Voting and Quorum for Meetings**

1. All librarians, ranks I-IV, have voting privileges. Exempt employees who are not in Librarian positions may attend faculty meetings as non-voting attendees but may be extended voting privileges for that meeting at the discretion of the faculty. A quorum for a meeting shall consist of a simple majority of the library faculty membership. A quorum of the members is required for official library faculty action. The secretary is responsible for keeping a written record of the attendance of each meeting for the purpose of determining a quorum.
2. A measure passes by simple majority of the votes.
3. A vote may also be taken by written ballot.

**v. Conduct of Business**

1. The Agenda for regularly scheduled meetings of the faculty shall include the following components as appropriate:
  - a. Correction and approval of the minutes of the preceding meeting.
  - b. Changes to the agenda:
  - c. Old business
  - d. New business
  - e. Reports:
    - i. Dean
    - ii. Faculty Council
    - iii. Committees
    - iv. Other
  - f. Announcements
2. The Agenda for special or emergency meetings called by the President, Provost, or Dean shall pertain only to the issue(s) for which the meeting was called.

**vi. Minutes**

The Faculty Council secretary shall record and distribute the minutes of each regularly scheduled or special faculty meetings.

Minutes from the faculty meeting shall be distributed within one week of the meeting to all library faculty. GR VII A.4.b

**f. Sabbatical Leave** covered in GR X B.2.d(i)

**g. Committees of the Faculty**

- i. Promotion and Tenure (AR II-1.01)  
The promotion, tenure and contract renewal process for librarians is detailed in Promotion and Tenure, Contract Renewal: a Guide for University of Kentucky Librarians <https://libstaffsrv.uky.edu/Committees/PT/Shared%20Documents/GuideforPTandCR.doc>. Issues related to the promotion and tenure process, including contract renewal are managed by the Promotion and Tenure Committee of the library faculty.
- ii. Other standing committees as proposed by the Faculty Council are established by vote of the faculty
- iii. Ad hoc committees or working groups may be established at the discretion of the Faculty Council.

N.B. The establishment of faculty committees does not preclude the establishment of administrative committees by the dean.

## **V. Appointment, Promotion, and Tenure in the Librarian Series**

### **a. Ranks**

Librarians at the University of Kentucky hold academic appointments in ranks designated as Librarian IV, Librarian III, Librarian II, and Librarian I, analogous to the academic titles of Instructor, Assistant Professor, Associate Professor, and Professor, respectively.

### **b. Requirements**

Requirements for appointment, promotion and tenure in the Librarian Series are set out in the University of Kentucky Administrative Regulations, AR II-1.01, Page X:1-4.

### **c. Evidences**

The department faculty\* shall develop statements describing the evidences of activity in instruction, research and service that are appropriate to their field(s) for use in guiding evaluations for promotion and tenure. GR VII A.6.c

\*[i.e. college faculty, in the case of the Libraries]

For the statement of evidences see Appendix A: University of Kentucky Libraries Evidences for Promotion and Tenure

### **d. Additional regulations**

Additional regulations for appointment, promotion, and tenure are included under the heading "Chairs of Departments" in the University Governing Regulations, GR VII B.5; "College Faculty Functions," VII A.4.c; "Department Faculty Functions," VII A.6.c.

### **e. Location of Files**

Library Faculty Standard Personnel Files are located in the Office of the Dean of Libraries.

## **VI. Performance Review**

Administrative regulations for faculty performance review are stated in University Administrative Regulations, AR II-1.0-5 (Policies for Faculty Performance Review). <http://www.uky.edu/Regs/AR/ar026.pdf>. The role of the dean and the faculty in this process is addressed in University Governing Regulation GR-VII-4.c <http://www.uky.edu/Regs/GR/gr7.pdf>

## **VII. Changes and Amendments to the Faculty Procedures**

Changes and amendments to Faculty Procedures are made by faculty vote after the item is put on the Agenda of a regular or special meeting of the faculty.



**University of Kentucky Libraries**  
**Faculty Procedures**

**Appendix A**  
**Evidences for Promotion and Tenure**

**General Criteria for Promotion and Tenure:**

The criteria for promotion and tenure, as established by the University, are records of excellence across all areas of activity assigned to a faculty employee.

In the University of Kentucky Libraries, excellence in the areas of primary assignment, professional development, service, and research and scholarship are expected throughout the academic career.

**Introduction to Evidences for Promotion and Tenure:**

Evidences serve to demonstrate and document the accomplishments and growth of librarians in the areas of primary assignment, professional development, service, and research and scholarship.

Evidences build on previous levels as one is promoted. The expectation is that librarians will gain a deeper knowledge, build on previous accomplishments, and increase their levels of expertise and involvement.

These evidences are not intended to be comprehensive or a checklist.

The statements of evidence will apply to faculty whose initial academic appointment begins on or after July 1, 2010.

**Evidences may include but are not limited to the following examples:**

**I. Primary Assignment**

The candidate should demonstrate continuous growth and development in the primary assignment. Evidences for promotion and tenure in the area of primary assignment may include, but are not limited to the following:

Job Knowledge

- Understands systems, programs, policies, and constituencies related to the primary assignment; performs work with skill and dedication
- Demonstrates increasing effectiveness and a sustained high level of job performance

- Exhibits knowledge of relevant subject area(s) or field(s)
- Demonstrates familiarity with information organization and retrieval techniques
- Experiments with new ideas and techniques
- Develops new or substantially revised instructional or procedural resources
- Achieves recognition related to the primary assignment (external to the library)

#### Knowledge of Organization and Services

- Demonstrates understanding of the operations and services of the library divisions and their interrelationships, by an ability to interpret, integrate and promote these operations and services
- Shows awareness of community and University issues and concerns as they affect the library and University
- Understands and anticipates user needs and devises system-wide solutions to user problems
- Translates knowledge of the University curriculum and policies into effective library services

#### Communication and Organizational Skills

- Communicates and collaborates effectively with individuals, groups, or in instructional settings
- Exercises independent judgment effectively as appropriate
- Creates and shares unpublished institutional documents related to the primary assignment such as white papers, library or university reports, instructional materials, bibliographies, blogs

#### Leadership Skills

- Manages competently the library resources under one's supervision
- Demonstrates flexibility in meeting and dealing with daily problems within the framework of established library policies and procedures
- Makes strong system-wide contributions related to the primary job assignment, including productive service on committees or work groups
- Cooperates with other libraries and institutions to facilitate research and to develop regional and national library services
- Takes a leadership role in various areas related to the primary assignment

## **II. Research, Scholarship, or Creative Activity**

Appointment as a librarian does not imply a specific major responsibility to engage in research and publication (AR 2:7.VIII.A). Those who choose to participate in research, scholarship or creative activities should make significant contributions to their field or to the library profession.

Evidences of appropriate research, scholarship, or creative activity for library faculty may include, but are not limited to:

- **Scholarly publications:** May appear in external trade/professional/peer-reviewed publications in various formats; may include scholarly reviews of books, journal articles, websites, exhibitions, best practices, or innovations. *Unpublished institutional documents related to the primary assignment such as white papers, library or university reports, instructional materials, bibliographies, blogs, etc. would, in general, be included in Section I. Primary Assignment*
- **Presentations:** May be made in various formats in the area of expertise and may include invitations to present at conferences or teach professional workshops
- **Exhibitions:** May be presented in various formats and may also be sponsored by a non-library organization
- **Awards:** May include fellowships, research awards or other recognition in either librarianship or the primary subject area of the candidate
- **Grants:** May obtain grants from internal or external sources
- **Inventions or patents:** May include those related to the professional field

### III. Service

Contributions of service will advance the library, university, profession or the community and should build upon previous levels of involvement and leadership, showing sustained commitment. They may include but are not limited to:

- **Committees** (participation, contribution, leadership)  
May include library or university committees, councils, task forces, working groups, senates, etc. or related to college or academic departmental programs and endeavors. May be local, state, regional, national or international professional associations related to librarianship or a relevant academic discipline.
- **Communication**  
Moderates a listserv, designs a web page, edits a publication, column or newsletter in any of the above designated areas of service contributions as relates to area of expertise.
- **Education/Outreach**  
Develops educational or in-service programs, exhibits or interdisciplinary activities on campus or within the community or profession.
- **Mentorship**  
May be within the library or the profession.
- **Consulting/Advising**  
May include work for other university departments or units, agencies, institutions, and organizations not related to the university, as long as it involves the librarian's area of professional expertise.

### IV. Professional Development

This area includes activities that provide opportunities for professional growth and development, with the primary benefit going to the individual and then to the University.

The candidate should demonstrate continuous growth and development in professional skills and knowledge. These evidences apply across all ranks. Evidences may include, but are not limited to:

- **Continuing Education:** Gains expertise by taking additional course-work; participates in professional development seminars or workshops including webinars and other online educational opportunities; may attend workshops and/or conferences at the local, state, regional and/or national/international level; attends in-service faculty education programs; keeps abreast of the field through professional reading or discussion groups
- **Professional Organizations:** Joins appropriate state, regional and national professional organizations
- **Mentoring:** Participates in a mentoring program