

Torreyson Library Bylaws

I. Purpose:

The Torreyson Library adopts the following bylaws in order to foster an inclusive professional culture in which library staff, faculty, and administration work together effectively and collegially in support of the mission of the University and the Library. The principles of shared governance should permeate decision making in all existing library units, committees, task forces, etc. With acknowledgement of the existing chain of command, any member of the library faculty or staff can bring an issue of concern related to library policy, procedure, or program to any committee.

- A. **Structure:** The library governance structure consists of the Executive Committee; Faculty Advisory Committee; Staff Advisory Committee; Department Personnel Advisory Committee; Tenure and Promotion Committee; Planning, Implementation, and Assessment Committee; Professional Development and Wellness Committee; Building and Safety Committee; Diversity, Inclusion, and Accessibility Committee; and library ad hoc committees.
- B. **Procedures:** The Torreyson Library shared governance structure operates in accordance with federal and state laws and regulations, the University of Central Arkansas policies and procedures, [UCA Faculty Handbook](#), [UCA Staff Handbook](#), and Torreyson Library Bylaws. Torreyson Library Bylaws will be housed electronically and publicly accessible. All library personnel must coordinate with their supervisors to establish priority of work duties and committee responsibilities. Committees may develop recommendations as a response to emerging issues. Recommendations are sent to the Library Director and the Executive Committee. Advisory and Executive committee resolutions to address library-wide concerns are sent to the Library Director and all library faculty and staff.

II. Organization of the Library

A. Library Administration

1. Library Director

- a) **Leadership:** The Director of Torreyson Library is responsible for the overall leadership, administration, and communication within the library. The director oversees all library operations, including the assessment of all aspects of library services, resources, and facilities, in accordance with university and library missions. The director fosters a culture of shared governance, engages in evidence-based decision-making practices, and promotes a culture of accessibility, diversity, innovation, and ethical practices. The director is responsible for the recruitment, selection, and evaluation of library faculty and staff, in consultation with colleagues and in compliance with appropriate university procedures. The director has the

shared responsibility to be familiar with university personnel policies and to ensure that faculty and staff are aware of school expectations and university criteria for appointment, reappointment, job classification, promotion, and tenure. The director recommends appointments, promotion and tenure, equity and merit increases, and terminations in accordance with the procedures and principles set forth in university policies approved by the Board of Trustees. Additional responsibilities are outlined in the document: Director of Torreyson Library: Job Description.

- b) **Shared Governance:** The Library Director collaborates with the Library Assistant Director and relevant library personnel, and seeks input through the shared governance structures to inform actions and initiatives. The Library Director may refer questions and potential initiatives to the Executive Committee as well as any standing committee for consideration. Committees will respond with a recommended course of action. At least once annually, before the selection of new committee membership, the Director will email the link to the current Library Bylaws to all library faculty and staff. The Library Director must respond in writing to resolutions submitted by the Executive or Advisory committees within 14 normal business days. The Director's response must be sent to all library faculty and staff. Departmental meetings of the library faculty and library administration will be held on a monthly basis, with agenda prepared and meetings led by the Library Director.

2. Library Assistant Director

- a) **Leadership:** The Assistant Director of Torreyson Library supports and collaborates with the director in leadership, administration, and communication within the library; fosters a culture of shared governance; engages in evidence-based decision-making practices; and promotes a culture of accessibility, diversity, innovation, and ethical practices. Additional responsibilities are outlined in the document: Assistant Director of Torreyson Library: Job Description.
- b) **Shared Governance:** The Library Assistant Director collaborates with the Library Director and relevant library personnel, and seeks input through the shared governance structures to inform actions and initiatives. In the Director's absence, the Assistant Director represents the Director in shared governance interactions.

B. Faculty: For the purposes of voting, faculty is defined as all faculty members holding non-administrative appointment in the Torreyson Library, including non-tenure track, tenure track, and tenured faculty.

1. Department Personnel Advisory Committee (DPAC)

- a) **Function:** To meet its responsibilities in mid-tenure review, early tenure review, annual review of the appointment status of untenured faculty, appeals in cases of post-tenure review, and long range planning for faculty appointments, the tenured faculty in each academic department shall make its recommendations as the standing Department Personnel Advisory Committee. The committee shall communicate in writing its recommendations in these matters to the chair (Library Director) and, where appropriate, to the dean of the college. The committee advises the Library Director on concerns regarding faculty personnel issues. The committee follows guidelines set forth in Chapter 3 of the Faculty Handbook.
 - b) **Membership:** Tenured, non-administrative library faculty. The chair is elected every year.
 - c) **Meetings:** Meetings shall occur as needed, with a minimum of once per year.
- 2. Tenure and Promotion Committee**
- a) **Function:** Follows guidelines set forth in Chapter 3 of the Faculty Handbook. Additional duties include meeting with potential candidates in the interview process to explain tenure-track versus non-tenure-track options, and meeting with new hires within 3 months of start date to review tenure, promotion, and advancement procedures.
 - b) **Membership:** Tenured, non-administrative library faculty. Chair is elected every year.
 - c) **Meetings:** Meetings shall occur as needed, with a minimum of once per year.
- 3. Faculty Advisory Committee**
- a) **Function:** Serves as an advisory body between administrators and committees, advocating for the interests of all library faculty; facilitates communication between administration, standing committees, and all library personnel; ensures new library faculty are informed of current bylaws within two weeks of starting a position; explores and advises on faculty salaries and job descriptions; explores and advises on opportunities for faculty development and mentorship; advises all librarians of projects and happenings in all departments; communicates concerns regarding library administration and organization; advises library faculty on appropriate avenues for conflict resolution; may draft resolutions to address library-wide concerns; and may make recommendations in accordance with section IV.A.1. of Torreyson Library Bylaws.
 - b) **Membership:** All non-administrative library faculty. The Faculty Advisory Committee will choose a chair by the fourth Thursday in April. Chair is elected annually by the membership and will serve on the Library Executive Committee.

- c) **Meetings:** Faculty Advisory Committee meetings will be held at least once every four months, with agenda prepared and meetings led by the committee chair. Action item and informational meeting minutes will be housed electronically with access available to all library personnel within two days of committee approval, no later than two weeks after meeting. If approved by the chair, faculty members may request that a meeting or portion of a meeting be closed.
- C. **Staff:** For the purposes of voting, staff is defined as all part-time and full-time classified and non-classified library staff.
 - 1. **Staff Advisory Committee**
 - a) **Function:** Serves as an advisory body between administrators, faculty, and committees, advocating for the interests of all library staff; facilitates communication between administration, standing committees, and all library personnel; ensures new library staff are informed of current bylaws within two weeks of starting a position; keeps the library apprised of issues related to staff compensation and Department of Higher Education job classifications; engages in ongoing dialogue with staff by facilitating communication within the library, responding to staff queries, and, if necessary, providing avenues of discussion for staff members' issues and concerns; advises library staff on protocol for handling concerns and appropriate avenues for conflict resolution; may draft resolutions to address library-wide concerns; may make recommendations in accordance with section IV.A.1. of Torreyson Library Bylaws. The Staff Advisory Committee follows standing committee procedures outlined in section IV.A.3-8. of Torreyson Library Bylaws.
 - b) **Membership:** A minimum of four members and maximum of six members (including past chair). Membership is composed of library staff only. Staff may volunteer to serve on the Staff Advisory Committee, beginning the third Monday of March until the selection event, which will be held by the third Thursday in April, with new members announced the next day. The volunteer list will be sent out to library personnel for any needed changes the day before the selection event. If there are more volunteers than positions, the present Executive Committee will conduct a public lottery. If volunteers are insufficient, the present Executive Committee will send emails to all library personnel explaining that additional representation is needed. The chair is elected annually by the Staff Advisory Committee membership by the fourth Thursday in April and will serve on the Library Executive Committee. Committee members must coordinate with committee chairs and supervisors

to ensure work responsibilities are not negatively impacted by committee workload.

- c) **Meetings:** Staff Advisory Committee meetings will be held at least once every four months, with agenda prepared and meetings led by the committee chair. The Staff Advisory Committee may request a meeting composed of all library staff with approval of the Library Director and with scheduling input from library supervisors and shared governance structures. Minutes are shared in accordance with section IV.A.8. of Torreyson Library Bylaws.

III. **Library Executive Committee**

- A. **Function:** Advises the Library Director on the following: project proposals, library policies, and the creation and membership of ad hoc committees. The committee may solicit additional information from library personnel or other standing committees as needed to fulfill its charge, or recommend collection of additional information to inform decisions. Additional responsibilities include: facilitating membership selection for staff advisory and standing committee membership; collecting and reviewing proposed changes to bylaws from all staff and faculty; recommending language for amendments; and overseeing voting process for approval of amendments. For internal organizational communication, the Executive Committee will maintain an electronic list of membership and chairs for active standing and ad hoc committees.
- B. **Membership:** Committee membership will include the chair of the Faculty Advisory Committee and the chair of the Staff Advisory Committee. One additional non-administrative faculty member and one additional staff member will be nominated and selected through library-wide election. Membership is limited to full-time faculty and staff, but part-time and extra help staff may vote on nominees for membership.
 - 1. **Annual:** All library faculty and staff are eligible to nominate and vote on the faculty and staff elected positions. Individuals may also nominate themselves. Nominees will be confirmed by the present executive committee prior to election. Nominations will be accepted beginning the third Monday of March, with the nomination period closing two weeks later. The Executive Committee will maintain a confirmed list of nominees online starting on the third Monday of March. Executive Committee election period will take place the second full week in April, concluding at 5 pm on Friday, with results released the following Monday. In the event of no clear winner (by one vote), the representative Advisory Committee will randomly select a winner from the top tied volunteers. Chairs of the Faculty and Staff Advisory committees will be determined and announced by the fourth Thursday in April. The handover to new Executive

Advisory Committee members will occur on the first Wednesday in June, following an orientation meeting with the Library Director and members of the previous Executive Advisory Committee.

2. **Replacements:** If a member of the Executive Committee steps down mid-term, a special election will be held.
3. **Committee Leadership:** Members of each standing committee will select a chair from among themselves.
- C. **Terms:** For elected members, the term of service is one year, and members are not restricted from volunteering to serve for successive years. Members may choose to step down from a committee position before the end of their term.
- D. **Voting:** Votes pass with a simple majority of eligible voters present, i.e. 50% + 1. Abstentions are not counted as votes.
- E. **Quorum:** For votes taken in live meetings, 50% + 1 of the eligible voters must be present to constitute a quorum and conduct a valid vote. For votes conducted electronically, at least 50% + 1 of the eligible voters must cast their votes by the stated deadline for a vote to be valid.
- F. **Meetings:** The committee will have monthly meetings with the Library Director. The Library Director or the chair of the Executive Committee may call a meeting as needed. The Library Director and/or chair may invite additional relevant personnel as needed.
- G. **Minutes:** Minutes shall be provided at the discretion of the committee.

IV. **Library Standing Committees and Other Committees**

A. Procedures:

1. **Function:** Standing Committees make recommendations related to their charge as a response to an emerging issue. All recommendations will be reported to the Director and Executive Committee, and included in committee minutes, and will include a discussion of research conducted and how the recommendation takes into consideration the library mission; students, staff, and faculty; safety, strategic and long-term planning; and are in accordance with principles of diversity, inclusion, and accessibility. Coordination with standing and advisory committees and appropriate personnel is encouraged in drafting a recommendation. A committee recommendation may be unanimous or divided, allowing the Director to review all perspectives before making a decision. Committees will provide a variety of opportunities for anonymous input throughout the year. The input and research will be recorded and maintained from year to year as needed, and may be used throughout the shared governance structure in work as needed.
2. **Membership:** Membership is limited to full-time staff and full-time non-administrative faculty. Committee members must coordinate with

committee chairs and supervisors to ensure work responsibilities are not negatively impacted by committee workload.

3. Selection of Membership

a) **Annual:** Standing committee membership selection will take place the week following the end of spring semester. Faculty and staff may volunteer to serve on standing committees, beginning the third Monday of March and extending until the selection event. The volunteer list will be sent out to library personnel for any needed changes the day before the selection event. Staff members may serve on up to two committees in a single year, not including ad hoc committees. All volunteers must be given the opportunity to serve on at least one committee before any volunteers are appointed to second committees. If volunteers exceed the number of available slots, a lottery will be conducted by the present and incoming Library Executive Committee, led by the present Executive Committee Chair. At the end of the selection process, the Executive committees will work to identify additional volunteers to fill open positions. Chairs of the standing committees will be determined and announced by the fourth Wednesday in May.

b) **Replacements:** Vacancies will be filled by volunteers. A request for volunteers will be issued to the entire library. If more volunteers than vacancies exist, new members will be chosen by lottery.

4. Terms: Except for standing committee chairs, the term of service on a committee is one year. Members are not restricted from volunteering to serve successive years. Standing committee chairs will serve on the committee for two years: the first year as chair, and the second year as a voting member. Volunteers may choose to step down from a committee position before the end of their term.

5. Voting: Elections of chair and passage of resolutions pass with a simple majority of eligible voters present, i.e. 50% + 1. Abstentions are not counted as votes.

6. Quorum: For votes taken in live meetings, 50% + 1 of the eligible voters must be present to constitute a quorum and conduct a valid vote. For votes conducted electronically, at least 50% + 1 of the eligible voters must cast their votes by the stated deadline for a vote to be valid.

7. Committee Leadership: Members of each standing committee will select a chair from among themselves. No one may serve as chair of more than one standing committee, barring special permission from the Library Director.

8. Meetings: All standing committees will meet at least once every four months. All meetings will be open, unless a closed session is specifically requested by a committee member and approved by the committee chair. It is the committee chair's responsibility to determine the meeting arrangements and coordination

strategies that will meet the needs of committee members who may work different shifts.

9. **Minutes:** Action item and informational minutes for all Standing Committees will be available to all library personnel within two days of committee approval, no later than two weeks after meeting. The chair of each committee is responsible for archiving agendas and minutes on the committee's web page. The chair may designate another committee member to perform this responsibility.

B. Standing Committees and Other Committees

1. Planning, Implementation, and Assessment Committee

- a) **Charge:** Advises the Library Administration on: compatibility of proposed projects with planning and other guiding documents; priority levels for strategic plan related projects; revisions to planning documents; strategies for coordinating multi-department projects; methods for improving and facilitating existing library assessment plans and processes; methods of assessment for initiatives; and policies for reporting and dissemination of assessment data. The committee may solicit additional information from library personnel or other standing committees as needed to fulfill its charge, or recommend collection of additional information to inform decisions.
- b) **Membership:** A minimum of four members and maximum of six members. Includes equal membership positions reserved for faculty and staff.

2. Professional Development and Wellness Committee

- a) **Charge:** Advises Library Administration on: orientation and professional development for all personnel and student workers; mentoring guidelines and facilitation; and methods to communicate organizational culture. Faculty-specific professional development and mentoring are provided through the Tenure and Promotion Committee (II. B. 2.) and the Faculty Advisory Committee (II. B. 3.). Additional responsibilities include: facilitating and soliciting feedback from all library personnel regarding professional development interests and needs; archiving training resources from professional development day and maintaining ideas and proposals for future training; researching and proposing development activities to support wellness; receiving recommendations for and proposing, coordinating, and communicating approved activities to support a culture of engagement; and maintaining the Sunshine Fund, including creation of guidelines for use and acquisition of funding based on library input. The committee may solicit additional information from library personnel or other standing committees as needed to fulfill its charge, or recommend collection of additional information to inform decisions.

- b) **Membership:** A minimum of four members and maximum of six members. Includes equal membership positions reserved for faculty and staff.
3. **Building and Safety Committee**
- a) **Charge:** Advises the Library Administration on: emergency planning; reviewing safety concerns and incidents and recommending corrective actions; accessibility issues and Universal Design planning, in coordination with the Diversity, Inclusion, and Accessibility Committee and campus partners; planning for phased replacement of furniture, paint, white boards, etc., as needed; accessible signage; and protocol for handling facility issues during all shifts. The committee may solicit additional information from library personnel or other standing committees as needed to fulfill its charge, or recommend collection of additional information to inform decisions.
 - b) **Membership:** A minimum of four members and maximum of six members, including the Access Services Librarian and Administrative Assistant as ex-officio members. Includes equal membership positions reserved for faculty and staff.
4. **Diversity, Inclusion, and Accessibility Committee**
- a) **Charge:** In accordance with the UCA Diversity Strategic Plan, reviews all policies, programs, collections, and departments of the library in an effort to support a diverse student, faculty, and staff population and foster an environment of diversity, inclusion, Universal Design, and accessibility; coordinates with the Professional Development and Wellness Committee to ensure faculty, staff, and student workers are trained to handle diversity, inclusion, and accessibility issues appropriately; stays informed on new technology and trends for improving inclusion, Universal Design, and accessibility; reviews and ensures internal and external complaints concerning accessibility and inclusion are addressed by responsible parties. The committee may solicit additional information from library personnel or other standing committees as needed to fulfill its charge, or recommend collection of additional information to inform decisions.
 - b) **Membership:** A minimum of four members and maximum of six members. Includes equal membership positions reserved for faculty and staff.
5. **Ad Hoc Committees**
- a) **Function:** The Library Director or the Executive Committee may identify the need for ad hoc committees throughout the year. Ad hoc committees will disband once they have completed their charge.
 - b) **Membership:** Ad hoc committees will be comprised of a minimum of three members.

- c) **Appointment:** Ad hoc committee formation and selection of appropriate membership will be managed by the Library Director. The Executive Committee may recommend individuals to serve as members. Employee search committee selection must include some representation from both faculty and staff. Some ad hoc committees may be comprised of only faculty or only staff.

V. Amendments to the Bylaws

- A. **Procedures:** Proposed changes to the bylaws become effective upon acceptance by a majority vote (50% +1) and approval of the Library Director. Proposed amendments must be submitted by the last Monday in February. The Executive Committee must respond to all proposed changes to bylaws, and must issue a formal response to requestor(s) and the Library Director as to why a proposed change is not taken to vote. The Executive Committee will share original suggestions and proposed changes and allow two weeks for feedback and discussion. The Executive Committee will determine the format and presentation of the amendment(s) on the ballot. The Executive Committee will share the ballot with all library personnel at least two weeks prior to vote. Voting period will be the second full week in April, concluding at 5 pm on Friday. Results will be released the following Monday. In the event that an issue arises that hinders the functioning of the shared governance plan, the Library Director may permit an amendment to the bylaws to be proposed and voted on by all library faculty and staff to correct the issue. If a special vote is authorized, the Executive Committee must share proposed changes to the bylaws in writing with all library faculty and staff at least two weeks prior to vote. Voting for amendments to the bylaws will utilize paper ballots at a secure location.

VI. Appendices

- A. **Approved [Library Director](#) and [Library Assistant Director](#) Job Descriptions**
- B. **[Calendar of Governance Dates](#)**
- C. **[Glossary](#)**