

CONSTITUTION OF THE FACULTY OF THE WESTERN ILLINOIS UNIVERSITY LIBRARIES

The Western Illinois University Libraries function as a department/unit of the University within the provision of the U.P.I. 4100 and the Board of Governors of State Colleges and Universities collective bargaining contract, the regulations of the Board of Governors of State Colleges and Universities, and the policies of the University as presented in the Western Illinois University Handbook. The Library Faculty does hereby establish the Constitution to safeguard academic freedom and protect same from abridgment in the processes concerning governance, policies and operations, and all personnel matters including conditions of employment and tenure.

The Western Illinois University Libraries Faculty believes that its mission includes the following: to pursue excellence in the programs and policies of Western Illinois University Libraries; to enrich the learning experiences of the students of Western Illinois University by making available a wide variety of books, periodicals, audiovisuals, and other materials; to develop, organize and interpret the library collection in the fullest manner possible consistent with the resources and facilities available; to support the instructional and research activities of the teaching faculty of Western Illinois University by providing ready access to an abundant quality of appropriate information resources; to pursue creative research and scholarship in library faculty members' areas of expertise; and to provide professional service in librarianship and related areas to the wider community of West Central Illinois, the state of Illinois, and the nation.

Article I

Section 1.

The Library Faculty eligible to vote shall consist of those faculty holding tenure or employed in a tenure-track position as Category A Bargaining Unit members in the Library. Exception shall be made for faculty reassigned to the Library prior to July 1, 1986, and faculty with temporary status who have completed three (3) years of full-time continuous employment in the library.

Section 2.

Library Faculty are subject to the B.G.U. Regulations, Section II.

Section 3.

With the exception of those Library Faculty with administrative contracts as well as those faculty indicated in Article II, Section 4. A., Personnel Committee, voting privileges shall be granted to all Library Faculty as defined in Article I, Section 1.

Article II

Section 1. Organization

- A. The annual September meeting of the Library Committee of the Whole shall be called by the incumbent Chairperson.

- B. Organizational meetings of the other committees shall be called by the senior member as determined by years of service. Each committee shall choose its own chairperson and other officers as necessary. Each committee and its officers shall serve from September to September.

Section 2. Library Committee of the Whole

- A. An Executive Committee shall consist of the Chairperson of the Library Committee of the Whole, the Vice-Chairperson of the Library Committee of the Whole. The Chairperson and the Vice-Chairperson (Chair-Elect) will be elected at the September faculty meeting. The term of office will be one year, with neither person being able to serve again in the two positions for two years after their term of office expires. Members of the Library Committee of the Whole will serve as recording secretaries rotating each month in alphabetical order.
- B. Duties of the officers:
1. Chairperson — preside at monthly and special committee meetings and present annual report to the Library Committee of the Whole.
 2. Vice-Chairperson — preside at monthly and special committee meetings in absence of the Chairperson.
 3. Recording Secretary — record the minutes of each committee meeting and distribute the minutes to committee members.
- C. Duties of the Library Committee of the Whole:
1. To serve as advisory body to the Dean on policy matters not included in Article II, Section 3:
 - a. To review budget requests and make recommendations to the Dean concerning the library's total budget requests.
 - b. To review the expenditures of the allocated library budgets and to make recommendations to the Dean of Libraries concerning any reallocations of resources that might be necessary or advantageous in the course of events during any fiscal year.
 - c. To communicate with and consider information from the Library Advisory Committee, and to make appropriate recommendations to the Dean of the Libraries.
 - d. To initiate recommendations on policy for consideration by the Dean of Libraries.
 2. To hear reports and announcements from the library's administrative officers; from the various library and university committees, sub-committees, and agencies; and from the faculty and staff of the library.

3. To make recommendations on behalf of the Library Faculty to any officers, committees, agencies, or individuals within or outside of the library as deemed appropriate, and to provide the Dean of Libraries with a copy of these recommendations.
 4. To provide a forum for discussing matters of professional concern to the Library Faculty by:
 - a. providing means for the development, formulation and exchange of ideas.
 - b. seeking and suggesting ways for implementing goals, plans, projects and programs for the sake of improving library services, working conditions, and the welfare of the faculty.
 5. To monitor and to review the effectiveness of the library's administrative organization or functioning structure with respect to its goals for service and to recommend changes in organization or policies to the Dean of Libraries and the Provost.
 6. To fill vacancies in any elected committee by elections conducted by the Library Committee of the Whole.
- D. Meetings are to be scheduled at least once a month with notice of the meeting and a tentative agenda circulated one week in advance.
- E. The Dean of Libraries or his/her representative is an ex-officio, non-voting member of the Committee.

Section 3. Executive Committee

- A. The Executive Committee shall consist of the Chairperson of the Library Committee of the Whole, the Vice-Chairperson and the person assuming the duties of the Secretary of the Library Committee of the Whole.
- B. The Dean or his/her representative shall be an ex-officio member of the Executive Committee.
- C. Duties of the Executive Committee:
 1. To prepare agendas for the regular and special meetings of the Library Committee of the Whole.
 2. To receive requests from university personnel outside the library who wish to make a presentation to the Library Committee of the Whole, including those which seem appropriate on the agenda of the Library Committee of the Whole.
 3. To respond to requests by outside individuals or organization for

information from the Library Committee of the Whole. The Dean of Libraries will receive a copy of this information.

4. To receive policy matters of a non-personal nature and recommend appropriate action to the Library Committee of the Whole and to the Dean of Libraries.

Section 4. Department Personnel Committee

- A. All voting members of the Library Committee of the Whole are members of the Department Personnel Committee if they hold academic rank above that of the applicant, or are tenured in the case of retention or tenure application. The committee for evaluation of PAI requests will consist of those with the rank of Professor.
- B. The Committee for each evaluation level will select a Chairperson and Secretary. A set of permanent records of meetings will be kept by the respective Chairperson with a duplicate set of records filed in the library office.
- C. Duties of the Departmental Personnel Committee:
 1. To perform functions specified under the Bargaining Unit agreement.

Section 5. Professional Growth Committee

- A. Membership
 1. The Committee shall be composed of three faculty members.
 2. The Committee members shall be elected by the Library Committee of the Whole at the annual September meeting.
- B. Duties of the Professional Growth Committee:
 1. To collect and disseminate information regarding grants, fellowships, workshops and other professional programs.
 2. To confer with the Dean about travel allocation for the faculty for business purposes and professional growth.
 3. To organize in-service training programs.
 4. To prepare and distribute an annual report to the Library Committee of the Whole.

Section 6. Professional Concerns Committee

A. Membership

1. The Committee shall consist of five (5) faculty members.
2. The committee members shall be elected by the Library Committee of the Whole at the annual September meeting.

B. Duties of the Professional Concerns Committee:

1. To recommend appropriate action on any faculty staffing concerns to the Library Committee of the Whole and to the Dean.
2. To review requests for the creation of new positions and to make recommendations to the Library Committee of the Whole and to the Dean.

Article III

Section 1.

Administrative staff of the library shall be selected in accordance with the terms put forth in the appropriate B.G.U. regulations and the *Western Illinois University Handbook*

Section 2.

Other library personnel holding administrative contracts shall be recommended for selection by the Dean in conjunction with a Search Committee of five (5), three (3) of whom shall be elected by the Library Committee of the Whole.

Section 3.

Faculty members of a search committee for a faculty, non-administrative position shall consist of full-time members of the Library Faculty employed in the University Libraries for more than one (1) year continuously. The Search Committee shall be composed of the Library Faculty of the unit with the open position. A faculty member in this affected unit may voluntarily decline to serve on the Search committee. For units with four (4) or more faculty, two (2) additional faculty shall be elected by the Library Committee of the Whole. For units with fewer than four (4) faculty, the Library Committee of the Whole shall elect additional faculty to complete a search committee of five (5) persons. The faculty of any given non-affected unit shall not comprise a majority of any search committee. If the open position affects more than one (1) unit, there should be equal representation from both units. Remainder of the committee shall be elected by the Library Committee of the Whole.

Article IV

Section 1.

The ratification of an amendment(s) to the *Constitution of the Faculty of the Western Illinois University Libraries* shall be by a two-thirds (2/3) vote by secret ballot of the Library Committee of the Whole, with approval of the Dean and the Office of the Provost.

Article V

Section 1.

The parliamentary authority shall be *Robert's Rules of Order*.

Revised and ratified by Faculty, March 26, 1987 (3/26/87)

Approved by Provost Howe on 6/9/87

Revised at meeting of LCoW April 1, 1993 and circulated for ratification on that date.

Library Committee of the Whole
Changes to the *Constitution* — suggested for ratification 4/1/93

- Normalization of Committee of the Whole and Library Committee of the Whole to the latter.
- Change Director to Dean throughout the document.
- Normalize capitalization and hyphenation of Chairperson and Vice-Chairperson throughout the document.

• **Article II. Section 1. Organization**

~~A. For the purposes of organization the senior member of the Library Faculty as determined by years of service at Western Illinois University shall call a meeting of the Library Committee of the Whole immediately following the ratification of this Constitution for the purpose of electing a chairperson.~~

~~B. After the first year t~~ A. The annual September meeting of the Library Committee of the Whole shall be called by the incumbent chairperson.

~~C. B.~~ Organizational meetings of the other committees shall be called by the senior member as determined by years of service. Each committee shall choose its own chairperson and other officers as necessary. Each committee and its officers shall serve from September to September.

√ Eliminate paragraph A. since the LCoW is already organized.

√ Eliminate After the first year in B.

√ Adjust paragraph letters to A. and B.

Article II. Section 2.

A. An executive Committee shall consist of the Chairperson of the Library Committee of the Whole, the Vice-Chairperson of the Library Committee of the Whole, ~~and~~

~~the Secretary. ...~~

√ Delete and the Secretary.

• **Article II, Section 2**

B. The duties of the officers are as follows:

1. Chairperson - preside at monthly and special committee meetings and present annual report to the Library Committee of the Whole.
2. Vice-chairperson - preside at monthly and special committee meetings in absence of the Chairperson. ~~(The two (2) members at large will alternate in performing the duties of the Chairperson in his/her absence, as necessary.)~~

√ "At large" members are mentioned nowhere else in the document. Delete the entire parenthetical sentence.

• **Article II, Section 4.C.1.c.**

√ Change University Library committee to Library Advisory Committee.

• **Article II, Section 4. Department Personnel Committee**

A. ~~Faculty holding tenure or employed in tenure-track positions in the Library as Category A employees of the Bargaining Unit are eligible for membership on and voting for members of the Personnel Committee.~~

[Language from the *Application of Evaluation Criteria*:] All voting members of the Library Committee of the Whole are members of the Department Personnel Committee if they hold academic rank above that of the applicant, or are tenured in the case of retention or tenure application. The committee for evaluation of PAI requests will consist of those with the rank of Professor.

B. ~~This committee shall consist of five (5) members.~~

C. ~~At the first meeting of the Committee lots will be drawn for terms of office, providing one term of three years, two terms of two years, and two terms of one year. In succeeding years as many members will be elected as are necessary to fill the five positions.~~

⊕ B. The Committee for each evaluation level will select a Chairperson and Secretary. A set of permanent records of meetings will be kept by the respective Chairperson with a duplicate set of records filed in the library office.

~~E. Committee members are eligible for reelection.~~

⊕ C. Duties:

1. To perform functions specified under the Bargaining Unit agreement.

√ Delete the and add language as indicated. Adjust paragraph letters.

• Review Article I, Section 3. in light of revised Article II, Sec. 4.A.

With the exception of ~~those~~ Library Faculty with administrative contracts ~~as well as those faculty indicated in Article II, Section 4. A., Personnel Committee,~~ voting privileges shall be granted to all Library Faculty as defined in Article I, Section 1.

√ There seems to be no contradiction between I.3 and II.4.A. Delete language as indicated.

Changes agreed upon at Library Committee of the Whole meeting 1 April 1993.
Changes and revised *Constitution* circulated on this date for ratification by LCOW.