

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 be utilized in decision-making processes 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;
- Employee Development and Training Committee;
- Employee Engagement and Wellness Committee;
- Diversity, Inclusion, and Accessibility Committee;
- Search Committees;
- and library ad hoc committees.

Faculty committees part of university shared governance include

- Tenure and Promotion Committee;
- Department Personnel Advisory Committee.

B. Procedures

The Torreyson Library shared governance structure operates in accordance with federal and state laws and regulations, 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

and committee chairs 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

The Director of the Torreyson Library

- a) Is responsible for the overall leadership, administration, and communication within the library;
- b) Oversees all library operations, including the assessment of all aspects of library services, resources, and facilities, in accordance with university and library missions;
- c) Fosters a culture of shared governance, engages in evidence-based decision-making practices, and promotes a culture of accessibility, diversity, innovation, and ethical practices;
- d) Is responsible for the recruitment, selection, and evaluation of library faculty and staff, in consultation with colleagues and in compliance with appropriate university procedures;
- e) Has the shared responsibility to be familiar with university personnel policies and to ensure that faculty and staff are aware of expectations and university criteria for appointment, reappointment, job classification, promotion, and tenure;
- f) 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*.

2. Shared Governance

a) Purpose

The Library Director collaborates with 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.

b) Responsibilities

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.

c) Meetings

Departmental meetings of the library faculty and library administration will be held at least once a month, with agenda prepared and meetings led by the Library Director. The minutes of these meetings will be shared with all library faculty and staff after timely approval by the faculty.

The Library Director will also call meetings of all faculty and staff together at least twice in the fall semester, twice in the spring semester, and once in the summer.

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) Purpose

The committee advises the Library Director on concerns regarding faculty personnel issues. The committee follows guidelines set forth in the *UCA Faculty Handbook, Chapter 3*.

b) Responsibilities

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.

c) Membership

Tenured, non-administrative library faculty. The chair is elected every year.

d) Meetings

Meetings shall occur as needed, with a minimum of once per year.

2. Tenure and Promotion Committee

a) Purpose

Follows guidelines set forth in *UCA Faculty Handbook, Chapter 3*.

b) Responsibilities

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.

c) Membership

Tenured, non-administrative library faculty. Chair is elected every year.

d) Meetings

Meetings shall occur as needed, with a minimum of once per year.

3. Faculty Advisory Committee

a) Purpose

Serves as an advisory body between administrators and committees, advocating for the interests of all library faculty

b) Responsibilities

1. Facilitates communication between administration, standing committees, and all library personnel;
2. Ensures new library faculty are informed of current bylaws within two weeks of starting a position;
3. Explores and advises on faculty salaries and job descriptions;
4. Explores and advises on opportunities for faculty development and mentorship;
5. Advises all librarians of projects and happenings in all departments;
6. Communicates concerns regarding library administration and organization;
7. Advises library faculty on appropriate avenues for conflict resolution;
8. May draft resolutions to address library-wide concerns;
9. May make recommendations in accordance with *Torreyson Library Bylaws, section IV.A.*

c) 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.

d) 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 items 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 requested by faculty member(s) and approved by the chair, a portion of the meeting may be closed, with no minutes recorded.

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) Purpose

Serves as an advisory body between administrators, faculty, and committees, advocating for the interests of all library staff.

The Staff Advisory Committee follows standing committee procedures outlined in *Torreyson Library Bylaws, section IV.A.*, where appropriate.

b) Responsibilities

1. Facilitates communication between administration, standing committees, and all library personnel;
2. Ensures new library staff are informed of current bylaws within two weeks of starting a position;
3. Keeps the library apprised of issues related to staff compensation and Department of Higher Education job classifications;
4. 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;
5. Advises library staff on protocol for handling concerns and appropriate avenues for conflict resolution;
6. May draft resolutions to address library-wide concerns;

7. May make recommendations in accordance with *Torreyson Library Bylaws, section IV.A.*

c) Membership

A minimum of four members and maximum of six members. Membership is composed of full-time library staff only. Consults with the elected staff member on the Executive Committee.

d) Selection Procedures

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. e) Meetings

Staff Advisory Committee meetings will be held at least once every four months, with agenda prepared and meetings led by the committee chair. Any library staff are welcome to attend. 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 *Torreyson Library Bylaws, section IV.A.2.a.*

III. Library Executive Committee

A. Purpose

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.

B. Responsibilities

Additional responsibilities include

1. Facilitating membership selection for staff advisory and standing committee membership;
2. Collecting and reviewing proposed changes to bylaws from all staff and faculty;
3. Recommending language for amendments to the bylaws;
4. Overseeing the voting process for approval of amendments to the bylaws.

For internal organizational communication, the Executive Committee will maintain an electronic list of membership and chairs for active standing and ad hoc committees.

C. 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. Selection Procedures

All library faculty and staff are eligible to nominate and vote on both 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 Committee members will occur on the first Wednesday in June, following an orientation meeting with the Library Director and members of the previous Executive Committee.

2. 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.

3. Committee Leadership

Members of the Executive Committee will select a chair from among themselves.

4. Vacancies

If an elected member of the Executive Committee steps down mid-term, a special election will be held. If the chair of the Faculty or Staff Advisory Committee steps down mid-term, the new chair will assume the role.

D. 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.

1. Minutes

Minutes shall be provided at the discretion of the committee.

E. Voting

Votes pass with a simple majority of eligible voters present, i.e. 50% + 1. Abstentions are not counted as votes.

F. 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.

IV. Committees

A. Standing Committees, Generally

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 is 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.

The Executive Committee will discuss annual goals with each committee . Committees will prepare an annual report detailing accomplishments.

1. Membership

Membership is limited to full-time staff and full-time non-administrative faculty.

a) Selection Procedures

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. All volunteers must be given the opportunity to serve on at least one committee before any volunteers are appointed to additional 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 incoming and outgoing 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) Terms

Members are not restricted from volunteering to serve successive years. Volunteers may choose to step down from a committee position before the end of their term.

c) 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, except with special permission from the Library Director.

d) Vacancies

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.

2. 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.

a) Minutes

Action items 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.

3. 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.

4. 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.

B. Employee Development and Training Committee

1. 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.

Additional responsibilities include

- a) Working with Library Administration to plan Professional Development Day;
- b) Facilitating and soliciting feedback from all library personnel regarding training interests and needs;
- c) Organizing and maintaining an archive of training resources from Professional Development Day and other training sessions;
- d) Maintaining ideas and proposals for future training;
- e) Receiving recommendations for and proposing, coordinating, and communicating approved activities to support a culture of engagement.

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.

2. Membership

A minimum of four members and maximum of six members. Includes membership positions reserved for two faculty and four staff. An administrative staff member from the Director's office shall serve as an ex-officio member.

C. Employee Engagement and Wellness Committee

1. Charge:

Promotes a positive organizational culture, team-building, employee engagement, and employee wellness; plans events in accordance with UCA policies.

Additional responsibilities include

- a) Creating guidelines for the type, timing, and frequency of social, engagement, and wellness events within the library, including celebration of special events and milestones, with input from library employees;
- b) Researching, proposing, and coordinating activities to support a culture of engagement, team-building, and wellness;
- c) Receiving recommendations of approved activities to support a culture of engagement, team-building, and wellness;
- d) Maintaining a list of volunteers willing to assist by providing help, food, or maintenance of the employee break room;
- e) Communicating activities to all library employees in a timely manner and maintaining a public calendar of activities;
- f) Maintaining the Sunshine Committee;
- g) Coordinating activities with the Employee Development and Training Committee on workplace wellness and organizational culture.

2. Membership:

Includes a minimum of three members and a maximum of six members, with at least one faculty member and two staff members; membership positions are

reserved for two faculty and four staff. An administrative staff member from the Director's office shall serve as an ex-officio member.

3. Sunshine Sub-Committee:

Creates guidelines for use and acquisition of supplies and funding for the Sunshine Committee based on library input. Solicits requests for cards and memorial bookplates. Membership includes two to three volunteers, with positions reserved for a faculty and ex-officio administrative staff member from the Director's office.

D. Diversity, Inclusion, and Accessibility Committee

1. 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, and accessibility.

Additional responsibilities include

- a) Coordinating with the Employee Development and Training Committee to ensure faculty, staff, and student workers are trained to handle diversity, inclusion, and accessibility issues appropriately;
- b) Staying informed on new technology and trends for improving inclusion and accessibility;
- c) Reviewing internal and external complaints concerning accessibility and inclusion, and ensuring those complaints 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.

2. Membership

A minimum of four members and maximum of six members. Includes membership positions reserved for two faculty and four staff.

E. Ad Hoc Committees

The Library Director or the Executive Committee may identify the need for ad hoc committees throughout the year. Ad hoc committee formation and selection of appropriate membership will be managed by the Library Director. Ad hoc committees will disband once they have completed their charge.

1. Task-focused Ad Hoc Committees

The director may approve that the ad hoc committee description, chair, and membership be shared with all library employees or particular departments for information purposes and to facilitate opportunities for input. The Executive Committee may recommend individuals to serve as members. Some ad hoc committees may be composed of only faculty or only staff.

a) Membership

Ad hoc committees will comprise a minimum of three members.

2. Employee Search Committees

When a Torreyson Library job is posted, search committee chairs will share the posting and membership of the search committee with all library employees.

a) Membership

Employee search committee selection must include some representation from both faculty and 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 draft ballot with all library personnel at least one week prior to the start of the voting period. 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 authorize 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.

VI. Appendices

- A. [Approved Library Director Job Position](#)
- B. [Calendar of Governance Dates](#)
- C. [Glossary](#)