Instrument of Governance
The Faculty of the University Libraries
The University of North Carolina at Greensboro

Article I: Statement of authority

Section 1: The Faculty of the University Libraries, hereinafter designated as the Faculty, accepts for its guidance this Instrument of Governance. In this document the word “Library” is understood to mean University Libraries.

Section 2: The University Librarian is the administrative head of the University Libraries. The authority of the University Librarian derives from the Chancellor through the Provost. While the University Librarian may delegate duties to various administrative and faculty associates and to committees of the Library, the University Librarian has the authority and responsibility for the actions of the Library except where explicitly stated otherwise in University regulations.

Article II: Purpose
The purpose of this Instrument of Governance is to codify the means by which we assure faculty participation in the academic and administrative affairs which affect the mission, programs, and services of the Library. This participation is undertaken within the appropriate administrative structure of the Library. The Faculty acknowledges the principle of self-governance and the responsibility of the Faculty in the internal affairs of the Library.

Article III: Basic structure

Section 1: The Faculty as a whole is the main body for faculty governance.

A. Membership
   1. The voting members of the Library Faculty are all full-time tenured or tenure-track faculty.
   2. The nonvoting members of the Library Faculty are librarians not on the tenure-track, including librarians with part-time or temporary appointments.

B. Responsibilities - The responsibilities of the Faculty are as follows:
   1. Providing primary professional leadership within the Library.
   2. Advocating policies that reflect faculty concerns.
   3. Acting as the legislative body of the Faculty.
   4. Advising the University Librarian, the Administrative Advisory Group, and other library committees, either standing or ad hoc, in matters relating to the mission, policies, programs, and services of the Library.
5. Acting upon recommendations from the University Librarian, Library Committees, or other bodies.
6. Providing service to the University and to the profession.
7. Nominating and electing the Chair of the Faculty and the Secretary, members of elected committees, and representatives to the Faculty Senate.
8. Adopting and amending this Instrument of Governance.

C. Officers
1. Chair - The Chair of the Faculty receives Faculty concerns and recommendations from the University Librarian and Library committees, calls meetings, prepares agendas, and presides over Faculty meetings. The Chair also coordinates election timetables.
2. Secretary - The Secretary of the Faculty records the minutes of Faculty meetings and distributes them as well as any relevant reports.
3. Terms of Office - Officers are elected for two-year terms beginning July 1.

D. Meetings and Procedures
1. The Faculty meets at least once per academic year. Special meetings may be called by the Chair of the Faculty, the University Librarian, or upon the request of any member(s) of the Faculty. A call for possible agenda items shall go out to the Library Faculty at least four weeks prior to meetings.
2. The Chair, in consultation with the University Librarian, shall prepare the agenda.
3. The agenda is to be distributed at least two weeks prior to meetings.
4. The Chair presides over the meetings.
5. There shall be no proxy voting.
6. A majority of the total Faculty must be present for business to be conducted.

Section 2: Administrative Advisory Group: The University Librarian, other administrators, and representatives of other Library units comprise the Administrative Advisory Group. The Administrative Advisory Group convenes at the call of the University Librarian, usually monthly, to discuss Library, campus, and UNC policies, programs, and initiatives as they pertain to Library mission, policies, functions, and planning; and to report on services, activities, and programs of the units within the Library. The University Librarian presides at the meetings. The Group advises the University Librarian in matters related to program development, policy, budget, planning and assessment, personnel, library services and operations.
Article IV: Nominations and Elections

Nominations and elections will be in accordance with eligibility requirements, procedures, and timetables established by the University Faculty or its committees.

Section 1: Nominations. Nominations for any office or position elected by the Faculty must be in accord with the following requirements:

A. Nominations are by written petition and must be supported by the signature of one other member of the Faculty.
B. Each person nominated must indicate consent by signing the petition.
C. Any faculty member may nominate him or herself; in such cases one other faculty signature still is required.
D. Nominations must be received by the Chair of Elections Committee at least two weeks before the date of the election (if needed).
E. If more than one nomination is received for a position an election will be conducted.
F. If the Elections Committee has not received at least one valid nomination for each of the positions to be filled at the current election, the Chair of Faculty in consultation with the members of the Elections Committee may appoint a faculty member to serve until the next regular election.

Section 2: Elections. Procedures for election for all offices or positions to be filled by faculty election are as follows:

A. Elections for vacancies on Faculty Senate, the Library Peer Evaluation and Tenure Committee, as well as any other campus committee requiring an elected member of the Library Faculty are held in October.
B. Elections may be conducted by paper or email ballot, and candidates receiving the highest number of votes are declared elected. In case of tie votes, a subsequent ballot is issued.
C. The Elections Committee has the responsibility for preparation, distribution, and counting of ballots, and for announcing the results.
D. If an election is needed, ballots are sent to Faculty at least one week before the closing date designated for the election.
E. The nomination forms, ballots (if applicable), and election results (for email elections) for each election are kept on file in the Administrative Offices for one year, after which time they are destroyed.

Section 3: University Committee Vacancies.

A. Should a committee seat become temporarily vacant, the Chair of the Faculty may fill this vacancy by appointment, the term to last until the permanent member resumes the duties of the office.
B. Should a committee seat become permanently vacant, the Chair may name a temporary replacement until a special election is held to fill this vacancy.

Article V: Committees of the Faculty

Section 1: Standing Committees may be established with the consent of the Faculty. Ad Hoc Committees may be established by the Faculty Chair. Committees of the Faculty have the responsibility to report their activities to the Faculty in a timely manner.

Section 2: The present standing committee charges, structures, and methods of selection are to be shown in an Appendix of this Instrument of Governance.

Article VI: Amendments. Any faculty member may submit proposed amendments. Amendments to the Instrument of Governance are submitted to the Chair of the Faculty for referral to the Faculty as a whole. Proposed amendments must include the signature of at least 3 Faculty and are circulated to the Faculty at least two weeks prior to the meeting at which the vote is to be taken. An amendment must receive the approval of two-thirds of those present and voting to be adopted.

Adopted by the Library Faculty, February 3, 1994
Accepted by the Director of the Library, Doris D. Hulbert
Revised 10/31/95
Revised and adopted by the Library Faculty, 11/17/2005
Accepted by the University Librarian, Rosann Bazirjian
Revised and adopted by the Library Faculty, 10/3/2006
Accepted by the University Librarian, Rosann Bazirjian

Appendix

Elections Committee

The Elections Committee is responsible for soliciting nominations and for conducting elections for the Officers of the Faculty and for Library and University committees.

The Elections Committee consists of two members of the Faculty appointed by the Chair of the Library Faculty to serve staggered three-year terms to begin on July 1. To facilitate scheduling decisions and to provide for filling committee vacancies in a timely manner, the Chair of the Library Faculty may serve as a member of the Elections Committee.

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Peer Evaluation and Tenure Committee

The Peer Evaluation and Tenure Committee has primary responsibility for conducting review for reappointment, tenure, and post-tenure review for all full-time, tenure-track library faculty, and advises the University Librarian concerning those individuals being reviewed for reappointment, tenure, and post tenure. The Committee establishes an annual calendar for all of these activities based on scheduling guidelines originating from the Office of the Provost.

The Committee consists of five members of the full-time, tenured library faculty, elected to staggered three-year terms to begin on July 1. After having served a full term, no faculty member will be eligible for re-election to the committee for one full year.

The committee develops and periodically reviews the processes and procedures for performance reviews, reappointment review, tenure review, and post tenure review, such procedures being reported to and adopted by the Library Faculty, consistent with issued policies and procedures set forth in the Constitution and/or by the Office of the Provost.

As specified in Article IV, Section 2 A, elections are held each October to fill upcoming vacancies. The newly constituted P&T Committee must meet by the end of November to elect a chair for the following year. The chair of the Elections Committee submits this person’s name to the chair of the campus Committee on Committees.

The Chair of the Committee serves as a member of the campus Faculty Promotion and Tenure Guidelines Committee.

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