

CONSTITUTION AND BYLAWS OF THE FACULTY OF THE LIBRARY OF THE UNIVERSITY  
OF NEBRASKA AT KEARNEY

CONSTITUTION

PREAMBLE

The Calvin T. Ryan Library supports the mission of the University of Nebraska at Kearney through the provision of information resources and technology needed to support the teaching, research and scholarship of the UNK campus community, off campus education, and distance learning programs.

The Library Faculty acquires and manages informational resources, and cooperates with other libraries, especially those within the University of Nebraska system, to provide access to resources and services not physically available at UNK.

In partnership with teaching faculty, the Library Faculty strives to develop in UNK students an increased awareness of available resources and the skills necessary to recognize when information is needed and to locate, evaluate and utilize it effectively.

As members of a profession, librarians possess both rights and responsibilities. Academic freedom and collegial participatory processes are traditional rights of universities which serve free societies. Professional responsibilities encompass commitment to excellence in librarianship, scholarship, and service.

In order to carry out these responsibilities the Faculty of the Calvin T. Ryan Library does hereby establish this Constitution for the governance of the Library Faculty.

ARTICLE 1. NAME AND GOVERNANCE

- 1.1. The name of the organization shall be the Faculty of the Library of the University of Nebraska at Kearney, hereinafter referred to as the Library Faculty.
- 1.2. For purposes of this document, the Calvin T. Ryan Library should be considered the administrative equivalent of a school or college.
- 1.3. The Library Faculty abides by the Bylaws of the Board of Regents of the University of Nebraska and by the contract between the University of Nebraska at Kearney Education Association and the Board of Regents.

ARTICLE 2. OBJECTIVES AND STRUCTURES

2. 1. Within the limits established by the Constitution and laws of the State of Nebraska and the Bylaws of the Board of Regents of the University of Nebraska, the immediate government of the Library shall be by its own Faculty. The Faculty:
  - 2.1.1. Shall provide library service at the University of Nebraska at Kearney and encourage the professional and scholarly development of its members:
    - 2.1.1.1. To collect and organize library resources for effective use;
    - 2.1.1.2. To maintain these resources and to preserve the collections;
    - 2.1.1.3. To provide reference services and library instruction;
    - 2.1.1.4. To provide additional services required to support the curriculum and research needs of faculty, staff and students of the University of Nebraska at Kearney
  - 2.1.1.5. To advance the field of Library and Information Science through professional and scholarly activities;

- 2.1.2. Shall stand in an advisory relationship to the Dean of the Library. The role of the Faculty as a whole and through its committees is to counsel, recommend, and advise the Dean of the Library on matters of policy and program;
- 2.1.3. Shall adopt rules and regulations for the conduct of its business and approve or disapprove proposals for changes to the Constitution of the Faculty;
- 2.1.4. May establish committees for the conduct of Faculty business and assign functions and responsibilities to them;
- 2.1.5. Shall consider other business brought before it by the Dean, Faculty, Administrative or Faculty committees, and other persons.

### ARTICLE 3. OFFICE OF THE DEAN

- 3.1. Responsibilities. The Dean of the Library shall provide leadership and guidance to the Library; shall be the officer primarily charged with the administration of the Library; shall serve as intermediary between the Library and the University; shall be the presiding officer at meetings of the Library Faculty; and shall report to the Library Faculty at regular meetings on the status of the Library.
- 3.2. Selection of the Dean. Appointment of the Dean shall be recommended to the President and the Board of Regents by the Chancellor, following procedures specified in the Bylaws of the Board. When Library recommendations are made for membership on an advisory/search committee, the Faculty Affairs Advisory Committee (see 5.1.2) shall make such recommendations. At least every fifth anniversary of the appointment, the Faculty Affairs Advisory Committee shall make recommendations, based on input from the Library Faculty, to the Chancellor or designated representatives concerning the continued appointment of the Dean.
- 3.3. Other Library Administrator(s). Office(s) of other Library administrators shall be filled in the following manner: The Dean shall, after consultation with the Library Faculty, recommend to the Vice Chancellor for Academic and Student Affairs and the Chancellor her/his choice of other Library administrator(s).

### ARTICLE 4. LIBRARY FACULTY

- 4.1. Voting Membership. Voting membership shall consist of all Library Faculty subject to the collective bargaining agreement between the University of Nebraska at Kearney Education Association and the Board of Regents of the University of Nebraska.
- 4.2. Ex officio Membership. The Dean of the Library and such other persons as may be designated by the Library Faculty shall be ex officio members of the Library Faculty without vote.
- 4.3. Members of the Faculty shall be promoted and be granted continuous appointment in accordance with the Bylaws of the Board of Regents of the University of Nebraska; University of Nebraska at Kearney Guidelines: Evaluation, Rank, Tenure and Personnel Files; University of Nebraska at Kearney, Calvin T. Ryan Library, Standards for Promotion in Rank and Tenure for Academic Appointees; University of Nebraska at Kearney, Calvin T. Ryan Library Procedures for Promotion Consideration for Academic Appointees; and University of Nebraska at Kearney, Calvin T. Ryan Library, Procedures for Tenure Consideration for Academic Appointees.
- 4.4. Meetings may be called by the Dean, by any Standing Committee, or by written request of a majority of the Faculty. The Dean will schedule, prepare an agenda for, and preside over these meetings. The agenda will be published at least five (5) working days in advance of each meeting. Minutes will be taken and distributed by voting members of the

Library Faculty in alphabetical rotation. No person will serve as an officer who has not received a review for a full review period. Each recorder will serve for one (1) fiscal year.

## ARTICLE 5. STANDING COMMITTEES

- 5.1. Standing committees shall include the following:
  - 5.1.2. Faculty Affairs Advisory Committee
    - 5.1.2.1. The Faculty Affairs Advisory Committee stands in an advisory relationship to the Dean of the Library. The role of the Committee is to counsel, recommend and advise the Dean on matters of importance or concern to the Library Faculty as a faculty. The Committee will provide a forum for open discussion by all members of the Faculty, each of whom may participate freely without regard to academic rank.
    - 5.1.2.2. Membership of the Faculty Affairs Advisory Committee shall consist of all Library Faculty subject to the collective bargaining agreement between the University of Nebraska at Kearney Education Association and the Board of Regents of the University of Nebraska.
    - 5.1.2.3. Officers. Chair and Secretary. Each officer will serve for one UNK fiscal year, to be succeeded by the next member in alphabetical rotation. The Secretary will be the Library Faculty member following the Chair in alphabetical order, and will succeed the Chair.
  - 5.1.3. Promotion Committee
    - 5.1.3.1. The purpose of the Promotion Committee is to consider and make recommendations to the Dean on applications for promotion by tenured or tenure-track members of the Library Faculty.
    - 5.1.3.2. Membership and officers of the Promotion Committee shall be as specified in University of Nebraska at Kearney, Calvin T. Ryan Library, Procedures for Promotion Consideration for Academic Appointees.
  - 5.1.4. Tenure Committee
    - 5.1.4.1. The purpose of the Tenure Committee is to consider and make recommendations to the Dean on applications for continuous appointment by tenure-track members of the Library Faculty
    - 5.1.4.2. Membership and officers of the Tenure Committee shall be as specified in University of Nebraska at Kearney, Calvin T. Ryan Library, Procedures for Tenure Consideration for Academic Appointees.

## ARTICLE 6. AMENDMENTS

- 6.1. An amendment to this Constitution may be introduced by a member or by a committee of the Faculty by submitting the suggested amendment in writing to the Dean of the Library. A copy of the proposed amendment shall accompany the agenda for the next meeting of the Library Faculty.
- 6.2. Approval of the amendment requires a two-thirds (2/3) majority of the Library Faculty.
- 6.3. Unless a specific date is stipulated, amendments to this Constitution shall become effective immediately upon approval of the Library Faculty, the Dean of the Library, the Senior Vice Chancellor for Academic and Student Affairs, the Chancellor of the University of Nebraska at Kearney, and the Board of Regents of the University of Nebraska.

## ARTICLE 7. RATIFICATION

- 7.0 This Constitution and Bylaws shall become effective when adopted by the Library Faculty and approved by the Dean of the Library, the Senior Vice Chancellor for Academic and Student Affairs, the Chancellor of the University of Nebraska at Kearney, and the Board of Regents of the University of Nebraska.

### BYLAWS

- 4.4.4. The recorder will maintain a file of meeting minutes and associated documents, and pass it on to her/his successor.
- 4.4.5. Quorum: A Quorum shall consist of a simple majority of the voting members of the Faculty.
- 4.4.6. Parliamentary Authority: The most recent edition of Robert's Rules of Order shall constitute the procedural authority for Faculty meetings.
- 4.4.7. Voting: Voting shall usually be conducted by a voice vote; however written ballots will be used at the request of any Library Faculty member. A simple majority of the members present is required to pass a motion, except that a two-thirds majority is required to pass:
- 4.4.7.1. Motions to adopt a Constitution and Bylaws.
- 4.4.7.2. Motions to recommend amendments to the Constitution and Bylaws.
- 4.4.7.3. Motions to recommend changes to University of Nebraska at Kearney, Calvin T. Ryan Library, Standards for Promotion in Rank and Tenure for Academic Appointees
- 4.4.7.4. Motions to recommend changes to University of Nebraska at Kearney, Calvin T. Ryan Library Procedures for Promotion Consideration for Academic Appointees
- 4.4.7.5. Motions to recommend changes to University of Nebraska at Kearney, Calvin T. Ryan Library, Procedures for Tenure Consideration for Academic Appointees

*Revision approved 18 October 2011 by the Calvin T. Ryan Library Faculty Affairs Advisory Committee. It supersedes all previous versions. Revisions include modifications to 3.3, 5.1.2.2, 6.3 and 7.0.*