Bylaws of the Library Program

July 1, 2016

I. Unit Definition (size, disciplines, majors, etc.)

The Library Program comprises the faculty appointed in Broome Library as well as those in the Writing and Multiliteracy Center. The Library Program houses three main program areas: Writing and Multiliteracy Center, Library Public Services, and Library Technical Services.

II. Library Program Mission Statement

The John Spoor Broome Library Program enhances CI's mission through active collaboration with students, faculty, and staff in developing collections, services, information, writing, visual and oral literacies, critical thinking, and computer literacy skills.

III. Library Program Membership and Administrative Assignments

The Library Program is made up of all temporary, probationary, and tenured Library Program faculty. The Library Program will elect a chair. The duties of the Chair are those spelled out in the CSUCI Handbook on the Roles and Responsibilities of Program Chairs; the Chair oversees the operations of the courses within the Library designation, the teaching of courses outside the program by Library Program faculty, and fulfills all personnel-related functions for all faculty within the Program. The chair serves a 2 year appointment. Chair of the Library Program may serve two consecutive terms before ceding the position to another faculty member. Tenured faculty with the Library programs are eligible to serve a Chair. Voting rights for faculty: Full and part time lecturer faculty vote weight is counted according to their annual time base as follows: Tenure/tenure track faculty 1 vote; 12 month full time lecturer faculty 1 vote; 9-11 month contract full time lecturer faculty .75 vote; half time faculty .5 vote; less than half time faculty .25 vote. The Program Chair will be evaluated in the Spring semester of their 2nd year in office, following the CSUCI Chair Evaluation Policy approved by the Academic Senate. The evaluation committee will consist of 2 tenure/tenure track faculty.

The program will send the chair to the Chairs meeting led by the Provost. FERP (Faculty Early Retirement Program) library faculty members are eligible to serve on all Library Program committees while they are in active employment status. FERP library faculty members are not eligible to serve on Program Personnel Committees or Library Program Temporary Evaluation Committees.

IV. Library Program Assignments Beyond Individual Librarian Activities

The Dean will consult probationary and tenured Library Program faculty members on decisions that will impact the unit. The Dean will consult with temporary, probationary, and tenured library faculty about the assignment of program responsibilities beyond individual librarian duties, such as committee assignments, assessment, and library-wide projects. The probationary and tenured library faculty members will collaborate on curriculum and new course decisions related to the Library Program.

V. Library Program Faculty Peer Observation and Evaluation

Process to constitute the PPC

The PPC will be constituted according to the process outlined in the Library or Writing and Multiliteracy Center PPS. The PPC(s) within the Program will be reconstituted or reaffirmed each year as necessary.

Process to constitute the Temporary Faculty Evaluation Committee

The Library Temporary Faculty Evaluation Committee will be made up of at least two members. Tenured Library Faculty members will be elected by the probationary and tenured faculty members. If there are not enough tenured faculty members, a tenured faculty member elected to the Senate Library Advisory Committee will be asked to serve. Nominations will come from probationary and tenured library faculty.

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Process to create and amend PPS
There is an approved Program Personnel Standards for the library faculty and a PPS for faculty in the Writing and Multiliteracy Center. Regarding the process for future modifications to the approved Program Personnel Standards, the Program Personnel Committee will circulate a draft of the amendments to the PPS and request feedback. After considering all feedback received, the Library Program will vote on adopting the amended PPS, and will subsequently forward them to the Office of Faculty Affairs to begin the review process. After the amended PPS is approved, the Library Program faculty may further modify the document using the same process.

Number of classes evaluated
All credit bearing courses taught by Library Program faculty shall be evaluated according to the university's policy on student evaluations.

VI. Amendments to Library Program bylaws can be proposed by any probationary or tenured library faculty member at a regularly scheduled faculty meeting of the Program, or at a special meeting called for the purpose. Amendments shall be approved by a 2/3 majority of the probationary or tenured faculty in the Library Program.

VII. Library Program bylaws shall be approved by a 2/3 majority of the tenure track faculty in the unit.

V111. Library Program bylaws shall be approved by the Dean of the Library.

IX. Library Program bylaws shall be approved by the Provost.

Dean of the Library Amy Wallace
Signature

Provost
Signature