

Bylaws of the Library Program

August 1, 2024

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

The Library Program comprises the faculty appointed in Broome Library as well as those in the Writing & Multiliteracy Center (WMC). The Library Program houses three main program areas: Library (constituted of the faculty librarians), Writing & Multiliteracy Center, and the Learning Resource Center. For the purposes of this document, the Learning Resource Center is not mentioned, as there are no faculty currently assigned to that unit.

II. Library Program Mission Statement

The John Spoor Broome Library enhances the CI mission of interdisciplinary, international, multicultural, and service learning through active collaboration with students, faculty, and staff to plan, implement, promote, and access the use of collections and services and support student learning via its robust information literacy program.

La Biblioteca John Spoor Broome promueve la misión de CI de aprendizaje interdisciplinario, internacional, multicultural y de servicio a la comunidad a través de una colaboración active con los estudiantes, los profesores, y el resto del personal con el objective de planificar, implementar, promocionar, y facilitar el uso de las colecciones y servicios además de apoyar a los estudiantes a través de un amplio programa educativo sobre las competencias de información.

III. Library Program Membership and Administrative Assignments

The Library Program is made up of all temporary, probationary, and tenured librarian and WMC 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 librarian and WMC 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 librarian and WMC faculty are eligible to serve as Chair. The role of the Chair may be shared between faculty (librarian and/or WMC faculty) as co-Chairs.

If no tenured librarian or WMC faculty are available or willing to serve as Chair, probationary TT librarian or WMC faculty may serve as Chair for a 1-year appointment, with the possibility to renew for one additional year pending review by the Library Program.

If no tenured or probationary librarian or WMC faculty are available or willing to serve as Chair, the Library Program may elect an external tenured faculty to serve in the role for a 1-year appointment, with the possibility to renew for one additional year pending review by the Library Program.

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Voting rights for faculty: Full and part time temporary faculty vote weight is counted according to their annual time base as follows: Tenured/ probationary faculty 1 vote; 12-month full time temporary faculty 1 vote; 9–11-month contract full time temporary faculty .75 vote; halftime faculty .5 vote; less than halftime faculty .25 vote, FERP faculty 0 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 Library Chair to the Chairs meeting led by the Provost. FERP (Faculty Early Retirement Program) librarian and WMC faculty members are eligible to serve on all Library Program committees while they are in active employment status. WMC faculty members are not eligible to serve on Program Personnel Committees or Library Program Temporary Evaluation Committees.

IV. Library Program Assignments Beyond Individual Faculty Activities

The Dean will consult probationary and tenured Library Program faculty members on decisions that will impact the Program. The Dean will consult with temporary, probationary, and tenured librarian and WMC faculty about the assignment of program responsibilities beyond individual librarian and WMC duties, such as committee assignments, assessment, and library- wide projects. The probationary and tenured librarian and WMC 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. Librarian faculty and WMC faculty will have their own separate PPCs as articulated in the respective PPS documents.

The PPC(s) within the Program will be reconstituted or reaffirmed each year as necessary.

a) Process to Constitute the Temporary Faculty Evaluation Committee

The process by which lecturer faculty are evaluated is articulated in the Senate Policy on Lecturer Evaluation. The Library Program's Temporary Faculty Evaluation Committee will be made up of at least two members. Tenured librarian, WMC faculty, and FERP librarians and WMC faculty who are tenured, and in active employment status, may be elected by the temporary, 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 librarian and WMC faculty.

b) Process to Create and Amend PPS

There is an approved Program Personnel Standards for the librarian 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

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Committee will circulate a draft of the amendments to the Library, or WMC, faculty for feedback. After considering all feedback received, the respective librarian or WMC faculty 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 librarian or WMC faculty may further modify their respective PPS using the same process.

c) 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 the Library Program Bylaws can be proposed by any probationary or tenured librarian and WMC 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 librarian and WMC faculty in the Library Program.

VII. **Library Program Bylaws shall be approved by a 2/3 majority of the tenure-line faculty in the unit.**

VIII. **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


[Jill Leafstedt \(Aug 5, 2024 16:29 PDT\)](#)

Signature

Provost


[Mitch Avila \(Aug 6, 2024 10:46 PDT\)](#)

Signature