

~~BYLAWS OF THE FACULTY
OF THE
UNIVERSITY OF NEBRASKA MEDICAL CENTER MCGOOGAN HEALTH SCIENCES
LIBRARY
LIBRARY OF MEDICINE~~

STRUCTURE, RULES, AND REGULATIONS OF THE FACULTY

Date TBD, 2024

~~ARTICLE I. Name~~

~~1.0 The name of the organization shall be the Faculty of the University of Nebraska Medical Center Library of Medicine, hereinafter referred to as the Faculty. The Library of Medicine abides by the Bylaws of the Board of Regents of the University of Nebraska. The following bylaws have been adopted to enable the Library of Medicine to achieve its specific goals:~~

~~ARTICLE II. MISSION AND PURPOSE~~

~~**Section 1: Mission.** The mission of the Library of Medicine is to support the academic, research, patient care, and outreach programs of the University of Nebraska Medical Center and the health information needs of the people of Nebraska.~~

~~**Section 2: Purpose.** The purpose of the Faculty shall be:~~

- ~~1. To acquire, organize, manage, and preserve collections and resources appropriate to the institutional mission.~~
- ~~2. To educate users in information retrieval and management.~~
- ~~3. To support distance learners and other remote users.~~
- ~~4. To provide leadership in the development of skills to support lifelong learning and information management.~~
- ~~5. To advance the field of Library & Information Science through professional and scholarly activities.~~
- ~~6. To establish and maintain sound policies on academic governance and other matters affecting the Faculty.~~

~~ARTICLE III. DUTIES AND RESPONSIBILITIES~~

NOTE: Article III was incorporated into the Duties and Responsibilities of the Faculty section of the Governance article below.

The duties and responsibilities of the Faculty shall be:

- ~~1. To propose, promote, and support the policies, programs and activities of the Library of Medicine.~~

- ~~2. To review academic and professional policies and advise the Director prior to submission to the Chancellor of the University of Nebraska Medical Center.~~
- ~~3. To receive reports from committees of the Faculty and act upon the recommendations.~~
- ~~4. To receive reports from advisory bodies and the Chancellor of the University of Nebraska Medical Center on the policies of the Library of Medicine.~~
- ~~5. To promote cooperative relationships with other state agencies, with the librarians of the state, and with other libraries in the state, the region, and the country.~~
- ~~6. To participate in the academic governance of the Library.~~
- ~~7. To participate in the selection of Faculty.~~

ARTICLE IV. MEMBERSHIP

NOTE: Article IV was incorporated into the Faculty section of the Governance article below.

~~**Section 1: Membership.** Members of the Faculty shall be Professors, Associate Professors, Assistant Professors, and Instructors, and shall include full time, and part time continuous (tenured) and health professions appointments, special appointments, volunteer appointments, and courtesy appointments. The voting membership of the Faculty shall consist of all individuals holding an academic appointment in the Library of Medicine with the rank of Instructor or above. Volunteer and courtesy faculty members may attend meetings and serve as consultants to committees, but may not vote. Emeritus members of the Faculty shall be those individuals who have been granted Emeritus status. Such members may attend meetings and serve as consultants to committees, but may not vote.~~

~~**Section 2: Appointments and Promotions.** Members of the Faculty shall be appointed and promoted in accordance with the Bylaws of the Board of Regents.~~

~~**Section 3: Types of Appointment.** Faculty members may be granted courtesy, special, health professions, or continuous (tenured) appointments. Faculty members may apply or be proposed for continuous appointment in accordance with departmental and UNMC criteria for awarding tenure in effect at the time of consideration.~~

~~**Section 4: Faculty Evaluation.** Pursuant to Section 4.6 of the Bylaws of the Board of Regents, each Faculty member shall undergo an annual evaluation.~~

ARTICLE ~~VI~~. GOVERNANCE AND ADMINISTRATION

~~**Section 1: Officers of the Faculty.** The officers of the Faculty shall be:~~

- ~~1. Chair: The Director of the Library of Medicine shall be Chair of the Faculty.~~
- ~~2. Vice Chair: The Vice Chair shall preside at all meetings in the absence of the Chair. He or she shall prepare the agenda for all meetings after consultation with the Chair and distribute written notices and agenda of all meetings to each member of the Faculty at least seven days prior to such~~

~~meetings. Such distributions shall constitute due notice. The Vice Chair shall keep minutes of the meetings and send a copy to each member of the Faculty.~~

Section 1: The Faculty

The Faculty of the McGoogan Health Sciences Library (here-in-after referred to as the “Faculty”) shall be charged with participation in governance responsibilities for the McGoogan Health Sciences Library (here-in-after referred to as the “Library”). The immediate government of the Library shall be by its own faculty. Without limiting the generality of the foregoing statement, such power shall include adoption of attendance rules. The Faculty will also participate in governance of the Library through the Collaborative Governance Committees functioning under direction of the Dean of the McGoogan Health Sciences Library.

1. *Officers.*

The Chair of the Faculty shall be the Library Dean. The Vice-Chair shall be an elected member of the Faculty.

2. *Members.*

The members of the Faculty shall be Professors, Associate Professors, Assistant Professors, and Instructors, whose primary academic appointments are in the Library. For the purposes of this document, individuals with adjunct and courtesy appointments (here-in-after referred to as “Volunteer Faculty”) are not considered members of the Faculty. Individuals with Emeritus Faculty or Instructor appointments are considered non-voting members of the Faculty.

3. *Meetings.*

Meetings of the Faculty shall be held as necessary to conduct the business of the Faculty of the Library. All members of the Faculty shall attend meetings. Volunteer, Instructor, and Emeritus Faculty have the option to attend meetings. ~~Additional~~ Meetings may be called by the Dean or by any member of the Faculty upon the transmission of a written request to the Dean. Meetings are chaired by the Vice-Chair of the Library Faculty or Chair of the Library Faculty.

4. *Procedural Authority.*

Procedural authority for Library Faculty meetings is Robert’s Rules of Order or an agreed alternative that assists in moderating meetings and supporting decision making.

5. *Quorum.*

The presence of a majority of the total faculty membership with voting privileges shall constitute a quorum for any actions requiring a vote. For the purposes of this document, "presence" shall include members physically present and members using two-way, real-time communication technology. Emeritus, Instructor, and Volunteer Faculty are not included in quorum calculations.

6. *Voting.*

If a quorum is present, a majority vote of members present shall control all actions.

If a quorum is not present, a vote may be taken by electronic ballot issued to all faculty with voting privileges. For votes taken in this manner, a majority vote of the total faculty membership with voting privileges shall control all actions.

In any case, Emeritus, Instructor, and Volunteer Faculty do not vote and are not included in voting calculations.

7. *Duties and Responsibilities of the Faculty.*

The Faculty shall:

- a. Advance the mission and vision of the McGoogan Health Sciences Library.
- b. Implement the strategic initiatives of the Library.
- c. Implement the policies and procedures of the Library.
- d. Propose and promote programs and activities of the Library.
- e. Participate in academic governance of the Library.
- f. Support the collective interests of the Library.
- g. Periodically review, amend, and approve the Structure, Rules and Regulations of the McGoogan Health Sciences Library.
- h. Comply with all policies and procedures of the Library and the University of Nebraska Medical Center.

Section 2: Vice-Chair of the Faculty

1. Duties and Responsibilities of the Vice-Chair of the Faculty.

The Vice-Chair of the Library shall:

- a. Preside over meetings.
- b. Prepare the agenda for Faculty meetings in consultation with the Chair.
- c. Present the agenda to Faculty at least seven days prior to meetings.
- d. Designate a member of the Faculty to keep meeting minutes.

e. Ensure that meeting minutes are presented to Faculty for review and shared with all library staff.

f. Advise the Dean on matters pertaining to Faculty.

2. Terms and Election of Vice-Chair. ~~The Vice-Chair shall be elected by the Faculty from nominations submitted by the Nominating Committee and additional nominations from the floor. The Vice-Chair shall serve for a period of one year from July 1, or until his or her successor has been duly elected. He or she may be re-elected for further terms of office not exceeding a total of three consecutive years and shall again be eligible for election after a lapse of one year.~~

a. The Vice-Chair shall be elected by the Faculty from nominations submitted by the Nominating Committee.

b. The Vice-Chair shall serve for a period of one year from July 1.

c. The Vice-Chair may be re-elected for additional terms not exceeding a total of two consecutive years.

Section 3. Dean of the Library

1. Duties and Responsibilities of the Dean of the Library.

The Dean of the Library shall:

a. Preside over meetings in the absence of the Vice-Chair.

b. Be responsible to the Chancellor, President and Board of Regents for providing leadership and management of the Library to ensure it fulfills its mission, vision, and strategic goals.

c. Serve as the primary ambassador for the Faculty to the UNMC campus, the University of Nebraska President and Board of Regents, the University of Nebraska Foundation and other regional and national entities, serving both to provide information, and to advocate on behalf of the Library.

d. Provide routine communication, clear expectations, guidance, feedback, support, and recognition. The Dean ensures the accountability of personnel in meeting the goals of the Library, as well as in providing effective administration for programs.

e. Serve as the chief strategist in leading the Library to develop a shared vision and strategy for advancement, through maintenance of current knowledge of trends in libraries, engagement in network-building activities at the national level, development of the administrative infrastructure necessary for the advancement of the Library, and the promotion of a culture of collegiality and support.

f. Function as the chief financial officer for the Library by ensuring the operational stability and fiscal solvency of the Library and its constituent departments

through oversight and management of the Library budget, and procurement of resources necessary to secure these outcomes, as well as the achieve new strategic initiatives for advancing the Library within the budgetary constraints of the Library.

g. Keep the Faculty apprised of the accomplishments and progress of the Library in achieving its purpose and goals.

h. Establish, manage and expand as necessary the relationships between the Faculty and external entities.

i. Provide through Library Administration, the necessary administrative support to the Faculty, and Standing and Special Committees, to ensure the successful accomplishment of the respective governance functions.

Section 3 4: Collaborative Governance Committees.

~~1. Nominating Committee: The Nominating Committee shall consist of two members of the Faculty appointed by the Director who shall also designate the Chair of the Committee. Appointment shall be made by July 1. Members serve for one year starting July 1 of each year and ending June 30 of the following year. The Nominating Committee shall prepare a slate of candidates for Vice Chair. The Vice Chair shall be elected by a written ballot by March 31. The Nominating Committee will report the results of the election at the next Faculty meeting.~~

~~2. Grievance Committee: The Faculty Grievance Committee shall consist of three members of the Faculty who shall be elected by the Faculty for a term of three years. One member will be elected each year and the member with the longest service on the Committee will be the Chair. The Grievance Committee shall consider any grievance filed by any Faculty member.~~

~~3. Peer Review Committees: A Peer Review Committee will be formed whenever a Faculty member becomes a candidate for promotion or tenure, or when a courtesy faculty appointment is nominated. The membership of this committee will consist of Faculty members at the rank of Instructor and above for promotion and Assistant Professor and above for tenure. A Peer Review Committee will review the documents submitted by the candidate and make its recommendation to the Director.~~

~~4. Search Committees: A Search committee will be appointed by the Director whenever there is a faculty vacancy to be filled. The membership of this committee shall be broadly representative of all areas of the library. The Search Committee will prepare and submit its recommendation to the Director.~~

~~5. Ad Hoc Committees: The Director may appoint such ad hoc committees from the membership of the Faculty as he or she deem necessary to assist in any particular situation that may arise. Such committees will be dissolved when the function for which they were appointed has been completed.~~

There shall be two categories of committees: Standing Committees and Special Committees.

1. Standing Committees.

The Library shall maintain the following Standing Committees:

- Faculty Promotion and Continuous Appointment Committee (as required by Board of Regents)
- Nominating Committee

a. Membership. Members may be recommended by the Faculty and shall be appointed by the Dean.

b. Terms of Membership. Membership shall be for a one-year term. A member shall be eligible for no more than two consecutive terms. The chair of the committee may be appointed for a variable term.

c. Duties and Responsibilities of the Standing Committees. The Standing Committees shall carry out all duties and responsibilities including but not limited to those set forth in Appendix A.

2. Special Committees. Special committees may be recommended by the Faculty and will be created by the Dean.

a. Membership. Members may be recommended by the Faculty for approval by and shall be appointed by the Dean.

b. Terms of Membership. Individuals who are appointed to a Special Committee will retain their membership until the Special Committee charge(s) has been completed or withdrawn.

c. Duties and Responsibilities of the Special Committees. Special Committees study and resolve specific problems, issues, or proposals not within the prerogative of existing Standing Committees. Specific duties will be included in a charge from the Dean.

ARTICLE VI. MEETINGS

NOTE: Article VI was incorporated into the Faculty section of the Governance article above.

~~1. Faculty shall meet a minimum of four times a year. Special meetings may be called by the Director or may be called by the Vice Chair upon written request from three or more members of the faculty.~~

~~2. Meetings of the Faculty shall be governed by the Standard Code of Parliamentary Procedure (Formerly the Sturgis Standard Code of Parliamentary Procedure).~~

~~3. A quorum shall consist of a simple majority of voting members of the Faculty present at the meeting, either physically or by tele technology.~~

~~4. Faculty may attend regular and special meetings using tele technologies that allow for two-way communication between the originating site (Library) and the remote location (faculty member).~~

ARTICLE VII. AMENDMENTS

~~These Rules and Regulations may be amended by a two-thirds majority vote by those members present at any regular or special meeting of the Faculty. Notice of any proposed amendment must be distributed to each voting member at least thirty days prior to the meeting at which the amendment~~

~~will be presented. Such distribution shall constitute due notice. Amendments shall become effective when, in accordance to Section 1.2 of the Bylaws of the Board of Regents, they are considered by the Faculty at a public hearing, reviewed and approved by the General Counsel for the University, and filed with the Corporation Secretary for report to the Board of Regents.~~

The "Structure, Rules and Regulations of the Faculty" of the McGoogan Health Sciences Library may be amended at any regular or special meeting of the Faculty. Such communications may be electronic and shall constitute due notice of an impending vote on the Amendment. Amendments shall become effective when reviewed by the Chancellor of the Medical Center, the President of the University of Nebraska, and reported to the University of Nebraska Board of Regents.

ARTICLE III. APPROVALS

These Rules and Regulations supersede all previous Rules and Regulations, and shall become effective in accordance with the process immediately described above.

Adopted by the Library Faculty, October 6, 1978.
Approved by the Board of Regents, November 10, 1978
Adopted by the Library Faculty, February 8, 2006
Approved by the Board of Regents, April 21, 2006
Adopted by the Library Faculty, May 31, 2016
Accepted by the Board of Regents, July 22, 2016

APPENDIX A

Collaborative Governance Committees

1. Faculty Promotion and Continuous Appointment Committee.

The Faculty Promotion and Continuous Appointment Committee is responsible for evaluating faculty for promotion and/or tenure in accordance with established guidelines and procedures and submitting recommendations to the Dean based on evaluation results. The committee is responsible to develop, modify as appropriate, and disseminate the Library's faculty evaluation process and metrics, and make recommendations to the Dean for faculty development.

2. Nominating Committee.

The Nominating Committee shall consist of two members of the Faculty appointed by the Dean who shall also designate the Chair of the Committee. Appointment shall be made by July 1. Members serve for one year starting July 1 of each year and ending June 30 of the following year. The Nominating Committee shall prepare a slate of candidates for Vice-Chair. The Vice-Chair shall be elected by a ballot by March 31. The Nominating Committee will report the results of the election at the next Faculty meeting.