

BYLAWS OF THE UNIVERSITY LIBRARIES OF THE UNIVERSITY OF NEBRASKA–LINCOLN

1. INTRODUCTION

1.1 Name. The name of the organization is University Libraries, hereinafter Libraries. The Libraries is the primary library organization of the University of Nebraska–Lincoln and the lead institution for the University of Nebraska Consortium of Libraries (UNCL). The Libraries is a continuous appointment (tenure) granting academic unit that reports to the Executive Vice Chancellor for Academic Affairs (hereinafter Executive Vice Chancellor).

1.2 Authority. In accordance with the Bylaws of the Board of Regents of the University of Nebraska¹ and the Bylaws of the University of Nebraska–Lincoln,² the structure, organization, and regulations contained herein are established for the Libraries.³ Specifically, all libraries at the University of Nebraska–Lincoln, except the Marvin and Virginia Schmid Law Library, are under the administrative authority of the Dean of Libraries.

1.3 Purpose. The Libraries advances the land-grant mission of the University and contributes to the wider community through its work as the primary provider of information resources in all formats along with advanced information expertise that supports research, teaching, and lifelong learning.

1.4 Governance. The Libraries is administered through a system of shared governance between its administrative, faculty, and managerial/professional and office/service personnel. The Libraries adopts rules and policies to govern its administration in accordance with the Board of Regents bylaws and the University of Nebraska–Lincoln bylaws. The work of all Libraries personnel is interdependent and supports the mission of the Libraries.

1.5 Professional ethics. In keeping with the professional practices and principles recognized by the American Library Association in its Code of Ethics⁴ and by the Society of American Archivists in its Core Values Statement and Code of Ethics,⁵ the Libraries prioritizes service and professional practices that uphold intellectual freedom and reader privacy and that increase equitable acquisition of, access to, and education about information that is reflective of the diversity of the human experience. The Libraries promotes the ability of its administrators, faculty, and staff to exercise judgment around the specific application of these practices and principles in the course of their work. This right is explicitly granted to faculty and managerial/

¹ University of Nebraska Board of Regents. (2021 April 9). *Bylaws of the Board of Regents of the University of Nebraska* (hereinafter BOR Bylaws). <https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/board-governing-documents/board-of-regents-bylaws.pdf?la=en>

² University of Nebraska Board of Regents. (2017 June 1). *Bylaws of the University of Nebraska–Lincoln* (hereinafter UNL Bylaws). <https://www.unl.edu/chancellor/bylaws>

³ UNL Bylaws, 1.2.5.

⁴ American Library Association. (2021 June 29). *Professional Ethics and Code of Ethics*. <https://www.ala.org/tools/ethics>

⁵ Society of American Archivists. (2020 August). *SAA Core Values Statement and Code of Ethics*. <https://www2.archivists.org/statements/saa-core-values-statement-and-code-of-ethics>

professional staff of the University of Nebraska–Lincoln⁶ in their guarantees of academic freedom. The Libraries offers office/service staff the same assurance of support for their free expression in the discussion of subjects that pertain to their work.

2. STRUCTURE OF THE UNIVERSITY LIBRARIES

2.1 LIBRARIES ADMINISTRATIVE OFFICERS AND INTERNAL ORGANIZATION

2.1.1 Dean of Libraries. The Dean of Libraries is the chief executive officer of the Libraries and is appointed according to the Board of Regents bylaws. The Dean administers the Libraries and is responsible for formulating and advancing its mission. The Dean is the presiding officer of the Libraries faculty and staff and the chief adviser to the Executive Vice Chancellor regarding the Libraries' welfare, success, and personnel and budgetary matters.⁷ The Dean adheres to University procedures and policies, including consultation with appropriate faculty and staff committees prior to taking actions.

The Dean of Libraries provides leadership associated with all Libraries affairs at the University of Nebraska–Lincoln. The Dean meets with the Libraries Committee of the University of Nebraska–Lincoln Faculty Senate, which includes student representatives, and may meet with other constituencies within the University and the broader community.

The Dean is annually reviewed by the Dean's direct supervisor. The Dean also receives a full administrative review by the higher administrative officers of the University and other constituents after every five years of service, or sooner, as initiated by the Executive Vice Chancellor, and according to the University of Nebraska–Lincoln Review and Reappointment of Administrative Officers policy,⁸ which outlines the specific processes for gathering input from Libraries faculty and staff.

2.1.2 Other administrative officers. Associate Deans, Directors, Chairs, and other administrative officers recommended for appointment by the Dean with the approval of the Executive Vice Chancellor are assigned responsibilities to advance the Libraries' mission. These appointments are made with advice and input from the faculty and staff according to the guidelines set forth by the Office of the Executive Vice Chancellor⁹ and as specified in the University Libraries Handbook, which provides the details of procedures and processes related to the governance activities outlined in these bylaws. The Dean may organize administrative officers into councils or groups to best administer the Libraries.

⁶ BOR Bylaws, 3.1.1, 4.1, 4.2, and 4.4.4.

⁷ BOR Bylaws, 2.9.1.

⁸ Review and Reappointment of Administrative Officers, University of Nebraska–Lincoln. (2001 July 27). <https://executivevc.unl.edu/documents/adminreview.pdf>

⁹ Office of the Executive Vice Chancellor, Guidelines for Faculty Titles, <https://executivevc.unl.edu/searches-appointments/faculty-titles>

2.1.3 Libraries internal organization. The Libraries administrative structure consists of divisions, departments, programs, and units established to effectively administer the Libraries and its mission and to allow for the specialization and development of expertise necessary for excellent service and effective supervision of faculty, staff, and student employees. The various administrative entities are administered by the officer appointed by the Dean, within the limits of authority delegated by the Dean, and with the advice and counsel of the faculty and staff in the entity. In keeping with the changing nature of library work, the divisions, departments, programs, and units may undergo periodic change or revision, as recommended by the Dean, with input from faculty and staff, and with the approval of the Executive Vice Chancellor. The administrative entities are not separate continuous appointment granting; continuous appointment is to the Libraries as a whole.

2.2 PERSONNEL OF THE UNIVERSITY LIBRARIES

2.2.1 Faculty. The Libraries faculty¹⁰ consists of all personnel who hold the academic rank of assistant instructor and above, or formally approved equivalent ranks, and a specific term or continuous appointment in the University Libraries.

Libraries faculty are academic-administrative staff¹¹ and have the same ranks and titles as other University faculty, with accompanying rights, privileges, and responsibilities. Faculty are held to established standards that are published and provided to each appointee.¹² Libraries faculty have advanced academic preparation, and their appointments require an appropriate terminal degree in a relevant field. Libraries faculty function as scholar-practitioners and provide essential academic leadership and service to the University. They may engage in teaching and professional practice, research, supervision of research, service, and other activities and take-on relevant assignments.¹³ They may be appointed to administrative positions with responsibility for strategic leadership in one or more areas. Faculty are reviewed annually by their direct supervisor, provided with written documentation of the evaluation, and given the opportunity to respond to the review in writing.¹⁴

2.2.2 Managerial/professional and office/service staff. Libraries managerial/professionals are those staff persons who hold nonacademic professional positions.¹⁵ Persons with these appointments make decisions and have administrative and supervisory responsibilities relevant to their assignments. They may have advanced education and/or training and may be responsible for significant leadership in one or more areas. Libraries office/service staff are

¹⁰ University of Nebraska Board of Regents. (2021 June 25). *University of Nebraska Board of Regents Policies* (hereinafter BOR Policies). RP-4.2.9. <https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/board-governing-documents/board-of-regents-policies.pdf?la=en>

¹¹ BOR Bylaws, 3.1.1.1.

¹² BOR Bylaws, 4.5.

¹³ BOR Bylaws, 3.4.4.

¹⁴ BOR Bylaws, 4.6.

¹⁵ BOR Bylaws, 3.1.1.3.

those staff persons who hold hourly appointments.¹⁶ Managerial/professional and office/service staff support the Libraries' mission; contribute to the functions, operations, and programs of the Libraries; and are central to excellent library service, successfully providing access to and promoting the use of Libraries resources and expertise.

Managerial/professional and office/service personnel are reviewed annually by their direct supervisor, provided with written documentation of the evaluation, and given the opportunity to respond to the review in writing.

2.2.3 Student employees. Student employees¹⁷ are integral to the successful operation of the Libraries. Their employment is designed to be a meaningful counterpart to their academic program, with advanced training through applied or experiential learning under the direction of a skilled Libraries employee or developing broadly applicable professional skills. Student employees may be invited to participate in select meetings or developmental activities.

3. GOVERNANCE OF THE UNIVERSITY LIBRARIES

3.1 LIBRARIES-WIDE GOVERNANCE

3.1.1 Libraries Faculty and Staff Executive Board. The Libraries Faculty and Staff Executive Board, hereinafter Executive Board, brings together Libraries personnel and coordinates the activities of standing and special Libraries governance committees. The Executive Board is composed of the following members: the elected officers of the Libraries Faculty; the elected board of the Libraries Personnel Association (LPA), representing the managerial/professional and office/service staff; the chair of each standing committee of the Libraries personnel groups; and the Libraries member(s) of the University Faculty Senate. The Dean of Libraries serves as an ex officio member without voting privileges. Each member of the Executive Board serves as a representative of one and only one post, i.e., an elected officer cannot simultaneously represent a standing committee.

The Executive Board acts as a formal liaison between the Dean of Libraries, the Libraries faculty, and the Libraries managerial/professional and office/service staff. The Executive Board guides, counsels, makes recommendations to, and advises the Dean of Libraries and other Libraries administrative officers on matters that support the mission of the Libraries and its employees. Meetings and discussions are meant to be informative and deliberative.

The Executive Board may issue a charge to a Libraries' standing governance committee or appoint a special committee to address a specific issue, project, or task. All standing or special committees advocate for the primary interests of the Libraries as well as their assigned responsibilities, issues, projects, or tasks. If it is unclear which person or committee may address an issue, project, or task, the Executive Board may assign a standing committee or special committee for study and recommendations. Special committees are discontinued when

¹⁶ BOR Bylaws, 3.1.2.

¹⁷ BOR Bylaws, 3.1.3.

their assigned responsibilities are completed. The Dean, Libraries Faculty, or the LPA may convene libraries-wide meetings to discuss matters of broad interest and concern.

3.1.2 Nominations Committee. The Nominations Committee, which is made up of the elected officers of the Libraries Faculty and selected LPA board members, prepares an annual ballot of candidates for election to officer, board, and standing committee positions.

3.1.3 Standing Committees

3.1.3.1 Budget Advisory Committee. The Budget Advisory Committee (BAC) advises the Dean on financial and closely affiliated matters that affect the Libraries, such as budget proposals, budget reductions, and the administration of merit and other salary adjustments. This committee also functions as the Libraries' Financial Exigency Committee, should the Board of Regents declare a state of financial exigency.¹⁸ The members of this committee represent the Libraries' administration, faculty, and staff.

3.1.3.2 Professional Research and Creative Activities Committee. The Professional Research and Creative Activities Committee (PRCAC) is responsible for encouraging, supporting, and promoting the professional and scholarly development of Libraries faculty and staff. The members of this committee represent the Libraries' administration, faculty, and staff.

3.2 LIBRARIES FACULTY GOVERNANCE

3.2.1 Libraries Faculty. The Libraries Faculty is comprised of all faculty as previously defined and advocates for issues of specific concern to faculty. Libraries Faculty elects its officers and the members of Libraries Faculty standing committees, who represent them on the Executive Board. Libraries Faculty may convene special or ad hoc committees to address responsibilities, issues, projects, or tasks that apply to the faculty. Libraries Faculty may convene meetings of the faculty to discuss matters of interest or concern. Libraries faculty as previously defined have voting privileges.¹⁹

3.2.2 Standing Committees

3.2.2.1 Committee on Evaluation, Continuous Appointment, and Promotion. The Committee on Evaluation, Continuous Appointment, and Promotion (CECAP) focuses on and reviews the policies and practices regarding faculty appointments. The committee guides, counsels, and stands in an advisory relationship with the Dean of Libraries on these policies and practices.²⁰

3.2.2.2 Faculty Apportionment Panel. A faculty position can comprise teaching, extension, service, research, and administrative responsibilities, and a faculty member's time is

¹⁸ BOR Bylaws, 4.17 and 4.18; BOR Policies, RP-4.2.11.1.b.

¹⁹ BOR Policies, RP-4.2.6.3.a.

²⁰ BOR Bylaws, 2.9.1.

apportioned among them. The Faculty Apportionment Panel (FAP) is responsible for the mediation of disputes regarding changes in a faculty member's apportionment.²¹

3.3 LIBRARIES MANAGERIAL/PROFESSIONAL AND OFFICE/SERVICE STAFF GOVERNANCE

Libraries Personnel Association. The Libraries Personnel Association (LPA) is comprised of all managerial/professional and office/service staff of the Libraries as previously defined. LPA advocates for issues of specific concern to Libraries' staff. The LPA membership elects representatives to serve on LPA Board, who represents them on the Executive Board. The LPA may convene special or ad hoc committees to address responsibilities, issues, projects, or tasks that apply to the staff. All members have voting privileges. LPA may convene meetings of the staff to discuss matters of interest or concern.

4. AMENDMENTS TO THESE BYLAWS

An amendment or change to the Libraries' bylaws may be introduced by any member or group governed by the Libraries' bylaws. Any amendment or change must follow existing University policy and procedures and be approved by the Board of Regents.²²

5. PARLIAMENTARY AUTHORITY

Procedural authority for University Libraries is *Robert's Rules of Order* or an agreed upon alternative that assists in moderating meetings and supports decision making by committees.

²¹ BOR Bylaws, 4.3.b.2.

²² UNL Bylaws, 7.