



## Department of Library Resources Bylaws

### Preamble

The Department of Library Resources is a unit of the Kennesaw State University Library System. The Department of Library Resources is comprised of subunits and members provide services in support of student success by enabling the efficient and affordable curation, acquisition, and discovery of library resources; by enhancing the university's international digital publishing presence; and by supporting and maintaining library systems to improve student access to and navigation of resources. The Department is made up of three units: Collection Development, Systems, and Technical Services.

These bylaws provide guidelines for governance and procedures for operation of the Department of Library Resources in alignment with the strategic plans of the Library System and KSU.

### Article I. Administration

#### Section 1. Department Chair

- A. The Chair shall provide academic and administrative leadership for the Department and perform duties including, but not limited to: supervising the operation of the Department, administering departmental budgets, participating in recruitment efforts, hiring part-time and temporary faculty, managing workload, assigning office and other spaces, evaluating faculty and staff, presiding over Departmental meetings, representing the Department in College and University affairs, informing the faculty of events affecting the Department or welfare of the faculty, and performing such duties as assigned by the University or the Dean of the Library System.
- B. Acting/interim Chair will assume all duties and responsibilities of the Department Chair if the position becomes vacant.

### Article II. Committees

#### Section 1. Standing Committees

Standing Committees shall be composed of all full-time, permanent contract library faculty. Where appropriate, part-time, non-contract library faculty may be invited by the Department Chair and the Department Faculty Council Chair to be adjunct members of the faculty, may be invited to faculty meetings as non-voting members, and may be asked to serve on appropriate committees.

A. Library Resources Department Faculty Council (DFC)

1. The purpose of the DFC is advisory to the Chair, who holds decision-making authority at the department level. The purpose of the DFC is to promote collegiality and effective shared governance of the department by increasing transparency and two-way communication between the faculty and the Chair with regard to the development of policy and to increase communication about the implementation of policy.
2. Duties: responsible for providing input to the Chair about department issues, and writing guidelines/policies dealing with faculty issues including workload, hiring strategies, overall goals, ideas about new programs, etc.
3. Membership: Committee of the Whole; the Chair of the DFC will be elected by members of the committee; the Department Chair is an *ex-officio* non-voting member of the DFC and will respect the DFC's desire, on occasion, to meet without the Department Chair present.
4. Committee Chair Duties: The Chair of the DFC will serve as the department representative on the Library System Faculty Council.
5. Meeting Times: Irregular, usually 3-4 times per academic year.
6. Term: Committee of the Whole composition must be reaffirmed annually by a majority vote of the permanent, full-time faculty members of the department by secret ballot as their preferred alternative to a smaller committee DFC.

B. The Library Resources Department Promotion Committee

1. Duties: Evaluates portfolios for Promotion. Reviews applications for Faculty Emeritus status, according to the guidelines outlined in their charge. Reviews department Promotion Guidelines and makes recommendation for revisions to Department Chair.
2. Membership: Three (3) members, from the rank of Librarian Associate Professor and/or Librarian Professor. All committee members voting on an applicant's packet must be of higher rank than the applicant. If the Faculty Promotion Committee does not have the necessary number of higher ranked faculty to vote on a candidate, the Committee Chair or Department Chair will ask for assistance from other appropriately ranked faculty in the KSU Library System. In the event no appropriately ranked library faculty is available, then the Committee Chair will ask for assistance from another department with the aid of library administration. Individuals going up for review should not serve on this committee the year they are up for review (in which case a one year replacement will be elected); see University Guidelines for further details; The Chair will be elected by members of the committee and serve on the DFC.

3. Meeting Times: Meets several times per year; intensive effort in early- to mid-Fall semester.
4. Term: two years, staggered; those rolling off the committee should roll on to the Library Promotion Appeals Committee.
5. Eligibility: Faculty eligible to serve on the Library Resources Promotion Committee must have been employed as a KSU Library Faculty Member for at least one year as of July 1 following the election. When possible, the Chair must be a second-year member. Individuals serving on the Library Resources Promotion Committee who decide to apply for promotion during their tenure on the committee are required to vacate their membership on the committee, and a replacement will be elected as set forth in Article V, Section 5. Library Resources Promotion Committee members may not serve as a reviewer of those they directly supervise.

## Section 2. Ad Hoc Committees

The Chair or the Department Faculty Council may create, charge, and appoint members of ad hoc committees for a specific term, provided they notify department faculty of the existence of the ad hoc committees. Membership of these ad hoc committees may be determined on an appointed, volunteer, or elected basis.

## Article III. Department Meetings

- A. Regularly scheduled meetings shall be held at least once each semester.
- B. The Department Chair shall call such additional meetings as deemed necessary.
- C. All full-time Library Resources faculty and staff are invited to attend department meetings.
- D. Minutes of each department meeting will be taken, reviewed by the Department Chair, and distributed to all department members. A vote for approval of the previous meeting's minutes will be taken at each meeting.

## Article IV. Voting

Voting on matters of department policies and procedures, committee membership, departmental representation, nominations for Library System and university positions, and revision of department bylaws shall be determined as follows:

### Section 1. Eligibility

- A. All faculty who are not part-time or temporary are eligible to vote.
- B. Absent faculty may vote by written proxy.

## Section 2. Quorum

- A. A quorum shall consist of one-half plus one of those eligible to vote. Votes are accepted both in-person and virtually. Virtual votes may be submitted via virtual meeting, software polls, or other online survey methods.
- B. Faculty must be present to count toward a quorum; proxies shall not count toward a quorum.

## Section 3. Passage of a Motion

- A. A simple majority of those voting shall be required to pass a motion.
- B. A two-thirds majority of those voting shall be required to pass an amendment to the departmental bylaws.

## Section 4. Ballots

- A. Voting shall be conducted both in-person and virtually. Virtual votes may be submitted via virtual meeting, software polls, or other online survey methods.
- B. The use of secret ballots shall be ordered by a majority vote or by general consent.

## Article V. Nominations and Elections

### Section 1. Elections

- A. Offices
  - 1. Department Faculty Council (DFC) Chair
  - 2. The Library Resources Department Promotion Committee
- B. Representatives
  - 1. Library Resources Faculty Senate Representative
  - 2. The Library Resources Faculty Senate representative is elected for a three-year term.
- C. Terms of Offices
  - 1. The DFC Vice-Chair/Chair-Elect is elected to a two-year term. The first year is served as DFC Vice-Chair/Chair-Elect and the second as Chair.
  - 2. The members of the Promotion Committee will be on a volunteer basis. Names will be gathered each year by the Library System Faculty Nominations and Elections Committee.

## Section 2. Conduct of Elections

- A. All elections and calls for volunteers shall be conducted by the Library Systems Faculty Nominations and Elections Committee according to Nominations and Elections Procedures developed for this purpose.
- B. The elections of representatives will occur every March, unless otherwise announced by the Library System Faculty Council. The Chair for the Library Faculty Nominations and Elections Committee must communicate the elected positions and committee chairs to the Dean no later than April 30.
- C. Elections are held in the same order each year, according to the Nominations and Elections Procedures.
- D. All terms of office begin on July 1 following the election.

## Section 3. Restrictions on Service

- A. No library faculty member can serve in more than one department level elected position simultaneously.
- B. Individuals holding an elected position may simultaneously hold volunteer positions.
- C. There is no restriction on the number of times an individual may serve in an elected or volunteer position throughout her or his career as a library faculty member but may not serve more than two terms consecutively.
- D. No library faculty member with an administrative appointment of 50% or more may serve as Chair or Vice Chair/Chair-Elect.

## Section 4. Standing Committee Volunteers

- A. Following the annual election, the Library System Faculty Nominations and Elections Committee will call for volunteers for all library faculty standing committees except for the Library System Promotion Appeals Committee.
- B. Standing committee volunteers serve staggered two-year terms.
- C. If a volunteer is subsequently elected as chair of the committee during his/her two-year term, this service is included as part of the two-year term.

## Section 5. Midterm Vacancies

- A. In the event the Chair of the Department Faculty Council is unable to take office or complete a full term, the Vice Chair / Chair-Elect will assume the role of Chair and a vacancy election for Vice Chair / Chair-Elect will be conducted by the Library Faculty Nominations and Elections Committee.
- B. In the event any other elected position is unable to take office or complete a full term, the Library Faculty Nominations and Elections Committee will conduct a vacancy election

for the position. The newly elected individual will serve the remainder of the current term, which will also be considered their first official term of office.

- C. In the event that a volunteer member of a library faculty standing committee is unable to take office or complete a full term, the Chair of the committee affected by the vacancy will determine whether it is necessary to fill the vacant position before the next election cycle. If a replacement is determined to be necessary or desirable, the Library Faculty Nominations and Elections Committee will put out a call for a volunteer to complete the term.

#### Section 6. Voting

- A. Votes during faculty meetings are accepted both in-person and virtually. Virtual votes may be submitted via virtual meeting, software polls, or other online survey methods. The Chair shall designate a person to ensure the correct number of votes match attendance. Provisions for virtual secret ballot votes must be implemented when necessary.
- B. When a voting member of the library faculty cannot be present for a meeting, they may submit a proxy form, directing that their vote be cast in a certain way on a particular matter. Proxies must be in writing.

#### Section 7. Recall Elections

The Library Resources Department Faculty Council may recall any elected officer or representative by a two-thirds vote, coordinated by the Faculty Council Chair or Vice Chair, and conducted by the Library Faculty Nominations and Elections Committee via secret ballot.

### Article VI. Guidelines for Search Committees

#### Section 1. Search Committee Designations

##### A. Faculty Search Committees

1. Search committees are chaired by a department faculty member selected by the Department Chair.
2. Search committees shall consist of at least two Library System faculty members and may have up to one Library System staff member.
3. The search committee will follow procedures found on the Faculty Affairs website. The Department Chair will provide the committee with specific guidelines about conducting searches.

#### Section 2. Potential Conflicts of Interest

After the closing date, and after initial review of the files of all qualified applicants, if an appointed committee member discovers that one or more applicants is a person or persons with whom the member has had a prior close personal relationship, the committee member shall make

this known to the committee and the Department Chair and discuss whether it is appropriate to be replaced on the committee, in order to avoid the appearance of a conflict of interest.

#### Article VII. Amendments to Bylaws

- A. The Department Faculty may adopt new bylaws by a two-thirds majority affirmative vote by those participating in a secret ballot election.
- B. The bylaws may be amended by a two-thirds majority affirmative vote by those participating in a secret ballot election.

#### Article VIII. Relationship to Other Governing Rules and Regulations

- A. Nothing in these bylaws should be construed to supersede provisions of the statutes of Kennesaw State University as described in the Faculty Handbook and other materials provided by the Office of the Provost and Vice President for Academic Affairs, and the Board of Regents of the University System of Georgia.
- B. These bylaws provide a plan for governance, and procedures for operation, of the Department of Library Resources. These bylaws were first adopted by the faculty of the Department of Library Resources on 10/23/2020. Revised 10/1/2021

Kennesaw State University Approval Form for Department of Library Resources

A copy of this form, completed, must be attached to the department bylaws.

I confirm that the attached bylaws, dated 10/23/2020, were approved by the faculty of the Department of Library Resources in accordance with department policies and procedures:

Faculty Organization and Governance Committee Chair Approval – I approve the attached bylaws:

DocuSigned by:  
*A. Carey Huddleston*  
 November 12, 2020  
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Carey Huddleston Signature/ Date

College Faculty Council Chair Approval – I approve the attached bylaws:

DocuSigned by:  
*Chris Morris*  
 November 12, 2020  
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Chris Morris Signature/ Date

Department Chair Approval – I approve the attached bylaws:

DocuSigned by:  
*Ariel Turner*  
 November 12, 2020  
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Ariel Turner Signature/ Date

College Dean Approval – I approve the attached bylaws:

DocuSigned by:  
*David Evans*  
 November 12, 2020  
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Dr. David Evans Signature/ Date

Provost Approval - I approve the attached bylaws:

DocuSigned by:  
*Kathy Schwaig*  
 November 13, 2020  
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Dr. Kathy Schwaig Signature/ Date