

Minutes of the Libraries Advisory Committee [LAC] meeting

held May 8, 2020

via Microsoft Teams videoconference

Present: Scott Dutkiewicz (Libraries Faculty and LAC chair), Camille Cooper, Krista Oldham, Renna Redd, Jessica Serrao

Scott called the meeting to order at 10:32 am.

1. Digital Measures [DM]

- a. The Provost's Office has training materials at the DM site:
<https://www.clemson.edu/provost/digital-measures/>.
- b. The Libraries' "expert users" will try to offer a DM training session early in the week of May 18-22 and afterward will offer "office hours" (likely in early June) for people who have questions.
- c. Input for activities from May 16, 2019-May 15, 2020 will be due by June 12.
 - i. Scott noted these dates are slightly different than the ones based on the *Faculty Manual* we were given earlier, but noted that the Provost's Office is sticking to its own dates, which are also pre-loaded in DM.
 - ii. Krista noted that Faculty Senate's Policy Committee will be re-examining the entire section of the Faculty Manual that deals with annual reviews because of the FAS references that need to be removed and so can discuss this date issue as well.

2. Merit compensation plan revision

- a. The move to DM necessitates a revision of the Libraries Merit Compensation plan.
 - i. Scott has prepared a rough draft and seeks input on the process for constituting an ad hoc committee to modify it.
 - a) It's stated in the plan that "This plan may be periodically revised by an ad-hoc committee of faculty charged by the Library Chair to modify this plan. Merit Compensation Plans are approved by a majority faculty vote."
 - b) LAC recommended the chair select a faculty member from each unit to constitute the ad hoc committee.

3. Disposition of *Library Faculty Statement of Understanding About the Annual Review Process*

- a. Scott noted it was last revised in 2012 and so isn't in alignment with Libraries current TPR guidelines.
- b. There was discussion about the relationship between the document and the merit compensation rubric, as well as what specific document/criteria unit heads were using when evaluating Librarianship
 - i. The LAC notes the importance of keeping the two documents/processes (annual review and merit compensation) separate.

- a) A separate committee will ultimately be formed to revise the *Statement of Understanding*.
 - ii. Scott will ask each of the unit heads what criteria/rubric/document they are using when doing annual evaluations.
- c. The phrase “non-administrative faculty” in the *Statement of Understanding* led to a discussion about unit heads as administrative faculty.
 - i. During her most recent review of the Libraries faculty *Bylaws*, Faculty Manual [FM] Advisor Mary Beth Kurz brought to the Library Chair’s attention that the Libraries *Bylaws* define Unit Heads (Article II, Section B) in a way that is consistent with *FM* III.E.1.c
 - a) The LAC agrees, based on the definition of “administrative faculty” in *FM* III. E. 1. c.:
 - any faculty member whose job duties include the establishment of goals and percentage of emphasis, assignment of workload, annual FAS Evaluation or salary determination (0) for one or more other regular, special or administrative faculty (with the exception of those faculty supported exclusively by external funds, including PSA funds) is considered to be a member of the administrative faculty rather than the regular faculty. (p. 27)
 - b) In *FM* VIII J. 1. b., it is stated “An academic administrator reporting to dean of an academic college / library (other than the department chair) holds faculty rank; they are members of either the regular or the administrative faculty, each of which is a subset of the Faculty” (p. 121). Our Bylaws might need to be more explicit about the category of faculty to which unit heads belong.
 - ii. Scott will be talking with Mary Beth to get clarification on what all this will mean for the Libraries and whether we need to reevaluate unit heads as administrative faculty or not. It could have implications for things like committee formation (especially search committees) and annual review processes.

Scott learned in the OADC [Organization of Academic Department Chairs] meeting he attended the other day that the university is currently considering going to a hybrid model of some face-to-face and some online instruction for every class when for the fall 2020 semester.

With the meeting have run slightly over the desired length of one hour and given the most pressing business had been addressed, Scott adjourned the meeting at 11:39 am.

Respectfully submitted,
Camille Cooper, 2020 LAC secretary