

## University Libraries Special Faculty Meeting

July 17th, 2020

Conducted online via Zoom, 10:00 am

Present: Maggie Albro, Lisa Bodenheimer, Camille Cooper, Christopher Cox, James Cross, Scott Dutkiewicz, Kathy Edwards, Bob Freeman, Meredith Futral, Anne Grant, Jennifer Groff, Bobby Hollandsworth, Jessica Kohout-Taylor, John Morgenstern, Krista Oldham, Megan Palmer, Renna Redd, Edward Rock, Suzanne Rook, Clayton Ruminski, Jessica Serrao, Kelsey Sheaffer, Megan Sheffield, Christopher Vidas, Christopher Vinson, Kathryn Wesley, Tara Wood, Yang Wu.

Absent: Brenda Burk, Gordan Cochrane, Jenessa McElfresh, Derek Wilmott

1) Welcome and Introductions (Scott Dutkiewicz) – meeting began at 10:02 am

a) Scott welcomed new Lecturer, Tara Wood, who is the new Instruction and Outreach Archivist in Special Collections and Archives.

2) Approval of minutes from the May 22, 2020 Spring Faculty Meeting.

a) Approved as written.

The Chair moved Agenda Item 8, Updates from the Dean, forward due to the shortened timeframe of the meeting in light of the Faculty/Staff Town Hall happening at 11:00 am

8) Update from the Dean:

We received notice regarding testing for people who are already working on campus or will be returning soon. The Depot is included in this. Please talk to your supervisors about your work plans so that the appropriate documentation can be created.

There will be a virtual Town Hall at 11 regarding returning to campus.

Regarding the budget, everything is up in the air; there are many unknowns at this time dependent on things such as enrollment. We are in a hiring freeze.

The Engineering Librarian search failed; there is concern about the depth of candidate pools for options. We are pursuing moving forward with hiring 1 to 2 lecturers to fill in gaps in Information and Research Services, namely in the Social Science and STEM areas.

Question [Freeman]: When will we be filling these?

Answer [Cox]: Suzanne is working on the position descriptions. As soon as she is done they will up the chain for review. We would like to turn this around as quickly as possible and hope to have someone by September 1.

### **Old Business**

3) Reinstate the Tenure and/or Promotion to Associate Committee

*Guidelines for Appointment, Reappointment, Tenure, and Promotion of Library Faculty* 2. B. Tenure and/or Promotion to Associate Committee

Current text:

The Tenure and Promotion to Associate Committee [TPAC] will advise the Library Chair or Dean, as appropriate, on all tenure and promotion to Associate decisions. The TPAC shall consist of three tenured regular faculty members of the Library faculty, plus an alternate, all at the rank of Associate Librarian or higher. The TPAC shall be elected by the Library faculty, either in person or electronically, via secret ballot within 10 business days of the Library Chair announcing the names of candidates up for tenure and promotion to Associate Librarian. The Committee shall select its own chair. The committee will be dissolved on the date promotion and tenure letters are distributed by the President and the Provost according to the Provost's Calendar.

Change to:

The Tenure and Promotion to Associate Committee [TPAC] will advise the Library Chair or Dean, as appropriate, on all tenure and promotion to Associate decisions. The TPAC shall consist of three tenured regular faculty members of the Library faculty, plus an alternate, all at the rank of Associate Librarian or higher. **The terms of office shall be three years for the elected members of the TPAC, on a rotating basis, and one-year for the alternate. The alternate shall be the immediate past member of the TPAC. An alternate serves when one of the TPAC members must be absent for a specific review. Committee members shall be elected by a secret ballot in the spring of each year with service beginning immediately thereafter. Committee members shall not succeed themselves but may be elected to serve any number of times. A member becomes chair for a year in the second year of service on the Committee.**

Motion was made to close discussion and vote on present proposed amendment; seconded.

- 25 approved amendment
- 0 did not approve amendment

**New Business**

4) Guidelines Revisions regarding TPAC and PLC Role in Appointment

*Guidelines for Appointment, Reappointment, Tenure, and Promotion of Library Faculty*

a) Change in 2. B. Tenure and/or Promotion to Associate Committee

Current text:

The Tenure and Promotion to Associate Committee [TPAC] will advise the Library Chair or Dean, as appropriate, on all tenure and promotion to, Associate decisions. The TPAC shall consist of three tenured regular faculty members of the Library faculty, plus an alternate, all at the rank of Associate Librarian or higher. [Remainder of text decided in previous vote.]

Change to:

The Tenure and Promotion to Associate Committee [TPAC] will advise the Library Chair or Dean, as appropriate, on all **appointments at, and** tenure and promotion to, **the rank of** Associate ~~decisions~~. The TPAC shall consist of three tenured regular faculty members of the Library faculty, plus an alternate, all at the rank of Associate Librarian or higher. [Remainder of text decided in previous vote.]

Motion was made to close discussion and vote on present proposed amendment; seconded.

- 25 approved amendment
- 0 did not approve amendment

b) Change in 2.C. Promotion to Librarian Committee

Current text:

The Promotion to Librarian Committee [PLC] will consist of three tenured regular faculty members of the Library faculty, plus an alternate, all at the rank of Librarian. The terms of office shall be three years on a rotating basis: The alternate shall be the immediate past member of the PLC and shall serve when a member of the Committee must be absent for a specific review.

Change to:

The Promotion to Librarian Committee [PLC] **will advise the Library Chair or Dean, as appropriate, on all appointments at and promotions to the rank of Librarian.** The PLC will consist of three tenured regular faculty members of the Library faculty, plus an alternate, all at the rank of Librarian. The terms of office shall be three years on a rotating basis: The alternate shall be the immediate past member of the PLC and shall serve when a member of the Committee must be absent for a specific review.

Motion was made to close discussion and vote on present proposed amendment; seconded.

- 23 approved amendment
- 0 did not approve amendment

c) Change in 2.A. Reappointment Committee

Current text:

In order to provide for broader based peer evaluation, there shall be a library faculty Reappointment Committee [RC] to advise the Chair or Dean, as appropriate, on all reappointments. It shall be composed of three tenured regular library faculty members, plus an alternate, and one untenured regular library faculty member to serve. The terms of office shall be three years for the tenured members of the RC, on a rotating basis, and one year for the alternate and for the untenured member. The alternate shall be the immediate past member of the RC and shall serve when a member of the Committee must be absent for a specific review.

Change to:

~~In order to provide for broader based peer evaluation, there shall be a library faculty~~ **The** Reappointment Committee [RC] ~~to~~ **will** advise the Chair or Dean, as appropriate, on all reappointments. It shall be composed of three tenured regular library faculty members, plus an alternate, and one untenured regular library faculty member to serve **in a non-voting advisory capacity.** The terms of office shall be three years for the tenured members of the RC, on a rotating basis, and one year for the alternate and for the untenured member. The alternate shall be the immediate past member of the RC and shall serve when a member of the Committee must be absent for a specific review.

Motion was made to close discussion and vote on present proposed amendment; seconded.

- 26 approved amendment
- 0 did not approve amendment

5) Guidelines Language Consistency

*Guidelines for Appointment, Reappointment, Tenure, and Promotion of Library Faculty* 2.A. Reappointment Committee

Current text:

In order to provide for broader based peer evaluation, there shall be a library faculty Reappointment Committee [RC] to advise the Chair or Dean, as appropriate, on all reappointments. It shall be composed of three tenured regular library faculty members, plus an alternate, and one untenured regular library faculty member to serve. The terms of office shall be three years for the tenured members of the RC, on

a rotating basis, and one year for the alternate and for the untenured member. The alternate shall be the immediate past member of the RC and shall serve when a member of the Committee must be absent for a specific review.

Change to:

~~In order to provide for broader based peer evaluation, there shall be a library faculty~~ **The** Reappointment Committee [RC] ~~to~~ **will** advise the Chair or Dean, as appropriate, on all reappointments. It shall be composed of three tenured regular library faculty members, plus an alternate, and one untenured regular library faculty member to serve **in a non-voting advisory capacity**. The terms of office shall be three years for the tenured members of the RC, on a rotating basis, and one year for the alternate and for the untenured member. The alternate shall be the immediate past member of the RC and shall serve when a member of the Committee must be absent for a specific review.

Motion was made to close discussion and vote on present proposed amendment; seconded.

- 26 approved amendment
- 0 did not approve amendment

6) Bylaws Revisions re: merit compensation

*Bylaws of the Faculty of the Clemson University Libraries*

a) Article I. Role of the Faculty, Section I.

Current text:

In order to provide for broader based peer evaluation, there shall be a library faculty Reappointment Recommendations for appointment, reappointment, tenure, promotion, post-tenure review., and merit compensation.

Change to:

In order to provide for broader based peer evaluation, there shall be a library faculty Reappointment Recommendations for appointment, reappointment, tenure, promotion, **and** post-tenure review., ~~and merit compensation.~~

Motion was made to close discussion and vote on present proposed amendment; seconded.

- 23 approved amendment
- 0 did not approve amendment

b) Article II. Role of the Library Chair and Unit Heads, Section A.

Current text:

3. Makes recommendations to the Dean on Library Faculty appointments, reappointments, promotions, tenure decisions, terminations, and salaries.

4. Participates in faculty searches and provides candidate evaluations to Dean

5. For the purposes of merit compensation, the Chair is considered an administrator and will be treated as such under the review procedures set by the Provost's office and Library Faculty.

Change to:

3. Makes recommendations to the Dean on Library Faculty appointments, reappointments, promotions, tenure decisions, terminations, **merit compensation process**, and salaries.

4. Participates in faculty searches and provides candidate evaluations to Dean

5. Reviews each Libraries faculty member annually for merit compensation and provides merit rating scores to Dean.

5-6. For the purposes of merit compensation, the Chair is considered an administrator and will be treated as such under the review procedures set by the Provost's office and Library Faculty.

Motion was made to close discussion and vote on present proposed amendment; seconded.

- 24 approved amendment
- 0 did not approve amendment

c) Article VII. Committees. Reappointment Committee

A motion was made to combine voting on the next three proposed changes as they all removed the same wording from three committee descriptions. The faculty agreed.

Current text:

Reappointment Committee [RC]

*The Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure Review of Library Faculty*, appended to these Bylaws, shall govern the selection of members and the activities of the Reappointment Committee. The Committee will also evaluate all Assistant Librarians and Lecturers annually for merit compensation using the Libraries' rubrics for Research and Service, and the appropriate unit Librarianship rubric.

Promotion to Librarian Committee [PLC]

*The Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure Review of Library Faculty*, appended to these Bylaws, shall govern the selection of members and the activities of the Promotion to Librarian Committee. The Committee will also evaluate all Full Librarians annually for merit compensation using the Libraries' rubrics for Research and Service, and the appropriate unit Librarianship rubric.

Post-Tenure Review Committee [PTRC]

*The Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure Review of Library Faculty*, appended to these Bylaws, shall govern the selection of members and the activities of the Post-Tenure Review Committee. The Committee will also evaluate all Full Librarians annually for merit compensation using the Libraries' rubrics for Research and Service, and the appropriate unit Librarianship rubric.

Change to:

Reappointment Committee [RC]

*The Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure Review of Library Faculty*, appended to these Bylaws, shall govern the selection of members and the activities of the Reappointment Committee.

Promotion to Librarian Committee [PLC]

*The Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure Review of Library Faculty*, appended to these Bylaws, shall govern the selection of members and the activities of the Promotion to Librarian Committee.

Post-Tenure Review Committee [PTRC]

*The Guidelines for Appointment, Reappointment, Tenure, Promotion and Post-Tenure Review of Library Faculty*, appended to these Bylaws, shall govern the selection of members and the activities of the Post-Tenure Review Committee.

Motion was made to close discussion and vote on present proposed amendment; seconded.

- 26 approved amendment
- 0 did not approve amendment

7) Chair had no update in the interest of time

8) Announcements:

Krista Oldham asked that everyone send any comments, concerns, or questions to her to share with the Faculty Senate as they are compiling a lengthy list for the President and Provost.

Question [Edwards]: Are these compiled anywhere? Will they be shared with us?

Answer [Oldham]: These are currently in a private, collaborative Google Doc. She will ask if they will be shared.

8) Adjournment 10:51

Respectfully submitted:

Renna T. Redd, Library Faculty Secretary

21 May 2020

Approved:

24 September 2020

Signed: Renna T. Redd, Library Faculty Secretary

