USF Libraries Shared Governance Document

1.0 Mission

1.1 Planning, Review and Assessment

The USF Libraries must align with the University's strategic directives and should strive to meet and, whenever possible, exceed the University's expectations. Library faculty should work collaboratively in the development of planning activities that support the goals of the USF Libraries and the University's Strategic Plan.

The role of faculty with administrative assignment is to:

- identify University planning requirements and communicate same to the appropriate faculty body;
- provide relevant documents and material support for the implementation of collaborative planning.
- identify assessment needs and priorities for SACS and other agents within the library and the university.
- collaborate with library faculty to conduct assessment activities that include (but are not limited to) reaccreditation, professional standards and institutional directives.
- publish and disseminate the results of assessment activities to faculty and the USF administration where appropriate
- collaborate with library faculty to evaluate effectiveness of assessment activities
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The role of all library faculty is to:

- respond in a timely and comprehensive manner to planning requirements and assessment requirements
- work collaboratively to develop planning and assessment guidelines;
- support local/institutional needs that are consistent with professional standards and communicate planning and assessment results to all stakeholders
- collaborate with the Directors or other appropriate administrators to evaluate faculty and graduate student requests for materials and resources that are essential to the teaching and research mission of the university.
- conduct and document assessments
- communicate assessment results to the administration for dissemination.

2.0 Membership

Membership in the USF Libraries' faculty is defined in the *Bylaws for the USF Libraries Faculty, Article III*.

3.0 Committees & Meetings

3.1 Committees

Proposals for shared governance committees may originate from faculty with or without administrative assignment. Proposals should include a rationale for the committee, a draft charge, a reporting structure, and recommendations for the selection of members.

The role of faculty without administrative assignment is to review proposals and make recommendations to administration concerning the charge and selection of members.

The role of faculty with administrative assignment is to review proposals forwarded from the faculty and make decisions regarding committee formation and timing.

3.2 Meetings

Shared governance committees should establish and disseminate a meeting schedule. Committees may also establish voting procedures, quorum, and rules of order. Meeting minutes should be published and made available to all library faculty, when appropriate.

4.0 Directors

4.1 Selection of Directors

Directors are selected in one of two ways: 1) external search or 2) internal appointment. External selection formally incorporates faculty consultation through established search committee processes and may include administrative and staff input as appropriate.

Internal appointments must include formal consultation involving the entire faculty. A secured, anonymous vote by faculty in the affected department coupled with a vote by secret ballot to endorse/not endorse the appointment shall be conducted at the discretion of the Dean. If the appointment decision is contrary to the faculty recommendation, the Dean shall meet with them to provide rationale.

Directors serve for set terms of office not to exceed five years. If the Dean wishes to extend a term of office, faculty in the affected department will participate in a non-binding vote by secret ballot to recommend/not recommend extension.

Directors serve at the pleasure of the Dean; administrative assignment may be terminated by following the formula outlined in the letter of assignment.

4.2 Evaluation of Directors

Once selected, appointed, and assigned under Article 4.1, Directors are evaluated annually, both by the Dean and by the faculty in the affected area(s). Evaluations may include administrative and staff input as deemed appropriate by the Dean and affected Director.

Evaluations take the form of secured, anonymous surveys designed and administered by the Dean on a timetable agreed to by both the Dean and the faculty and in compliance with the University.

The Director will be evaluated on general themes, such as communication, professional values and ethics, availability, opportunities for leadership, advocacy and representation, and transparency of fiscal matters. A standard instrument will be developed with input solicited from faculty and directors; the Dean will make a final decision on the instrument.

4.3 Responsibilities of Dean and Directors

Directors exercise control and discretion over the organization and operations of their units including, but not limited to, determining the purpose of the unit, establishing standards of department performance, allocating and assigning personnel, and developing policy and procedures.

4.3.1 Fiscal Resources

The Dean exercises control over the budget, and the Directors make recommendations on its allocation. Directors will share information about the budget as soon as it is made available regarding the budget expenditures and to formally respond to concerns expressed by the faculty.

The Dean will communicate the state of the Libraries' budget to the library faculty at least twice annually.

4.3.2 Faculty Assignment

In consultation with the affected faculty member, Directors assign faculty duties and responsibilities in compliance with Article 9 of the USF/UFF Collective Bargaining Agreement, latest version. Directors have the right "to determine the types of duties and responsibilities which comprise the professional obligation and to determine the mix or relative proportion of effort an employee may be required to expend on the various components of the obligation."

4.3.3 Policy Development

In consultation with the affected faculty, Directors develop and implement policies ensuring the effective operation of their areas of responsibility. Policies are reviewed and approved by the Dean prior to implementation.

4.3.4 Position Recommendations

Directors make recommendations regarding faculty positions to the Dean; final decisions reside with the Dean as hiring authority. Directors are to consult affected faculty and to communicate the results of that consultation as one element of their recommendation to the Dean.

5.0 Faculty

5.1 Selection/Hiring

Faculty recruitment, selection, and appointment will be governed by the provisions set forth in the rules, policies and procedures of the University, Article 8 of the USF/UFF Collective Bargaining Agreement, latest version, and all applicable federal, state and local regulations, including USF's Division of Human Resources' Roles and Responsibilities of Human Resources, Diversity & Equal Opportunity Office, Hiring Authority, Unit Equal Opportunity Liaison, and Screening/Search Committees., Library procedures should include safeguards to ensure non-discriminatory selection and equal opportunity. The procedures for requesting new faculty lines shall be determined by the Dean.

Search committees are appointed by the Dean. When possible, search committees should be comprised of adequate representation of library faculty from the affected area. The search committee shall review and screen all candidate applications, participate in the interview process, and forward with written justification to the Dean those candidates preferred (in rank order) and not preferred for appointment. The hiring decision and employment offer is made by the Dean, with rank determined in consultation with the Promotion Committee.

The operative principle is that significant faculty involvement in the search, review and selection process is essential to the successful recruitment and retention of quality faculty. The Dean and appropriate director, in collaboration with the faculty, will determine the standards, qualifications and criteria used to fill faculty appointment vacancies with the best possible candidates. Faculty appointments will be made in consultation with the faculty members in the affected departments in accordance with the governance document developed by the Libraries faculty and the Florida Administrative Code (FAC 6C4-10.102 Faculty Recruitment, Selection, Appointment).

5.2 Evaluation

USF Libraries faculty members are evaluated every year by their supervisors in compliance with Articles 10 and 11 of the UFF/USF Collective Bargaining Agreement, latest version and Chapter 6C4-10 University Personnel Matters, "Faculty Evaluations," of the Florida Administrative Code (FAC 6C4-10.108).

5.2.1 Peer-Review

USF Libraries faculty members have the opportunity to be evaluated every year by a committee of their peers, in accordance to the guidelines established by the USF Libraries Faculty in the Faculty Peer Evaluation Document.

The Faculty Peer Evaluation Document outlines peer review procedures and provides the criteria by which librarians are evaluated by their peers. The Faculty Peer Evaluation Document relies on the following documents for its authority: UFF/USF Collective Bargaining Agreement, latest version, "Employee Performance Evaluations," Article 10.4, (A-E) and Salaries, Article 23.1 (A) ; Promotion Guidelines for Librarians (May 2009); and the USF Guidelines for Tenure and Promotion (August 7, 1998).

5.2.2 Compensation

Compensation for librarians is governed by Articles 23 and 24 of the UFF/USF Collective Bargaining Agreement latest version, the University's Faculty Compensation Policy (USF10.103 – Human Resources), the Florida Legislature, and the Faculty Peer Evaluation Document.

Procedures and criteria for the Peer Evaluation process are outlined in the Faculty Peer Evaluation Document. The document was written by Library faculty and approved by the USF Libraries Faculty Group.

5.2.3 Professional Ethics/Conduct

All Libraries faculty, with or without administrative assignments, uphold the principles for professional ethics and conduct, adhering to the standards of Professional Ethics, as defined in the American Library Association's Code of Ethics.

5.3 Promotion

Promotion for librarians is governed by the Promotion Guidelines for Librarians in the University of South Florida Libraries document. The document was written by faculty, approved by the USF Libraries Faculty Group, and approved by the Office of the Provost and Vice President for Academic Affairs.

5.3.1 Procedures

Procedures for the promotion process are outlined in Article 14 of the UFF/USF Collective Bargaining Agreement latest version, the Guidelines for Tenure & Promotion, 08/07/98 and Promotion Guidelines for Librarians.

5.3.2 Criteria

Criteria for promotion are outlined in the Guidelines for Tenure & Promotion, 08/07/98, and Promotion Guidelines for Librarians.

5.4 Travel Assistance, Research Support, and Professional Development

The University of South Florida Tampa Library encourages travel for the purposes of professional development, research, and the advancement of strategic initiatives. Travel

funding is important for a faculty member's scholarship, primary assignment, and/or service and enhances the reputation and visibility of the organization and the University of South Florida. To this end, the Library will support, to the best of its ability, attendance at professional workshops and travel to professional conferences and meetings. Particular effort will be made to sponsor the travel/professional development of new faculty.

Faculty engagement in professional development includes, but is not limited to, conferences, workshops, seminars, special visits to other institutions, and other professionally relevant activities. Faculty engaged in professional development activities have an obligation to share acquired knowledge with other staff through written reports and presentations in appropriate contexts.

Professional development expenditures will be governed by the relevant University guidelines, available budget allocations from the Dean of Libraries, and recommendations from the Library Travel Committee.

The purpose of the library faculty Travel Review Committee is to review and recommend funding for travel related to professional development. All Library Faculty travel funding recommendations are determined based on the merits of the travel proposed, as outlined by the criteria in the University of South Florida Library Travel & Professional Development Criteria and Procedures Document.

6.0 Document Review & Revision

This document is reviewed biannually by the USF Libraries Faculty Executive Group. The process for modifying the document should be the following:

- Modifications to the document by an Ad Hoc Faculty Committee will be proposed in writing to the Library Faculty in the Fall Semester and discussed during regular faculty meetings.
- The Library Executive Group and/or the Ad Hoc Faculty Committee will then share and discuss document modifications with the Dean and Directors before the first workday of March.
- By the final faculty meeting of the Spring term Library Faculty will vote on the document based on previous discussions with the Dean and Directors if consensus has been reached between the Library Faculty and the Administration.
  In cases where the proposed modifications require additional deliberation, the USF Libraries Executive Group will schedule a forum between the Dean, Directors and the body of the library faculty to iron out any differences in agreement that remain in the document.

7.0 Articulation

It is recognized that this document may not be contrary to the constitution and laws of the state of Florida; rules, regulations, and policies of the Florida Board of Governors; rules, regulations, and policies of the University of South Florida; and any applicable collective bargaining agreement or legislatively mandated management right. The foregoing authorities will govern in the event that any provision of a local governance document is inconsistent with or in conflict with them.

Latest Revision 9/17/2014

Shared Governance Document approved by USF Tampa Library Faculty 11/09/06
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