

Spencer S. Eccles Health Sciences Library at the University of Utah  
Academic Library Council Charter

Approved by the Eccles Health Sciences Library Tenure-line and Career-line Faculty:  
6/30/2015

Approved by the Director: 6/30/2015

Final approval by the Academic Senate Executive Committee: 2/22/2016 (and  
presented for the Information of the Senate 3/7/2016).

Implementation date: 4/1/2016

**I. PURPOSES AND DUTIES**

Pursuant to University Policies [6-001](#) and [6-003](#), this charter governs the structure and functions of the Academic Library Council of the Spencer S. Eccles Health Sciences Library (Eccles Health Sciences Library), which is the representative body of the faculty of the Eccles Health Sciences Library.

Subject to the approval of the Academic Senate, the Eccles Health Sciences Library Council has jurisdiction over all questions of educational policy affecting the Eccles Health Sciences Library, including policies regarding appointments and reappointments to the faculty, promotion, tenure, and review of current faculty in all categories, program development, curriculum, course fees, library services, and special projects.

Eccles Health Sciences Library is one of the libraries of the University of Utah, a type of academic unit described in University Policies [6-001](#) and [6-015](#). This charter pertains exclusively to the Eccles Health Sciences Library and its faculty.

Eccles Health Sciences Library is administered by a Director and Deputy Director, and organized by divisions overseen by Associate Directors. This administrative structure may be reorganized as needed. As described below, certain Council committees are structured to ensure the membership is representative.

Faculty at the Eccles Health Sciences Library connect people to knowledge and information, and advocate for democratic access to health information. Eccles Health Sciences Library faculty instruct, investigate, innovate, and partner to produce, create, preserve, disseminate, manage, assess, and ethically use information. Eccles Health Sciences Library faculty advance literacy in its various forms, including information, visual, research, technology, and health. Eccles Health Sciences Library faculty continually improve individual and community health and quality of life by creating, selecting, organizing, and preserving health sciences

knowledge to facilitate informed decisions. No matter the area, Eccles Health Sciences Library faculty strive for excellence.

## **II. COUNCIL STRUCTURE**

Membership and Voting Privileges. All Eccles Health Sciences Library Faculty members in the tenure-line category and all full-time (at least .75 FTE) faculty members in the career-line category, as those categories are described in University Policy [6-300](#), are voting members of the Eccles Health Sciences Library Council. One student affiliated with the Health Sciences Colleges and Schools will serve as a voting member, selected by the Executive Committee for a one-year term and eligible to serve up to three consecutive terms.

- A. Officers. The Director of the Eccles Health Sciences Library shall serve as Chair of the Council. The Deputy Director or Director's Designee shall serve as Vice Chair. The Director shall appoint an Executive Secretary of the Council annually from the membership of the Council.
- B. Meetings. The Eccles Health Sciences Library Council shall ordinarily meet once a month. Special meetings shall be held at the call of the Director or at the request of any three members of the Council.
- C. Quorum. A simple majority of the Eccles Health Sciences Library Council shall constitute a quorum for the transaction of business. A majority of those voting is required to carry a motion. All Council members shall have full discussion and voting privileges with the exception of the Director who may participate fully in the conversation but shall vote only in the event of a tie. Voting will ordinarily be by voice vote, but shall be conducted by written ballot at the request of any member. *Robert's Revised Rules of Order* shall be the authority for parliamentary procedure.

## **III. COMMITTEES**

- A. Committees generally
- B. Academic Appeals Committee
- C. Budget Advisory Committee
- D. Curriculum and Peer Teaching Review Committee
- E. Executive Committee
- F. Faculty Appointments Advisory Committee
- G. RPT Advisory Committee
- H. Student Advisory Committee

### A. Committees generally.

The Council shall designate such standing and ad hoc committees as it deems necessary to prepare and administer its programs and policies effectively. Standing committees serve to address ongoing needs in the Eccles Health Sciences Library; ad hoc committees will be created at the Director's discretion or by vote of the Council for specific concerns, issues, or projects of a limited scope and duration. All committees are accountable to the Council, and all actions taken by the Council shall be subject to review by the

Executive Committee of the Academic Senate and shall be subject to the power of the Senate to establish uniform policies and to take action on all matters of University concern (University Policies [6-001](#) and [6-003](#)). Appointments to standing committees are normally made annually. Ad hoc committees will be constituted by the Director or by a vote of the Council.

Unless otherwise specified for a particular committee, membership on standing and ad hoc committees shall consist of tenure-line faculty and/or full-time (at least .75 FTE) career-line faculty of the Eccles Health Sciences Library, appointed or elected students, and appointed or elected staff employee representatives when appropriate for a particular committee. Annual election or appointment of standing committee members shall be made by April 30<sup>th</sup>. The term of elected or appointed members for standing committees shall commence July 1. In the event of a mid-term vacancy, the Director or designee shall appoint a replacement to serve until the next election. The Director or designee shall serve as an ex officio member of all Eccles Health Sciences Library Council standing and ad hoc committees, except the Executive Committee and the Faculty Appointments Advisory Committee, which the Director chairs.

- B. Academic Appeals Committee.<sup>\*Note</sup> In accordance with the University Student Code (University Policy [6-400](#)), members of this Committee are appointed to staggered 3-year terms by the Director. The full committee shall consist of one representative from the tenure-line or career-line faculty, the Student Advisory Committee Chair, and one external faculty representative as determined by the Academic Senate's Personnel and Elections Committee. The Deputy Director or the Director's designee shall serve as chair. The Committee shall establish internal procedures consistent with the Student Code. The Committee formed according to the circumstances of the particular case and in accordance with the University's policy shall consider all appropriate appeals. See University Policy [6-400](#)-Sec. IV-C, V-C, VI-C (Student Code—Academic Appeals Committee).
- C. Budget Advisory Committee. The Committee advises the Director on the allocation of the Eccles Health Sciences Library's budget. Membership consists of members of the Executive Committee plus one selected tenure-line or career-line faculty, and one member selected from Eccles Health Sciences Library full-time (at least .75 FTE) staff employees by the Director to serve for a term of two years. Members of the Committee will annually elect a committee member to serve as chair for a one-year term. The Eccles Health Sciences Library primary accountant will be a non-voting ex-officio member of the Committee.
- D. Curriculum and Peer Teaching Review Committee.<sup>\*Note</sup> The Committee develops and maintains Eccles Health Sciences Library's curriculum and

considers new courses, program changes, course fees, and certificate programs. The Committee recommends for or against approval of requests.

The Committee evaluates the teaching-related contributions of Eccles Health Sciences Library faculty members for purposes of official reviews of such faculty (e.g. Retention, Promotion, Tenure (RPT), or Tenured Faculty Reviews (TFR) of the tenure-line faculty, or reappointment and promotion reviews of career-line faculty). These evaluations are of faculty members who teach Eccles Health Sciences Library's curriculum as well as Eccles Health Sciences Library faculty who significantly contribute to the design or teaching of courses offered by other academic units, or who advise students. Evaluations will consider course instruction, curriculum and program development, and student advising and mentoring. Consideration is given to factors that can affect student ratings and SAC evaluations in the Committee's overall evaluation of teaching-related performance.

Membership on the Committee shall consist of the Associate Director overseeing education and three tenure-line or career-line faculty. The Director will consult with the Executive Committee on the selection of Eccles Health Sciences Library faculty to serve on the Committee. Members of the committee will annually elect a Committee member to serve as chair for a one-year term.

- E. Executive Committee. The Committee serves as an advisory board to the Director on matters of Eccles Health Sciences Library governance, programs, and operations. Membership consists of the Director of the Eccles Health Sciences Library, the Deputy Director, Associate Directors, and the manager overseeing the information technology division. In addition, one full-time staff or faculty member will be selected by the Director to serve for a term of one year. The Executive Committee shall convene monthly or more frequently at the discretion of the Director or designee. The Director or designee sets the agenda for Executive Committee meetings. The Director or designee shall appoint an Executive Secretary of the Executive Committee annually. The Executive Committee is also charged with budget advisory responsibility, in conjunction with other members of the Budget Advisory Committee, and with issues relating to the Eccles Health Sciences Library's commitment to diversity and inclusion.
  
- F. Faculty Appointments Advisory Committee. The membership structure and responsibilities of the Faculty Appointments Advisory Committee are in accordance with University Policy [6-302](#) (Appointments of Faculty). The Committee represents the Eccles Health Sciences Library faculty as a whole to produce formal recommendations on each potential faculty appointment (including initial appointments and reappointments). The committee considers issues relating to the Eccles Health Sciences Library's commitment to diversity and inclusion as part of

the faculty appointment process. As described below, the Committee's voting membership is structured in particular ways for purposes of particular decisions regarding appointments of particular candidates. However, it is the policy of the Eccles Health Sciences Library that for any appointment of any candidate to any faculty category, in discussions leading up to voting, any tenure-line or career-line faculty member not eligible to vote may nevertheless participate in discussion and put forward considerations of faculty. This is in light of the stated objective in University Policy [6-302](#) "of developing a faculty with diverse educational backgrounds, varying intellectual experiences, and broadly ranging academic interests." If approved by a majority of the Eccles Health Sciences Library tenure-line faculty, other interested persons may attend (but not vote): faculty from outside the Eccles Health Sciences Library, staff, students, and community representatives.

The Director or designee will serve as the non-voting chair of the Committee and will schedule meetings of the Committee to review and make recommendations regarding possible appointments or reappointments to the faculty. The Director or designee may participate in discussions, but shall not vote on actions of the Committee.

#### **F1. Quorum and Voting Options**

A quorum of the Committee shall consist of two-thirds of the members entitled to vote on the particular case. Preferably, voting shall be conducted in person, but can also be done through telephone, electronic mail, or similar means of communication (albeit only in rare exigent circumstances for any appointment to a tenure-line position). Faculty members on formal leave of absence or absent because of medical conditions shall not be counted to determine a quorum.

Whenever possible, the Director or designee "shall advise each eligible member on leave or otherwise absent and unable to participate in the meeting of the proposed action and shall request his/her written opinion and vote. Absent members' written opinions shall be disclosed during the meeting, and their votes will be recorded and counted the same as other votes. Absentee votes must be received prior to the meeting during which a vote is taken by the committee."

[6-302](#)-III-B-4

#### **F2. Confidentiality in Appointment Deliberations**

All Committee deliberations and votes are personnel actions and should be treated with confidentiality in accordance with policy and law. Committee votes on specific candidates shall normally be conducted by secret ballot. Open ballots are possible if the voting members of the Committee, through a secret ballot at or before the

meeting, unanimously determine that open balloting is appropriate under the circumstances for any particular vote.

### **F3. Voting Procedures**

The Committee produces a written recommendation regarding each appointment action based on votes of the eligible members.

For appointments of tenure-line faculty, all tenure-line members of the Committee shall first vote on a recommendation as to the making of the appointment generally, with the appointment to be made carrying at least the lowest rank applicable for the type of position being filled. . Second, if it is proposed that the appointment be made at any higher rank, then there shall be a separate vote taken among only those tenure-line members holding a rank equivalent to or higher than the proposed appointment rank, and they shall vote on a recommendation as to that specified higher rank.

For appointments (including initial appointments, reappointments, and reappointments with promotion) of career-line faculty members, adjunct, or visiting faculty members, the voting eligible members of the Committee include all tenure-line faculty members, and by policy of the Eccles Health Sciences Library (hereby adopted through this Charter in accord with University Policy [6-302-III-B-1](#)) also all existing career-line members of the faculty at .75 FTE or above holding a rank equivalent to or higher than the proposed appointment rank. These eligible members shall vote on (i) the appointment to a position of the relevant category (e.g., visiting, adjunct, or a specified career-line subcategory —lecturer, clinical, research), (ii) the specific rank, and (iii) the term duration of the position.

The Director or designee shall record the votes as to the recommendation of the Committee. Subsequent steps in the appointment process are as described in University Policy [6-302](#), including a written recommendation from the Director, followed by actions of the Senior Vice President for Health Sciences, President, Academic Senate, and Board of Trustees.

## **G. Faculty Review Committees**

### **G1. General provisions:**

These faculty review committees have primary responsibility for developing the faculty review systems, including contents of the statements of criteria, standards, and procedures governing each type of review, and for ensuring that all required reviews of individual

faculty members are being conducted in a timely, effective, and efficient manner.

Each member has the following responsibilities for activities of the committee: (1) to independently review all of the materials in each candidate's file; (2) to review the materials in light of Eccles Health Sciences Library's statements of criteria, standards, and procedures; (3) to share determinations and rationale as called upon by the Chair in scheduled committee meetings; (4) to contribute to the reporting process as required by University regulations; (5) to maintain the highest standards of professional judgment and conduct in completing each element of the review process, and (6) to preserve the confidentiality of the materials and the proceedings.

The elected Chair of the RPT Advisory Committee (described below) will form the other faculty review committees described below according to the faculty category and type of review being undertaken, and may select a chairperson (or co-chairs) for any committee:

### **G2. Career-Line Faculty Review Committee**

Membership of the Committee consists of a minimum of three faculty members. The Chair of the RPT Advisory Committee will choose two career-line faculty members and one tenure-line faculty member from the Eccles Health Sciences Library faculty, or if needed to achieve the minimum of three, any additional faculty members as needed (in keeping with the general principle behind the "small academic unit rule" described in University Policy [6-303](#)). The Committee shall oversee preparation of a review file for each career-line (or adjunct or visiting) faculty member undergoing review in a given year, in accord with the Library's Statement of Standards and Procedures for Appointment, Review, and Reappointment of Career-line Faculty, Adjunct, and Visiting Faculty (approved per [Policy 6-310](#)). For a reviewed faculty member who is to be considered for reappointment (including reappointment with promotion in rank), the Committee shall then forward the file for consideration by the Library's Faculty Appointments Advisory Committee.

### **G3. Tenured Faculty Review Committee**

Membership of the Committee consists of a minimum of two tenured faculty at the same or higher rank as the faculty member undergoing review, including all eligible Eccles Health Sciences Library tenured faculty members. If additional tenured faculty members are needed, they will be appointed by the RPT Advisory Committee Chair in



consultation with the Director. For “Follow-Up Reviews” the membership shall be constituted as described in [Policy 6-303-III-L](#). This Committee conducts reviews of tenured faculty members in accord with the Library’s “TFR Statement” (approved per Policy 6-303-III-L),

**G4. RPT Advisory Committee.**

The Committee consists of certain tenure-line faculty as specified for a particular RPT decision, as described in the voting procedures below. Membership of the Committee for each particular case shall consist of a minimum of three tenure-line faculty, including all voting-eligible Eccles Health Sciences Library faculty members. If additional voting-eligible faculty members are needed to comply with the “small academic unit rule” (as described in University Policy [6-303](#)), they will be appointed by the RPT Committee Chairperson in consultation with the Director.

The tenure-line faculty of the Library will annually elect a tenured faculty member to serve as Chairperson of the Committee.

The Committee advises and votes on matters of retention, promotion, and tenure, of tenure-line faculty members, in accord with the Library’s “RPT Statement” approved per University Policy [6-303](#).

**RPT Advisory Committee Voting Procedures**

For recommendations on *retention*, all tenured faculty members, regardless of rank, are eligible to participate in the consideration of and to vote on recommendations in individual cases.

For recommendations on *promotion*, all tenure-line faculty members of equal or higher rank than that proposed for the candidate for promotion are eligible to participate in the consideration of and to vote on recommendations in individual cases.

For recommendations on *tenure*, all tenured faculty members, regardless of rank, are eligible to participate in the consideration of and to vote on recommendations in individual cases.

Votes will normally be taken by secret ballot. Open ballots are possible if the voting members of the Committee, through a secret ballot at or before the meeting, unanimously determine that open balloting is appropriate under the circumstances for any particular vote.



H. Student Advisory Committee.<sup>\*Note</sup> A primary function of the Committee is to provide information and recommendations regarding teaching-related performance of Eccles Health Sciences Library faculty members for purposes of the faculty review processes described above in conjunction with the faculty review committees. In particular, it serves as the “SAC” referred to in University Policy [6-303](#) for RPT and TFR reviews of tenure-line faculty members. Membership consists of a representative group of students enrolled in credit-bearing courses/programs which the Eccles Health Sciences Library offers (or cooperates with other academic units to offer) and one or more ASUU-elected representative(s). Members of the Committee will annually elect a committee member to serve as chair for a one-year term.

\*Note: For the committees to which this Note pertains, some or all of the committee responsibilities can only arise in the context of an academic unit offering credit-bearing courses (identified in University Policy [6-001](#) as a “course-offering unit”). At the time this Charter is originally adopted (2015-2016) the Eccles Health Sciences Library has not been authorized as a course-offering unit—and does not offer any credit-bearing courses, but rather participates with other authorized course-offering units in certain arrangements regarding offering of curriculum. It is anticipated that the Eccles Health Sciences Library will seek authorization and directly offer one or more credit-bearing courses. These committees and their responsibilities which are depending on course-offering status are described in this Charter in anticipation of that development—so that a Charter revision will not be needed at that juncture, but meanwhile the committees may not be populated or may not be assigned particular duties until the need arises.