

J. Willard Marriott Library at the University of Utah  
Academic Library Council Charter

Approved by the Marriott Library Tenure-line and Career-line Faculty:  
December 3, 2014

Approved by the Dean: December 3, 2014

Final approval by the Academic Senate Executive Committee: December 15, 2014,  
and presented for the information of the Academic Senate, January 5, 2015

Implementation date: April 1, 2015

## **I. PURPOSES AND DUTIES**

Pursuant to University Policy [6-001](#) and Policy [6-003](#), this charter governs the structure and functions of the Academic Library Council of the J. Willard Marriott Library, which is the representative body of the faculty of the Marriott Library. Subject to the approval of the Academic Senate, the Marriott Library Council has jurisdiction over all questions of educational policy affecting the Marriott Library, including additions to the faculty, promotion, tenure, and review of current faculty in all categories, program development, curriculum, course fees, library services, and special projects.

Marriott Library is one of the three University of Utah Libraries, a type of academic unit described in University Policy 6-001 and Policy 6-015. This charter pertains exclusively to the Marriott Library and its faculty.

Marriott Library is administered by a Dean and organized by divisions overseen by Associate Deans. Divisions consist of departments which are managed by Chairpersons, Heads, or Directors. This administrative structure may be reorganized from time-to-time. As described below, certain Council committees are structured to ensure the membership is representative of each division.

Faculty at the Marriott Library connect people to knowledge and information. Library faculty instruct, investigate, and serve with regard to the production, creation, and management of information, the assessment of information, and the ethical use of information. Marriott Library faculty support literacy in its various forms, including information and visual literacy and research and technology literacy. Library faculty advocate for democratic access to information, develop tools in information science, and preserve human culture by selecting, organizing, and preserving knowledge. No matter the area, library faculty strive for excellence.

## **II. COUNCIL STRUCTURE (plenary)**

- A. Membership and Voting Privileges. All Marriott 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 Marriott Library Council. Three students affiliated with the Marriott Library will serve as voting members, selected by the Executive Committee for one-year terms and eligible to serve up to three consecutive terms.
- B. Officers. The Dean of the Marriott Library shall serve as Chair of the Council. An Associate Dean/Dean's Designee shall serve as Vice Chair. The Dean shall appoint an Executive Secretary of the Council annually. A Parliamentarian shall be elected annually at the August meeting.
- C. Meetings. The Marriott Library Council shall ordinarily meet once a month. Special meetings shall be held at the call of the Dean or at the request of any five members of the Council.
- D. Quorum. A simple majority of the 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 Dean 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. Diversity and Inclusion Committee
- F. Executive Committee
- G. Faculty Appointments Advisory Committee
- H. Faculty Review Committee
  - Career-line Faculty Review Subcommittee
  - Tenure-line Retention, Promotion, and Tenure Review Subcommittee
  - Tenured Faculty Review Subcommittee
- I. Library Services Committee
- J. RPT Advisory Committee
- K. 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 Library; ad hoc committees will be created at the Dean'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 [Policy 6-001](#) and [Policy 6-003](#)). Appointments to standing committees are normally made annually. Ad hoc committees will be constituted by the Dean 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 Marriott 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 at the beginning of summer semester except for the Student Advisory Committee which will commence in fall semester. The Dean or designee shall serve as an ex officio member of all Library Council standing and ad hoc committees, except the Executive Committee and the Faculty Appointments Advisory Committee, which the Dean chairs.

- B. Academic Appeals Committee.<sup>\*Note</sup> In accordance with the University Student Code (Policy [6-400](#)), members of this Committee are appointed to staggered 3-year terms by the Dean. The full committee shall consist of one representative from the tenure-line or career-line faculty of each division in the Library, the Student Advisory Committee Chair, and one external faculty representative as determined by the Academic Senate's Personnel and Elections Committee. One of the Associate Deans shall serve as chair. The Committee shall establish internal procedures consistent with the Student Code. A panel (subset) of 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 Dean on the allocation of specific discretionary funds. Membership consists of three elected tenure-line or career-line faculty and two members from Marriott Library staff employees selected by the Dean 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. No member will serve for more than two consecutive two-year terms. The Marriott Library Budget Director will be an ex-officio member of the committee.
- D. Curriculum and Peer Teaching Review Committee.<sup>\*Note</sup> The committee develops and maintains Marriott 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 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 library faculty members who teach Marriott Library's curriculum as well as those 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. The Committee's overall evaluation of a candidate's teaching-related performance as an instructor gives consideration to factors that can affect student ratings and SAC evaluations.

Membership on the committee shall consist of cognizant Department Chairs/Directors/Heads that administer Marriott Library curriculum. The Dean will consult with the Executive Committee on the selection of teaching library faculty to serve as peer reviewers. Members of the committee will annually elect a committee member to serve as chair for a one-year term.

- E. Diversity and Inclusion Committee. The committee advises the Library Council on increasing the Library's visible commitment to diversity, including the recruitment and retention of students, faculty, and staff within the Library and University. Membership shall consist of one elected faculty member (tenure-line or career-line) and one elected staff member from each library division for a term of two years. No member will serve for more than two consecutive two-year terms. Members may be re-elected after two years off the committee.
- F. Executive Committee. The committee serves as an advisory board to the Dean. Membership consists of the Dean of the Library, the Associate Dean(s), the Chairs/Directors/Heads of each library department, and one full-time/professional staff member selected by the Dean. The Executive Committee shall convene at the discretion of the Dean, who chairs the Committee. The Dean sets the agenda for Executive Committee meetings. The Dean shall appoint an Executive Secretary of the Executive Committee annually.
- G. Faculty Appointments Advisory Committee. The membership structure and responsibilities of the Faculty Appointments Advisory Committee are in accordance with U Policy [6-302](#) (Appointments). The Committee represents Marriott Library faculty as a whole to produce formal recommendations on each potential faculty appointment (including initial appointments and reappointments). 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 Marriott 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 in light of the stated objective in 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 library faculty, other interested persons may attend (but not vote): faculty from outside the library, staff, students, and community representatives.

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

#### **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 Dean 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

#### **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.

#### **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 appointment is considered at the lowest rank first—assistant librarian). 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.

For appointments of career-line faculty members (including initial appointments, reappointments, and reappointments with promotion), adjunct, or visiting faculty members, the voting eligible members of the Committee include all tenure-line faculty members, and by policy of the Marriott Library (hereby adopted through this Charter in accord with Policy 6-302-III-B-1) also all existing career-line members of the faculty. These eligible members shall take a single vote encompassing both the category—lecturer, clinical, research—and the specific rank—assistant librarian, associate librarian, or librarian.

The Dean or designee shall record the votes as to the recommendation of the Committee. Subsequent steps in the appointment process are as described in Policy 6-302, including a written recommendation from the Dean, followed by actions of the Senior Vice President for Academic Affairs, President, Academic Senate, and Board of Trustees.

#### H. Faculty Review Committee.

The Faculty Review Committee oversees Marriott Library's faculty review processes. It functions with an overall Committee, and a set of subcommittees responsible for specified categories of faculty and types of reviews. The Chairperson shall be elected annually from the tenured members of Marriott Library Faculty. In this election all tenure-line faculty members of the rank of librarian, associate librarian, or assistant librarian shall be entitled to vote.

##### General provisions:

The Committee has primary responsibility for developing the faculty review systems, including contents of the statement 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 as a whole (and for activities of a specific subcommittee): (1) to independently review all of the materials in each candidate's file; (2) to review the materials in light of Marriott Library's Statement 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.

Membership consists of sixteen elected tenured faculty members serving terms of two years (staggered) plus the elected Chairperson. No member will serve for more than two consecutive two-year terms. A faculty member may be re-elected after two years off the committee.

The elected Chair of the RPT Advisory Committee will also chair the Faculty Review Committee and will form the subcommittees described below according to the faculty category and type of review being undertaken, and may select a chairperson (or co-chairs) for any subcommittee:

**Career-Line Faculty Review Subcommittee**

A minimum of four faculty members. The Chair will choose two career-line faculty from the library faculty, if available. If only tenure-line faculty are available, then the Chair can utilize the Tenure-line Faculty Retention, Promotion, and Tenure Subcommittee

**Tenure-Line Faculty Retention, Promotion, and Tenure Review Subcommittee**

For cases other than promotion to the rank of full librarian, a minimum of six tenured faculty members drawn from the main Committee, selected by the Chair to achieve appropriate representation from divisions within Marriott Library.

For cases involving proposed promotion to the rank of full Librarian, a minimum of three tenured librarians with the rank of full Librarian selected by the Chair in consultation with the Dean.

**Tenured Faculty Review Subcommittee**

A minimum of three tenured faculty members drawn from the main Committee, selected by the Chair.

- I. Library Services Committee. The purpose of this Committee is to advise the Library Council on current Marriott Library services and possible changes, updates, or additions to library services. The Committee consults with representatives of the other University Libraries and the Senate Advisory Committee on Library Policy (See Policy [6-002](#)) to holistically consider library services to the University community. The Committee shall consist of the following who will serve a two year term:
  - Two elected tenure-line or career-line faculty members from each Marriott Library division including Administration

- Two elected staff employee members from each Marriott Library division including Administration
- Two ASUU-elected students
- One elected student-employee of the Marriott Library

No member will serve for more than two consecutive two-year terms. Members may be re-elected after two years off the committee. Members of the committee will annually elect a committee member to serve as chair for a one-year term.

- J. RPT Advisory Committee. The RPT Advisory committee, stipulated by U Policy [6-303](#), advises and votes on matters of retention, promotion, and tenure of tenure-line faculty members. The Committee generally consists of tenure-line library faculty, with eligible voters for each particular type of RPT action determined as specified below. The elected chairperson of the Faculty Review Committee also chairs the RPT Advisory Committee.

#### **Voting Eligibility and 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 be taken by secret ballot. No individual may cast a vote in the same academic year in any candidate's case in more than one capacity.

Whenever possible, the RPT Advisory Committee Chair will advise all members on leave or otherwise absent of the proposed action and shall request their written opinions and votes in advance of the meeting. Absent members' written opinions shall be disclosed at the meeting and their votes will be counted and recorded the same as other votes.

The minutes of the meeting should reflect the nature of the discussion with major points on both sides revealed. Both affirmative and negative votes should be explained. From the minutes, others should be able to get the sense of the discussion and not just a summary or the conclusions. The summary report of the meeting should be signed by the person designated by the RPT chair to serve as secretary, approved by the committee chairperson, and

made available for inspection by the committee members. After allowing an inspection period of not less than two business days nor more than five business days, and after such modifications as the committee approves, the secretary shall forward the summary report to the department chairperson and the candidate, along with a list of all faculty members present at the meeting.

All committee votes and deliberations are personnel actions and must be treated with confidentiality in accordance with University Policy and state and federal law. Members of the RPT Advisory Committee are enjoined not to convey the substance or outcomes of committee deliberations to candidates. Candidates may not ask questions about the committee's deliberations outside of the conversation the candidate has with the RPT Chair about the committee's meeting.

- K. Student Advisory Committee.<sup>\*Note</sup> A primary function of the Committee is to provide information and recommendations regarding teaching-related performance of Marriott Library faculty members for purposes of the faculty review processes described above in conjunction with the Faculty Review Committee. In particular, it serves as the "SAC" referred to in 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 Marriott 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 Policy [6-001](#) as a "course-offering unit"). At the time this Charter is originally adopted (2014-2015) the Marriott 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 Marriott 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.

#### **IV. Amendments**

In accord with Policies 6-001 and 6-003, an amendment of the contents of this Charter shall be accomplished by majority vote of the voting faculty of the Library, submitted to and subject to the approval of the Executive Committee of the Academic Senate and subsequently submitted for the Information of the Senate.