



University Senate TRANSMITTAL FORM

Senate Document #:	12-13-38
Title:	Revisions to the University of Maryland Libraries Plan of Organization
Presenter:	Devin Ellis Chair, Elections, Representation, & Governance (ERG) Committee
Date of SEC Review:	August 29, 2013
Date of Senate Review:	September 18, 2013
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or 2. In a single vote 3. To endorse entire report
Statement of Issue:	<p>The University of Maryland Plan of Organization mandates that all Colleges and Schools be governed by a Plan of Organization that conforms to the stipulations set forth in the University of Maryland Plan of Organization, Article 11. College and School Plans of Organization must be reviewed and approved by the University Senate for compliance. The Senate Elections, Representation, & Governance (ERG) Committee is the standing committee responsible for conducting these reviews. The Senate Faculty Affairs Committee is responsible for reviewing the Appointment, Promotion, and Tenure (APT) Committee section of the Plan as part of the Senate review process. Any Plan of Organization under review that is determined not to be in compliance with the University of Maryland Plan of Organization, Article 11 is returned to the College or School for revision.</p> <p>The University of Maryland Libraries (LIBR) submitted its revised Plan of Organization to the University Senate for review in January 2013.</p>
Relevant Policy # & URL:	Plan of Organization for the University of Maryland, http://www.senate.umd.edu/governingdocs/Plan_of_Organization.pdf
Recommendation:	The ERG Committee recommends that the Senate approve the revised Plan of Organization for the University of Maryland Libraries.

<p>Committee Work:</p>	<p>The ERG Committee began its review of the LIBR Plan of Organization in January 2013 and met with a representative from LIBR on February 21, 2013. The committee sought clarification from LIBR on the rationale for a five-year review cycle, whether staff perform research for the unit, the frequency of meetings of the faculty and staff, the membership of standing committees, and other issues.</p> <p>In response to the comments from the ERG Committee, LIBR submitted a revised version of its Plan of Organization. The ERG Committee reviewed the revised Plan on March 26, 2013. The committee agreed that LIBR had adequately addressed its concerns, and voted to approve the revised Plan of Organization.</p> <p>Upon submitting its revised Plan of Organization, LIBR requested an exception to the requirement that the Faculty Affairs Committee review and approve the APT section of the Plan of Organization. LIBR is in the process of considering large-scale changes to the appointment, promotion, and permanent status (APPS) process and anticipate that its revisions could take much longer to finalize. At the same time, significant changes within the Libraries make the need for a revised Plan more urgent.</p> <p>The chair of the ERG Committee and chair of the Faculty Affairs Committee discussed LIBR’s request with the Senate Parliamentarian, and all decided that the Plan could be approved through the normal Senate process if accompanied by a memorandum of understanding between the Senate and the Dean of the Libraries, indicating that the APPS section will be submitted separately to the Faculty Affairs Committee in December 2013.</p> <p>Following approval by the ERG Committee, the Libraries Assembly voted to approve the revised Plan of Organization on May 6, 2013.</p>
<p>Alternatives:</p>	<p>The Senate could choose not to approve the revised LIBR Plan of Organization. LIBR would then be bound by its existing Plan of Organization.</p>
<p>Risks:</p>	<p>There are no associated risks.</p>
<p>Financial Implications:</p>	<p>There are no financial implications.</p>
<p>Further Approvals Required:</p>	<p>Senate approval, Presidential approval.</p>

Senate Elections, Representation, & Governance (ERG) Committee

Senate Document # 12-13-38

Revisions to the University of Maryland Libraries Plan of Organization

August 2013

BACKGROUND

The University of Maryland Plan of Organization mandates that all Colleges and Schools be governed by a Plan of Organization that conforms to the stipulations set forth in the University of Maryland Plan of Organization, Article 11. College and School Plans of Organization must be reviewed and approved by the University Senate for compliance. The Senate Elections, Representation, & Governance (ERG) Committee is the standing committee responsible for conducting these reviews. The Senate Faculty Affairs Committee is responsible for reviewing the Appointment, Promotion, and Tenure (APT) Committee section of the Plan as part of the Senate review process. Any Plan of Organization under review that is determined not to be in compliance with the University of Maryland Plan of Organization, Article 11 is returned to the College or School for revision.

The current Plan of Organization for the University of Maryland Libraries (LIBR) was approved by the Senate in 2007. LIBR submitted its revised Plan of Organization to the University Senate for review in January 2013.

COMMITTEE WORK

The ERG Committee began its review of the LIBR Plan of Organization in January 2013. The committee reviewed the revised Plan and met with a representative from the LIBR Plan of Organization Special Review Committee on February 21, 2013.

The committee first discussed whether LIBR should remain on a five-year review cycle, instead of a recommended ten-year review cycle for Plans of Organization. The original LIBR Plan set a five-year standard, and over the last five years, the library faculty have brought many issues to the attention of the Libraries Assembly to make changes to the procedures of the unit. The representative from LIBR cited the new special committee devoted to mentoring as an example, and stated that the Libraries have also been working to be more inclusive by creating more open and streamlined processes in its revised Plan. The representative noted that LIBR would prefer to continue with a five-year review cycle.

The ERG Committee discussed a few key concerns with the revised Plan. Committee members sought clarification on staff who perform research for the Libraries, the frequency of meetings of the faculty and staff, the membership of standing committees, and other issues. After discussion with the ERG Committee, the representative noted she would relay the committee's comments to the LIBR Plan of Organization Special Review Committee.

In response to the comments from the ERG Committee, LIBR returned a revised Plan of Organization on March 14, 2013. The committee reviewed the revised Plan on March 26, 2013 and agreed that its concerns had been addressed. The ERG Committee voted to approve the Plan of Organization for the University of Maryland Libraries.

In addition to a review by the Senate ERG Committee, the APT sections of revised Plans of Organization must be reviewed by the Faculty Affairs Committee for compliance with University policy. Upon submitting its revised Plan, LIBR asked for an exception to this customary practice for the time being. In the midst of its Plan of Organization revisions, LIBR embarked upon a redesign of its appointment, promotion, and permanent status (APPS) process. The revisions that will be made to the APPS section may take much longer to complete, but other changes within the Libraries made a revised Plan more urgent in the meantime.

The chairs of the ERG and Faculty Affairs Committees considered the request from LIBR and met with the Senate Parliamentarian for guidance on the best way forward. All agreed that the request could be granted, as long as the APPS section does return to the Faculty Affairs Committee for review once it is complete. The committees decided to send the Plan through the normal approval process accompanied by a memorandum of understanding (Appendix 1) between the Senate and the Dean of the Libraries, indicating that the APPS policy will be submitted separately to the Faculty Affairs Committee by December 31, 2013.

Following approval by the ERG Committee, LIBR sent the revised Plan of Organization to the Library Assembly for final approval. The Library Assembly voted to approve the revised Plan of Organization on May 6, 2013.

RECOMMENDATION

The ERG Committee recommends that the Senate approve the revised Plan of Organization for the University of Maryland Libraries.

APPENDICES

Appendix 1 – Memorandum on the LIBR APPS Section

Appendix 2 – Revised 2013 LIBR Plan of Organization

Appendix 3 – 2007 LIBR Plan of Organization



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MEMORANDUM

To: Vincent Novara, Chair, University Senate

From: Ellin Scholnick, Chair, Senate Faculty Affairs Committee
Devin Ellis, Chair, Senate Elections, Representation, & Governance (ERG) Committee
Patricia Steele, Dean, University of Maryland Libraries

Three handwritten signatures in blue ink are placed over the names in the 'From' field. The signatures are for Ellin Scholnick, Devin Ellis, and Patricia Steele.

Date: August 22, 2013

Re: University of Maryland Libraries Plan of Organization – Appointment, Promotion, and Permanent Status (APPS) Section

As you are aware, the University of Maryland Plan of Organization states that each College-level Plan of Organization must be reviewed and approved by the University Senate and President at least every ten years. The Senate Elections, Representation, & Governance (ERG) Committee reviews each Plan for compliance with University policy and shared governance principles. The University Plan also requires that the Faculty Affairs Committee review and approve the section of the Plan regarding appointment, promotion, and tenure or permanent status.

In January 2013, the University of Maryland Libraries (LIBR) submitted a revised Plan of Organization to the Senate for review. The LIBR Plan was last approved by the University Senate and President in 2007. Upon submitting its revised Plan, the Libraries requested an exception to the requirement that the appointment, promotion, and permanent status (APPS) section be reviewed and approved by the Faculty Affairs Committee prior to approval of the full Plan. LIBR is currently considering significant changes to its APPS policy and procedures, and expects the revisions to take several months to finalize. However, because of changes within the Libraries that necessitate a revised Plan of Organization, LIBR does not wish to delay approval of its Plan until the APPS section is completed.

The Chairs of the Senate ERG and Faculty Affairs Committees discussed the request with the Senate Parliamentarian to determine whether a Plan could be approved without a review by the Faculty Affairs Committee. After consultation, all parties agreed on a strategy to approve the Libraries Plan of Organization without a review of the APPS section, with the understanding that the APPS section will be submitted separately to the Faculty Affairs Committee once completed.

The revised Libraries Plan of Organization has been approved by the ERG Committee and by the Libraries Assembly. The Senate Executive Committee (SEC) will review the Plan on August 29, 2013, to decide whether it is ready for Senate review at the September 18, 2013 Senate meeting. The Libraries will continue to work on its APPS section and will submit it to the Faculty Affairs Committee for review no later than December 31, 2013.



UNIVERSITY
LIBRARIES

The University of Maryland Libraries

Plan of Organization

Approved by vote of the Library Assembly, May 6, 2013

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PREAMBLE

The Plan of Organization of the University of Maryland Libraries serves several purposes:

1. It establishes the framework for the conduct of the Libraries' affairs as an academic unit of the University of Maryland;
 2. It specifies details of the Libraries' organization; and
 3. It ensures that all activities of the University of Maryland Libraries are consonant with the policies, procedures, and regulations for the governance of the University of Maryland.
 4. It embodies the Libraries' commitment to free and open participation in shared governance among the library faculty, staff and administrators at every level, thereby promoting good will and mutual regard.¹
 5. It further strives to ensure academic and professional growth among all employees for the purpose of achieving the Libraries' mission to the University.
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ARTICLE I: NAME AND MISSION

The name of the unit shall be the University of Maryland Libraries.

The University of Maryland Libraries enable the intellectual inquiry and learning required to meet the education, research and community outreach mission of the University.²

ARTICLE II. PURPOSE AND SUPERSEDING AUTHORITY

This Plan of Organization is formulated pursuant to the University Senate *Plan of Organization* and the University of Maryland Board of Regents *Policy on Shared Governance in the University System of Maryland* and is intended to provide for the internal shared governance of the Libraries, to define further the rights and responsibilities of the Dean of Libraries, the faculty, staff, and graduate assistants, and to guide in the appointment and conduct of library committees.

¹ Adapted from the Preamble of the 2006 Revised Plan of Organization for the University of Maryland

² From the Libraries' 2010 strategic plan

ARTICLE III: LIBRARY ADMINISTRATION

SECTION 1. THE DEAN OF LIBRARIES

A. Appointment.

The Dean of the University of Maryland Libraries shall be appointed by the Senior Vice President for Academic Affairs and Provost and approved by the President of the University.

B. Duties and Responsibilities.

The Dean of the University of Maryland Libraries shall:

1. Be the chief administrative officer of the Libraries;
2. Ordinarily hold a tenured appointment as Professor or its equivalent in an academic department or the rank of Librarian IV with Permanent Status in the Libraries;
3. Fulfill the service and scholarship criteria of a faculty appointment;
4. Report to the Senior Vice President for Academic Affairs and Provost;
5. Consult with the University Library Council on policies, services and programs;
6. Execute University policies insofar as they affect the Libraries;
7. Formulate and present policies to the Library Assembly for its consideration;
8. Prepare an annual report that will be submitted to the Library Assembly and campus;
9. Prepare and manage the budget of the Libraries in consultation with the Library Management Group (LMG) and other appropriate staff;
10. Recommend the appointment, reappointment, non-reappointment, permanent status, affiliate and emeritus status, promotion, and research leave of members of the library faculty with the advice of the library faculty, the Appointment, Promotion, and Permanent Status Committee or search committees;
11. Periodically review the management, training and advancement of non-faculty staff and address matters as findings dictate;
12. Organize and conduct annual reviews for associate or assistant deans, directors and others who report directly to the Dean;

13. Create and dissolve administrative committees and other units or partnerships as needed to achieve the mission of the Libraries in consultation with LMG and other appropriate staff;
14. Represent the Libraries, in person or by proxy, for official business of the Libraries, to Campus and University communities, professional and scholarly organizations, and the public at large; and
15. Prepare and implement the Libraries' Strategic Plan in consultation with LMG, the Library Assembly, and other appropriate staff.

C. Evaluation.

The Dean of Libraries shall be evaluated at least once every five years in accordance with the provisions of the most current version of the University Senate *Plan of Organization* for the University of Maryland.

SECTION 2: THE DIVISION HEADS

The division heads are the chief administrative officers of their divisions.

A. Appointment

The division heads are appointed by the Dean and with the approval of the Provost.

B. Duties and Responsibilities

The division heads report to the Dean and shall be responsible for all tasks delegated to them by the Dean.

C. Evaluation

The division heads shall be evaluated at least once every five years in accordance with the provisions of the most current version of the University Senate *Plan of Organization* for the University of Maryland.

SECTION 3. THE LIBRARY MANAGEMENT GROUP

The Library Management Group (LMG) consists of the Dean of Libraries, the division heads, the Chair of the Library Assembly, and others the Dean may appoint. LMG constitutes the senior administrative staff of the Libraries and is responsible for establishing the overall direction of the Libraries, which includes issues of budget, policy, strategic planning, and operations.

As appropriate, LMG shall invite faculty and staff to report on specific matters under consideration. LMG will also meet at least twice per year with the Library Assembly Advisory Council.

ARTICLE IV. THE LIBRARY ASSEMBLY

The Library Assembly, hereafter referred to as the Assembly, shall include all faculty and representatives of staff and graduate assistants employed by the University of Maryland Libraries. The Assembly shall:

- a. Discuss and advise on proposed policies, procedures, services, and programs and discuss and advise on any matter of concern to the Libraries and brought before the Assembly by any member or group of members;
- b. Participate in the continued development of the organization;
- c. Discuss and advise on updates and revisions of the Strategic Plan;
- d. Share information with and promote the skills and abilities of the faculty, staff, and graduate assistants;
- e. Advise on the creation of opportunities for the professional growth and development of faculty, staff, and graduate assistants;
- f. Make recommendations to the Dean on annual merit and salary review for library faculty.

SECTION 1. MEMBERSHIP

The membership of the Assembly shall consist of:

- A. All library faculty including contractual faculty with the academic rank of Librarian I and above and who have an appointment of at least 50 percent in the Libraries, emeritus faculty, and affiliate library faculty. They shall each have one vote and shall be eligible for membership on Assembly committees.
- B. Elected representatives of the exempt and non-exempt staff and the graduate assistants (who are employees of the Libraries). To qualify for election as a representative from the staff groups, an individual must have a permanent or contractual appointment of at least 50 percent in the Libraries. Representation shall equal 20 percent of the population of each employment group. The representatives of the exempt and non-exempt staff shall be elected for staggered three-year terms, with approximately one-third of each of the two staff groups elected annually. The representatives of the graduate assistants shall serve one-year terms renewable for a maximum of two years' service. All representatives shall have one vote and shall be eligible for membership on Assembly committees except for those whose membership is specifically limited by this Plan of Organization or by a superseding authority. In the event that an elected representative of exempt or non-exempt staff or graduate assistants cannot complete his or her term of office, the Chair of the Assembly, in consultation with the remaining elected representatives, will appoint a

replacement to fill the vacancy until the next election. The Nominations, Elections, and Voting Procedures Committee, in consultation with the Libraries' Human Resources Office, will determine the eligible population within each employment group prior to the annual election for staff and graduate assistant representatives.

- C. All elected officers of the Assembly shall be voting members, regardless of their employment categories.
- D. The dean and the division heads shall be *ex officio* members of the Assembly with full voting privileges.

SECTION 2. OFFICERS

The officers of the Assembly shall be elected by the Assembly and shall consist of a Chair, Vice Chair, immediate past Chair, and Secretary, as well as a Parliamentarian and a Webmaster appointed by the Chair with the advice and consent of the Vice Chair and Secretary. All officers shall also serve on the Advisory Council. (See Section 4 for details.) Members of the LMG are not eligible for election to Assembly offices set forth in this section.

- A. The Assembly shall elect a Vice Chair/Chair Elect from the library faculty and staff representatives for a three-year term. The Vice Chair shall assume the duties of Chair during his or her second year and of immediate past Chair in the third year. The Chair shall be the presiding officer of the Assembly and the Assembly's representative on LMG. The Vice Chair shall preside in the Chair's absence. The immediate past Chair shall serve in an advisory capacity to the current Chair.

In the event that the Vice Chair is unable to complete her or his term of office, a new Vice Chair shall be elected by the Assembly. In the event that the Chair is unable to complete her or his term of office, the Vice Chair will become Chair and a new Vice Chair shall be elected by the Assembly. In the event that the immediate past Chair is unable to complete her or his term of office, the Advisory Council shall appoint a previous Chair to serve as immediate past Chair.

- B. Secretary. The Secretary of the Assembly shall be elected annually from the Library Assembly membership and may serve a maximum of two successive terms. In the event that the Secretary is unable to complete her or his term of office, the Advisory Council shall appoint a replacement. Duties of the Secretary shall include:
 - 1. Recording and preserving minutes of Assembly and Advisory Council meetings;
 - 2. Ensuring that Assembly documents are properly archived.

- C. Parliamentarian. The Chair shall appoint annually, with the advice and consent of the Vice Chair and Secretary, the Parliamentarian to advise the Chair on questions of procedure. In the event that the Parliamentarian is unable to complete her or his term of office, the Chair, with the advice and consent of the Vice Chair and Secretary, shall appoint a replacement.
- D. Webmaster. The Chair shall appoint annually a Webmaster to manage the content of the Assembly web site.

SECTION 3. MEETINGS

A. Meetings of the Assembly.

Meetings of the Assembly are open to all library faculty, staff, and graduate assistants. Any library faculty, staff member, or graduate assistant may speak at Assembly meetings, regardless of voting status.

1. The Chair or the Vice Chair shall preside at meetings of the Assembly.
2. Types of Meetings
 - A. Regular Meetings. The regular meetings of the Assembly shall be held as needed with a minimum of one per semester. A call for agenda items shall be issued prior to each regular meeting.
 - B. Special Meetings. The Chair may call Special meetings of the Assembly on the request of ten members of the Assembly.
3. Notice of Meeting. All library faculty, staff, and graduate assistants shall receive notice of each regular meeting at least ten days before the meeting. All library faculty, staff, and graduate assistants shall be sent notice of a special meeting in advance of the meeting. A written agenda prepared by the Chair in consultation with the Library Assembly Advisory Council shall be provided at least five days in advance of a regular meeting.
4. Minutes. The Secretary shall record and preserve minutes of all meetings. The Chair will distribute them to all library faculty, staff, and graduate assistants with the agenda for the next Assembly meeting.
5. Quorum. A quorum shall consist of 35 percent of the voting members of the Assembly. Prior to the beginning of each semester the Secretary shall identify the total voting membership. If no business can be transacted due to a lack of quorum, the Chair may wait a reasonable amount of time to allow a quorum to be assembled. Failing that, the Chair will adjourn the meeting.

6. The latest edition of *Robert's Rules of Order* shall govern meetings of the Assembly when not in conflict with these Articles.
7. Voting.
 - A. Voting on motions is normally accomplished by voice vote. A simple majority carries the motion. A show of hands is used to verify an inconclusive voice vote and to vote on motions requiring two-thirds for adoption.
 - B. On request of a member of the Assembly, a secret ballot shall be used instead of voice or hand votes.

B. Meetings of the Faculty and the Staff.

As an element of shared governance, the library faculty and staff may meet separately from the Library Assembly to discuss matters of interest and concern. These meetings shall be open to all interested parties. Such meetings may result in proposals for consideration by the Library Assembly.

1. Library Faculty Meetings. Either the chair of the Appointment, Promotion, and Permanent Status Committee (APPSC) or the Faculty Merit and Annual Review Committee (FMARC) may call a meeting of the library faculty, including those holding contractual appointments. Library faculty meetings also may be called by either the chair of APPSC or FMARC at the request of ten or more members of the library faculty. Such meetings are separate from meetings of the eligible library faculty called to vote on promotion and permanent status cases.
2. Library Staff Meetings. Either the chair of the Staff Affairs Committee or the staff representatives to the Library Assembly Advisory Council may call a meeting of the library staff. Such meetings may also be called at the request of ten or more exempt, non-exempt or contractual library staff members.

SECTION 4. THE LIBRARY ASSEMBLY ADVISORY COUNCIL

The Advisory Council of the Assembly consists of the Chair, the Vice Chair, the immediate past-Chair, the Secretary, the Parliamentarian, chairs of the standing committees, a senator elected by the current senators, and one non-exempt and one exempt staff member who are Assembly members elected by the staff representatives of the Assembly. The Chair also may invite guests to participate in Advisory Council meetings as appropriate. Minutes of the meetings shall be published. The Advisory Council acts as an executive committee of the Assembly. It consults regularly with the

Dean and LMG on matters of interest and concern to the Libraries, including budget decisions and facility planning. The Dean shall report to the Advisory Council regarding action on and status of recommendations from the Assembly. The Advisory Council may appoint persons to take on specific technical roles for the Assembly, e.g. webmaster and electronic list manager. The Advisory Council shall report regularly to the Assembly on all of its activities.

SECTION 5. COMMITTEES

The Assembly may establish committees as necessary to conduct its activities and fulfill its purpose.

Types of committees. The Assembly may have standing committees and special committees. Special committees shall not be established when the specific problem or issue may reasonably be assigned to a standing committee within its role and scope. However, standing committees may request that a specific problem or issue falling within its role and scope be assigned to a special committee when the standing committee cannot accomplish the task in a timely fashion.

- A. Standing committees support the work of the Assembly on a continuing basis. The Assembly shall review each standing committee at least every five years. Standing committees may create and revise policies within the scope of their charge and may create and revise procedures to implement these policies. These policies and procedures shall be posted on the Assembly's web site. Any policy established or revised by a standing committee must be approved by the Assembly.
 1. Creation and dissolution of standing committees. The Assembly shall create standing committees with the guidance of the Committee on Committees in accordance with the Plan of Organization amendment process. The charge, membership, terms of office, and the manner of selecting the chair of each standing committee shall be specified in the Plan of Organization. Standing Committees may be dissolved only by amendment to the Plan of Organization.
 2. Membership on Standing Committees. The Assembly shall elect members to its standing committees. Any member of the Assembly may nominate candidates to serve on standing committees. All faculty, staff, and graduate assistants who have an appointment of at least 50 percent in the Libraries are eligible to serve on standing committees, except as determined by Article IV, Section 5, Subsection C of this Plan of Organization or by a superseding authority. The Assembly Chair, in consultation with the Advisory Council, may make temporary appointments to fill vacancies on standing committees to serve until the next election.

B. Special committees undertake work falling outside the role and scope of standing committees. At the request of a standing committee, a special committee may be formed to do clearly defined work within the scope of the standing committee, and its progress will be monitored by the Committee on Committees.

1. Creation and dissolution of special committees. Any member of the Assembly may propose the creation of a special committee. A majority vote of the Assembly shall be required to create a special committee. It is the responsibility of the Committee on Committees to draft the charge, the membership requirements, the term of operation, and the method for selecting the chair of the committee. The draft charge and accompanying documentation shall be presented to the Assembly for discussion and approval by a majority vote. The charge of a special committee shall include a time limit for completing its work. The final reports of special committees shall be presented to the Assembly.
2. Membership on Special Committees. All faculty, staff, and graduate assistants who have an appointment of at least 50 percent in the Libraries are eligible to serve on special committees, except as determined by a superseding authority. Members shall be appointed by the Advisory Council upon recommendation from the Committee on Committees. The Assembly Chair, in consultation with the Advisory Council, may make temporary appointments to fill vacancies on the special committees.

C. Standing Committees. The Assembly shall maintain the standing committees listed below:

1. Nominations, Elections, and Voting Procedures Committee

a. Charge:

The Nominations, Elections, and Voting Procedures Committee shall be responsible for the overall supervision and conduct of nominations and elections of Library Assembly officers, staff representatives to the Advisory Council, standing committee members, representative staff and graduate assistants to the Assembly, and university senators representing the Libraries; for coordinating University Senate representation according to the bylaws of the University Senate; and for conducting the balloting to amend the Libraries' Plan of Organization. The committee may use preference voting when conducting elections. The composition of committees should represent as broad a spectrum of interests as possible, consistent with the functions of committees and the availability of candidates to serve. The committee, in consultation with the Libraries' Human Resources Office, will determine the

eligible population within each employment group prior to the annual election for staff and graduate assistant representatives for the Library Assembly.

b. Membership:

The Committee shall consist of four members, three of whom shall be elected at large by and from the Assembly, and one elected by and from the exempt and non-exempt library staff.

c. Term of Office:

Members shall serve three-year staggered terms, with at least one member elected annually. Members may serve no more than two consecutive terms.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

2. Appointment, Promotion, and Permanent Status Committee

a. Charge:

The Appointment, Promotion, and Permanent Status Committee (APPSC) coordinates the procedures governed by the University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty.

b. Membership:

The Committee shall consist of six library faculty members above the rank of Librarian II, two of whom must be at the Librarian IV rank, elected at large by and from the library faculty. All committee members must hold regular appointments (non-temporary, non-contractual) in the UM Libraries and must have achieved permanent status. The Dean of Libraries is ineligible for service on the committee.

c. Term of Office:

Members shall serve a two-year term for no more than two consecutive terms. Members shall serve staggered terms.

d. Chair:

Following each year's election, the committee shall meet to elect a chair. The APPSC chair shall preside at meetings that deal with appointment, promotion, and permanent status decisions. If the APPSC chair cannot or is not eligible to attend a meeting dealing with these decisions, the APPSC member in attendance with the

most years of service to the Libraries shall call the meeting to order and preside over the selection of a chair *pro tem* for the meeting.

3. Committee on Committees

a. Charge:

The Committee on Committees shall write or provide guidance in the writing of the charge, the membership requirements, the term of operation, and the method for selecting the chair of the Assembly's committees. The Committee on Committees shall oversee the establishment and monitor the progress of special committees of the Assembly. The Committee on Committees shall communicate its work and transmit all reports of special committees to the Advisory Council. The Committee on Committees is responsible for the five-year reviews of standing committees.

b. Membership:

The Committee shall consist of three members, elected at large by and from the Assembly.

c. Term of Office:

Members shall serve a three-year staggered term, with one member elected annually. Members shall serve no more than two consecutive terms.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

4. Faculty Merit and Annual Review Committee

a. Charge:

The Faculty Merit and Annual Review Committee conducts an annual assessment of all eligible library faculty members to provide peer review of merit applications for the purpose of advising the Dean of Libraries on merit pay awards, and is responsible for monitoring, evaluating, and reporting on the effectiveness of the Annual Review Process for library faculty.

b. Membership:

The Committee shall consist of five library faculty members, elected at large by and from the library faculty. The Director of the Libraries' Human Resources or her/his designee shall also serve as an *ex officio* member of the committee.

Members of the Library Management Group are ineligible for service on this Committee.

c. Term of Office:

Members shall serve for two years. Members may serve no more than two full consecutive terms. Members shall serve staggered terms.

d. Chair

Following each year's election the committee shall meet to elect a chair.

5. Staff Affairs Committee

a. Charge:

The Staff Affairs Committee shall review library policies as they affect staff members, recommend new policies, serve as a point of contact for staff who are not members of the Assembly, and actively promote understanding of and opportunities for staff involvement, particularly from non-faculty, in shared governance at every administrative level.

b. Membership:

The Committee shall consist of seven members. Two members shall be elected by and from the exempt library staff; two members shall be elected by and from the non-exempt staff; two members shall be elected by and from the library faculty; and one member shall be elected by and from the library graduate assistants.

c. Term of Office:

Exempt and non-exempt staff members and library faculty members shall serve two-year staggered terms, with at least one member within the two membership groups elected annually. Members may serve no more than two consecutive terms. The Graduate Assistant shall serve a one-year term.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

6. Library Research Fund Committee

a. Charge:

The Library Research Fund Committee shall award funds from the Library Research Fund to conduct research and other scholarly and

creative activities. The committee shall solicit and evaluate proposals, oversee the expenditures of funds, and promote and publicize the research fund process. The committee shall encourage library faculty and exempt staff in their research through relevant activities, such as workshops.

b. Membership:

The committee shall consist of three library faculty members, elected at large by and from the library faculty and at least one of whom should have permanent status, and one library staff member, elected at large by and from the library exempt staff.

c. Term of Office:

Members shall serve two-year staggered terms. Members may serve no more than two consecutive terms.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

7. Faculty Mentoring Committee

a. Charge:

The Faculty Mentoring Committee creates guidelines and procedures for and monitors and reports on the effectiveness of the faculty mentoring process for all library faculty. This committee shall ensure appropriate mentoring for library faculty pursuing promotion and permanent status.

b. Membership:

The committee shall consist of three library faculty members, elected at large by and from the library faculty and at least one of whom should have permanent status, and the Head of the Libraries' Human Resources Office (*ex-officio*) or her or his designee.

c. Term of Office:

Elected members shall serve two-year staggered terms. Members may serve no more than three consecutive terms.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

ARTICLE V: THE UNIVERSITY LIBRARY COUNCIL

The University Library Council (ULC) provides advice about policy issues concerning the Libraries to the University Senate, to the Provost, and to the Dean of Libraries. The ULC meets regularly, usually with the Dean of Libraries.

Members of the ULC are appointed jointly by the Provost and the University Senate according to the *Bylaws of the University Senate*.

ARTICLE VI: AMENDMENTS AND REVIEW

SECTION 1. PROPOSAL OF AMENDMENTS

Amendments to these articles may be proposed by committees of the Assembly or through written petition signed by three or more members of the Assembly.

SECTION 2. RATIFYING AMENDMENTS

- A. Proposed amendments shall be presented in writing to the Chair of the Assembly, who shall transmit them to members of the Assembly at least ten working days in advance of any regular or special meeting.
- B. Within fourteen days after the regular or special Assembly meeting, the Nominations, Elections, and Voting Procedures Committee will distribute a ballot on the proposed amendment/s.
- C. The ballots must be received by the Nominations, Elections, and Voting Procedures Committee by the deadline indicated on the ballot.
- D. Adoption shall require the support of two-thirds of those voting. The amendments shall be in effect immediately after the announcement by the Nominations, Elections, and Voting Procedures Committee that the required number of votes for adoption has been obtained.

SECTION 3. REVIEW OF THE PLAN OF ORGANIZATION

- A. Review of the Plan of Organization shall be undertaken every fifth year by a special committee established by the Advisory Council.
- B. That special committee shall include representation of each employment group (faculty, exempt staff, non-exempt staff, and graduate assistants) of the Assembly and

shall be constructed to reflect the proportional relationship of those constituencies within the Assembly.

- C. The special committee shall elect its own chair.
- D. Members of the special committee shall serve until their report has been presented to the Assembly. That report should be presented no later than six months after the date of the first meeting of the special committee.
- E. The requirements for adopting proposed revisions resulting from the special committee review shall be the same as those for adopting amendments to the Plan of Organization as described in Article VI, Section 2.

Committee on the Plan of Governance:

Sue Baughman, Betty Day, Angela Domanico, David Glenn, Beth Guay, Douglas McElrath, Gary Phillips, Carol Spector, Cynthia Todd, Philip Vandermeer (Chair), Desider Viktor, Jane Williams, Bruce Wilson

Ratified by the University of Maryland Library Faculty on April 16, 2001.

Task Force for Revision of the Library Faculty Assembly Plan of Governance:

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Report to the Assembly on February 27, 2007.

Approved by vote of the Assembly on March 26, 2007.

Amended by vote of the Assembly on November 14, 2007

Plan of Organization Review Special Committee:

Bryan Draper, Jill Fosse, Beth Guay (Chair, 2013), Rebecca Kemp (*ex officio* Parliamentarian),
Vincent Novara, Lara Otis, Caitlin Wells, Jane Williams (Chair, 2012), Michael Zelif
Report to the Library Assembly on April 25, 2013
Approved by vote of the Library Assembly, May 6, 2013

A PLAN OF ORGANIZATION FOR THE UNIVERSITY OF MARYLAND LIBRARIES

Approved by vote of Library Faculty Assembly, March 26, 2007.

Amended by vote of the Library Assembly, November 14, 2007

PREAMBLE

The Plan of Organization of the University of Maryland Libraries serves several purposes:

1. It establishes the framework for the conduct of the Libraries' affairs as an academic unit of the University of Maryland;
 2. It addresses specific details of the Libraries' team-based organization; and
 3. It ensures all activities of the University of Maryland Libraries are consonant with the policies, procedures, and regulations for the governance of the University of Maryland. The Libraries' Plan of Organization is intended to enhance the collegiality of the library faculty and the broader organization and to foster cooperation and involvement of the entire organization in all aspects of the Libraries' mission. The Plan further strives to ensure academic and professional growth in an atmosphere of collaboration and trust with a commitment to high quality user-driven products and services.
-

ARTICLE I: NAME AND MISSION

The name of the unit shall be the University of Maryland Libraries.

The direct mission of the University of Maryland Libraries is twofold:

1. Providing access to scholarly information resources required to meet the education, research and service missions of the University. The Libraries support this effort by building, organizing, maintaining, and preserving these resources;

And second:

2. Providing assistance in the use of the scholarly information resources required to meet the education, research, and service missions of the University. The Libraries support this effort through interpreting, instructing, and educating in the use of these resources.

Beyond this direct mission, the Libraries, to the extent possible, serve the state of Maryland and the larger scholarly community.

ARTICLE II. PURPOSE AND SUPERSEDING AUTHORITY

This Plan of Organization is formulated pursuant to the University Senate *Plan of Organization* and the University of Maryland Board of Regents *Policy on Shared Governance in the University System of Maryland* and is intended to provide for the internal governance of the Libraries, to define further the rights and responsibilities of the Dean of Libraries, the faculty, staff, and graduate assistants, and to guide in the appointment and conduct of library committees.

ARTICLE III: LIBRARY ADMINISTRATION

SECTION 1. THE DEAN OF LIBRARIES

A. Appointment.

The Dean of the University of Maryland Libraries shall be appointed by the Senior Vice President for Academic Affairs and Provost and approved by the President of the University.

B. Duties and Responsibilities.

The Dean of the University of Maryland Libraries shall:

1. Be the chief administrative officer of the Libraries;
2. Ordinarily hold a tenured appointment as Professor or its equivalent in an academic department or the rank of Librarian IV with Permanent Status in the Libraries;
3. Fulfill the service and scholarship criteria of a faculty appointment;
4. Report to the Senior Vice President for Academic Affairs and Provost;
5. Consult with the University Library Council on policies, services and programs;
6. Be responsible for the execution of University policies in so far as they affect the Libraries;
7. Formulate and present policies to the Library Assembly for its consideration;
8. Prepare an annual report that will be submitted to the Library Assembly and campus;

9. Prepare and manage the budget of the Libraries in consultation with the Library Executive Council (LEC) and other appropriate staff;
10. Recommend the appointment, reappointment, non-reappointment, permanent status, affiliate and emeritus status, promotion, and research leave of members of the library faculty with the advice of the Appointment, Promotion, and Permanent Status Committee or search committees;
11. Organize and conduct annual reviews for directors and other managers who report directly to the Dean;
12. Create and dissolve administrative committees and other units as needed to achieve the mission of the Libraries in consultation with LEC and other appropriate staff;
13. Represent the Libraries, in person or by proxy, for official business of the Libraries, to Campus and University communities, professional and scholarly organizations, and the public at large; and
14. Prepare and implement the Libraries' Strategic Plan in consultation with LEC, the Library Assembly, and other appropriate staff.

C. Evaluation.

The Dean of Libraries shall be evaluated at least once every five years in accordance with the provisions of the most current version of the University Senate *Plan of Organization* for the University of Maryland.

SECTION 2: THE DIVISION DIRECTORS

The Directors are the administrative officers of their divisions.

A. Appointment

The Directors shall be appointed in accordance with applicable University Policy.

B. Duties and Responsibilities

The Directors report to the Dean and shall be responsible for all tasks delegated to them by the Dean.

C. Evaluation

The Directors shall be evaluated at least once every five years in accordance with the provisions of the most current version of the University Senate *Plan of Organization* for the University of Maryland.

SECTION 3. THE LIBRARY EXECUTIVE COUNCIL

The Library Executive Council (LEC) consists of the Dean of Libraries, the division directors, the Chair of the Library Assembly, and others the Dean may appoint. LEC constitutes the senior administrative staff of the Libraries and is responsible for establishing the overall direction of the Libraries, which includes issues of budget, policy, strategic planning, and operations.

As appropriate, LEC shall invite faculty and staff to report on specific matters under consideration. LEC will also meet at least twice per year with the Advisory Council of the Library Assembly.

ARTICLE IV. THE LIBRARY ASSEMBLY

The Library Assembly, herein referred to as the Assembly, shall include all faculty, representative staff, and representative graduate assistants employed by the University of Maryland Libraries. The Assembly's work includes:

- a. Discussing and advising on proposed policies, procedures, services, and programs and discussing and advising on any matter of concern to the Libraries and brought before the Assembly by any member or group of members;
- b. Participating in the continued development of the team-based, learning organization;
- c. Discussing and advising on updates and revisions of the Strategic Plan;
- d. Sharing information with and promoting the skills and abilities of the faculty, staff, and graduate assistants;
- e. Advising on the creation of opportunities for the professional growth and development of faculty, staff, and graduate assistants;
- f. Administering and overseeing appointment, promotion, permanent status, and periodic evaluation of faculty;
- g. Making recommendations to the Dean on annual merit and salary review for library faculty.

SECTION 1. MEMBERSHIP

The membership of the Assembly shall consist of:

- A. all library faculty including contractual faculty with the academic rank of Librarian I and above and who have an appointment of at least 50 percent in the Libraries, emeritus faculty, and affiliate library faculty. They shall each have one vote and shall be eligible for membership on Assembly committees.

- B. elected representatives of the exempt and non-exempt staff and the graduate assistants. To qualify for election as a representative from the staff groups, an individual must have a permanent or contractual appointment of at least 50 percent in the Libraries. Representation shall equal 10 percent of the population of each employment group. The representatives of the exempt and non-exempt staff shall be elected for staggered three-year terms, with approximately one-third of each of the two staff groups elected annually. The representatives of the graduate assistants shall serve one-year terms renewable for a maximum of two years' service. All representatives shall have one vote and shall be eligible for membership on Assembly committees except for those whose membership is specifically limited by this Plan of Organization or by a superseding authority. The Nominations, Elections, and Voting Procedures Committee, in consultation with the Libraries' Human Resources Office, will determine the eligible population within each employment group prior to the annual election for staff and graduate assistant representatives.

SECTION 2. OFFICERS

The officers of the Assembly shall be elected by the Assembly and shall consist of a Chair, Vice Chair, immediate past Chair, and Secretary, as well as a Parliamentarian appointed by the Chair with the advice and consent of the Vice Chair and Secretary. All officers shall also serve on the Advisory Council. (See Section 4 for details.) Library faculty serving on the Library Executive Council are not eligible for election to Assembly offices set forth in this section.

- A. Chair / Vice Chair / immediate past Chair. The Chair shall be the presiding officer of the Assembly, except for meetings dealing with decisions regarding appointments, promotions, and permanent status. Meetings dealing with these matters shall be presided over by the chair of the Appointment, Promotion and Permanent Status Committee (APPSC) as described in Article IV, Section 5, Subsection C, Paragraph 2, Part d. The Vice Chair shall preside in the Chair's absence. The Chair shall be the Library Assembly's representative on LEC.

The Chair and Vice Chair shall be elected from the library faculty and staff representatives for staggered three-year terms. The Vice Chair shall assume the duties of Chair during her or his second year. In the third year, the Chair serves as immediate past Chair.

In the event that the Vice Chair is unable to complete her or his term of office, a new Vice Chair shall be elected by the Assembly. In the event that the Chair is unable to complete her or his term of office, the Vice Chair will become Chair and a new Vice Chair shall be elected by the Assembly. In the event that the immediate past Chair is unable to complete her or his term of office, the Advisory Council shall appoint a previous Chair to serve as immediate past Chair.

- B. Secretary. The Secretary of the Assembly shall be elected annually from the Library Assembly membership and may serve a maximum of two successive terms. In the event that the Secretary is unable to complete her or his term of office, the Advisory Council shall appoint a replacement. Duties of the Secretary shall include:
1. Recording, preserving, and distributing minutes of Assembly and Advisory Council meetings;
 2. Overseeing content of the Assembly web site;
 3. Ensuring that Assembly documents are properly archived.
- C. Parliamentarian. The Chair shall appoint annually, with the advice and consent of the Vice Chair and Secretary, the Parliamentarian to advise the Chair on questions of procedure. In the event that the Parliamentarian is unable to complete her or his term of office, the Chair, with the advice and consent of the Vice Chair and Secretary, shall appoint a replacement.

SECTION 3. MEETINGS

Meetings of the Assembly are open to all library faculty, staff, and graduate assistants, except those meetings called to make recommendations for appointments, promotions, and permanent status. Meetings dealing with these matters shall be limited to members who have already obtained the status and rank that the applicant seeks. Any library faculty, staff member, or graduate assistant may speak at Assembly meetings, regardless of voting status.

- A. The Chair or the Vice Chair shall preside at meetings of the Assembly, except those meetings called to make recommendations for appointments, promotions, and permanent status. Meetings dealing with these matters shall be presided over by the chair of the APPSC as described in Article IV, Section 5, Subsection C, Paragraph 2, Part d.
- B. Types of Meetings
1. Regular Meetings. The regular meetings of the Assembly shall be held as needed with a minimum of one per semester. A call for agenda items shall be issued prior to each regular meeting.
 2. Special Meetings. Special meetings of the Assembly may be called by the Advisory Council on the request of ten members of the Assembly. Special meetings are reserved for consideration of an urgent matter.
- C. Notice of Meeting. All library faculty, staff, and graduate assistants shall receive notice of each regular meeting at least ten days before the meeting. All library faculty, staff, and graduate assistants shall be sent notice of a special meeting in advance of the meeting. A written agenda prepared by the Chair in consultation with the Library

Assembly Advisory Council shall be provided at least five days in advance of a regular meeting.

- D. Minutes. The Secretary shall record and preserve minutes of all meetings and distribute them to all library faculty, staff, and graduate assistants within ten working days of the meeting.
- E. Quorum. A quorum shall consist of 35 percent of the voting members of the Assembly, except for meetings dealing with decisions regarding appointments, promotions, and permanent status, for which a quorum shall consist of 75 percent of those eligible. Prior to the beginning of each semester the Secretary shall identify the total voting membership. If no business can be transacted due to a lack of quorum, the Chair may wait a reasonable amount of time to allow a quorum to be assembled. Failing that, the Chair will adjourn the meeting.
- F. The latest edition of Robert's Rules of Order shall govern meetings of the Assembly when not in conflict with these Articles.
- G. Voting.
 - 1. Voting on motions is normally accomplished by voice vote. A simple majority carries the motion. A show of hands is used to verify an inconclusive voice vote and to vote on motions requiring two-thirds for adoption.
 - 2. On request of a member of the Assembly, a secret ballot shall be used instead of voice or hand votes.

SECTION 4. THE ADVISORY COUNCIL OF THE LIBRARY ASSEMBLY

The Advisory Council of the Assembly consists of the Chair, the Vice Chair, the immediate past-Chair, the Secretary, the Parliamentarian, two non-faculty Assembly members elected by the staff representatives of the Assembly, and the chairs of all Assembly standing committees. The Chair also may invite guests to participate in Advisory Council meetings as appropriate. The Advisory Council acts as an executive committee of the Assembly. It consults regularly with the Dean and LEC on matters of interest and concern to the Libraries, including budget decisions and facility planning. The Dean shall report to the Advisory Council regarding action on and status of recommendations from the Assembly. The Advisory Council may appoint persons to take on specific technical roles for the Assembly, e.g., web master and electronic list manager. The Advisory Council shall report regularly to the Assembly on all of its activities.

SECTION 5. COMMITTEES

The Assembly may establish committees as necessary to conduct its activities and fulfill its purpose.

Types of committees. The Assembly may have standing committees and special committees. Special committees shall not be established when the specific problem or issue may reasonably be assigned to a standing committee within its role and scope. However, standing committees may request that a specific problem or issue falling within its role and scope be assigned to a special committee when the standing committee cannot accomplish the task in a timely fashion.

- A. Standing committees support the work of the Assembly on a continuing basis. The Assembly shall review each standing committee at least every five years. Standing committees may create and revise policies within the scope of their charge and may create and revise procedures to implement these policies. These policies and procedures shall be posted on the Assembly's web site. Any policy established or revised by a standing committee must be approved by the Assembly.
 1. Creation and dissolution of standing committees. The Assembly shall create standing committees with the guidance of the Committee on Committees in accordance with the Plan of Organization amendment process. The charge, membership, terms of office, and the manner of selecting the chair of each standing committee shall be specified in the Plan of Organization. Standing Committees may be dissolved only by amendment to the Plan of Organization.
 2. Membership on Standing Committees. The Assembly shall elect members to its standing committees. Any member of the Assembly may nominate candidates to serve on standing committees. All faculty, staff, and graduate assistants who have an appointment of at least 50 percent in the Libraries are eligible to serve on standing committees, except as determined by Article IV, Section 5, Subsection C of this Plan of Organization or by a superseding authority. The Assembly Chair, in consultation with the Advisory Council, may make temporary appointments to fill vacancies on standing committees to serve until the next election.
- B. Special committees undertake work falling outside the role and scope of standing committees. At the request of a standing committee, a special committee may be formed to do clearly defined work within the scope of the standing committee, and its progress will be monitored by the Committee on Committees.
 1. Creation and dissolution of special committees.

Any member of the Assembly may propose the creation of a special committee. A majority vote of the Assembly shall be required to create a special committee. It is the responsibility of the Committee on Committees to draft the charge, the membership requirements, the term of operation, and the method for selecting the chair of the committee. The draft charge and accompanying documentation shall be presented to the Assembly for discussion and approval by a majority vote. Special committee members

shall be appointed by the Advisory Council on recommendations from the Committee on Committees. The charge of a special committee shall include a time limit for completing its work. The final reports of special committees shall be presented to the Assembly.

2. Membership on Special Committees. All faculty, staff, and graduate assistants who have an appointment of at least 50 percent in the Libraries are eligible to serve on special committees, except as determined by a superseding authority. Members shall be appointed by the Advisory Council upon recommendation from the Committee on Committees. The Assembly Chair, in consultation with the Advisory Council, may make temporary appointments to fill vacancies on the special committees.

C. Standing Committees. The Assembly shall maintain the standing committees listed below:

1. Nominations, Elections, and Voting Procedures Committee

- a. Charge:

The Nominations, Elections, and Voting Procedures Committee shall be responsible for the overall supervision and conduct of nominations and elections of Library Assembly officers, staff representatives to the Advisory Council, standing committee members, representative staff and graduate assistants to the Assembly, and university senators representing the Libraries; for coordinating University Senate representation according to the bylaws of the University Senate; and for conducting the balloting to amend the Libraries' Plan of Organization. The committee may use preference voting when conducting elections. The composition of committees should represent as broad a spectrum of interests as possible, consistent with the functions of committees and the availability of candidates to serve.

- b. Membership:

The Committee shall consist of four members, elected at large by and from the Assembly.

- c. Term of Office:

Members shall serve three-year staggered terms, with at least one member elected annually. Members may serve no more than two consecutive terms.

- d. Chair:

Following each year's election the committee shall meet to elect a chair.

2. Appointment, Promotion, and Permanent Status Committee

a. Charge:

The Appointment, Promotion, and Permanent Status Committee (APPSC) shall coordinate the procedures governed by the University of Maryland *Policy on Appointment, Promotion, and Permanent Status of Library Faculty* and, in coordination with the Faculty Annual Review Oversight Committee, shall ensure appropriate mentoring for library faculty pursuing promotion and permanent status.

b. Membership:

The Committee shall consist of six library faculty members above the rank of Librarian II, two of whom must be at the Librarian IV rank, elected at large by and from the library faculty. All committee members must hold regular appointments (non-temporary, non-contractual) in the UM Libraries and must have achieved permanent status. The Dean of Libraries is ineligible for service on the committee.

c. Term of Office:

Members shall serve a two-year term for no more than two consecutive terms. Members shall serve staggered terms.

d. Chair:

Following each year's election, the committee shall meet to elect a chair. The APPSC chair shall preside at Assembly meetings that deal with appointment, promotion, and permanent status decisions. If the APPSC chair cannot or is not eligible to attend a meeting dealing with these decisions, the APPSC member in attendance with the most years of service to the Libraries shall call the meeting to order and preside over the Assembly's selection of a chair pro tem for the meeting.

3. Committee on Committees

a. Charge:

The Committee on Committees shall write or provide guidance in the writing of the charge, the membership requirements, the term of operation, and the method for selecting the chair of the Assembly's committees. The Committee on Committees shall oversee the establishment and monitor the progress of special committees of the Assembly. The Committee on Committees shall communicate its work and transmit all reports of special committees to the Advisory Council.

b. Membership:

The Committee shall consist of three members, elected at large by and from the Assembly.

c. Term of Office:

Members shall serve a three-year staggered term, with one member elected annually.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

4. Faculty Merit Committee

a. Charge:

The Faculty Merit Committee conducts an annual assessment of all eligible library faculty members to provide peer review of merit applications for the purpose of advising the Dean of Libraries on merit pay awards.

b. Membership:

The Committee shall consist of five library faculty members, elected at large by and from the library faculty.

Members of the Library Executive Council are ineligible for service on this Committee.

c. Term of Office:

Members shall serve for two years. Members may serve no more than two full consecutive terms. Members shall serve staggered terms.

d. Chair

Following each year's election the committee shall meet to elect a chair.

5. Faculty Annual Review Oversight Committee

a. Charge:

The Committee, in collaboration with the Libraries Human Resources Office, shall be responsible for assuring that the processes for annual faculty performance review and five-year administrative review for managers who do not report to the Dean are completed in a timely manner. The Committee shall monitor, evaluate, and report on the effectiveness of the processes it oversees. In coordination with the Appointment, Promotion, and Permanent Status Committee, the Committee shall ensure appropriate mentoring for library faculty.

b. Membership:

The Committee shall consist of four members: three elected at large by and from the library faculty and the Head of the Libraries' Human Resources Office (ex-officio) or her or his designee.

c. Term of Office:

Members shall serve two-year staggered terms of office, with at least one member elected annually.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

6. Staff Affairs Committee

a. Charge:

The Staff Affairs Committee shall review library policies as they affect staff members, recommend new policies, serve as a point of contact for staff who are not members of the Assembly, and actively promote understanding of and opportunities for staff involvement, particularly from non-faculty, in shared governance at every administrative level.

b. Membership:

The Committee shall consist of seven members. Four members shall be elected by and from the exempt and non-exempt library staff; two members elected by and from the library faculty; and one member elected by and from the library graduate assistants.

c. Term of Office:

Exempt and non-exempt staff members and library faculty members shall serve two-year staggered terms, with at least one member within the two membership groups elected annually. Members may serve no more than two consecutive terms. The Graduate Assistant shall serve a one-year term.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

7. Library Faculty Research Fund Committee

a. Charge:

The Library Faculty Research Fund Committee shall award funds from the Library Faculty Research Fund to conduct scholarly research. The committee shall call for proposals, evaluate proposals, oversee the expenditures of funds, and promote and publicize the research fund process, which shall be conducted twice a year. The committee shall encourage library faculty in their research through relevant activities, such as workshops. The Committee may be asked to manage other research and grant approval processes that relate to research opportunities for faculty.

b. Membership:

The committee shall consist of four library faculty members, elected at large by and from the library faculty.

c. Term of Office:

Members shall serve two-year staggered terms. Members may serve no more than two consecutive terms.

d. Chair:

Following each year's election the committee shall meet to elect a chair.

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The University Library Council (ULC) provides advice about policy issues concerning the library system to the University Senate, to the Provost, and to the Dean of Libraries. The ULC meets regularly, usually with the Dean of Libraries.

Members of the ULC are appointed jointly by the Provost and the University Senate according to the *Bylaws of the University Senate*.

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SECTION 1. PROPOSAL OF AMENDMENTS

Amendments to these Articles may be proposed through written petition, signed by committees of the Assembly or by three or more members of the Assembly.

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- C. The special committee shall elect its own presiding officer.
- D. Members of the special committee shall serve until their report has been presented to the Assembly. That report should be presented no later than six months after the date of the creation of the special committee.
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