



UNIVERSITY
LIBRARIES

The University of Maryland Libraries

Plan of Organization

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TABLE OF CONTENTS

TABLE OF CONTENTS 2

PREAMBLE..... 3

ARTICLE I: NAME, MISSION, AND DEFINITIONS 3

 SECTION 1. NAME 3

 SECTION 2. MISSION..... 3

 SECTION 3. DEFINITIONS 3

ARTICLE II. PURPOSE AND SUPERSEDING AUTHORITY 5

ARTICLE III: LIBRARY ADMINISTRATION 5

 SECTION 1. THE DEAN OF LIBRARIES 5

 SECTION 2: THE ASSISTANT AND ASSOCIATE DEANS 7

 SECTION 3. THE LIBRARY MANAGEMENT GROUP 7

ARTICLE IV. THE LIBRARY ASSEMBLY 8

 SECTION 1. MEMBERSHIP..... 8

 SECTION 2. OFFICERS 9

 SECTION 3. THE LIBRARY ASSEMBLY ADVISORY COUNCIL..... 10

 SECTION 4. MEETINGS..... 11

 SECTION 5. COMMITTEES..... 13

 SECTION 6. STANDING COMMITTEES..... 14

 A. Appointment, Promotion, and Permanent Status Committee 15

 B. Committee on Committees 15

 C. Faculty Mentoring Committee..... 16

 D. Faculty Merit and Annual Review Committee 16

 E. Library Research Fund Committee 17

 F. Nominations, Elections, and Voting Procedures Committee..... 18

 G. Professional Track Faculty Oversight Committee..... 18

 H. Staff Affairs Committee..... 19

 SECTION 7: ELECTIONS 20

ARTICLE V: APPOINTMENT, PROMOTION, PERMANENT STATUS, AND PERIODIC
EVALUATION OF LIBRARY FACULTY 21

 SECTION 1. APPOINTMENT, PROMOTION, AND PERMANENT STATUS..... 21

 SECTION 2. PERIODIC EVALUATION..... 24

 SECTION 1. PROPOSAL OF AMENDMENTS 25

 SECTION 2. RATIFYING AMENDMENTS 25

 SECTION 3. REVIEW OF THE PLAN OF ORGANIZATION..... 25

PREAMBLE

The Plan of Organization of the University of Maryland Libraries, hereafter referred to as the Plan, 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 University of Maryland Libraries' organization.
3. It ensures that all activities of the Libraries are consonant with the policies, procedures, and regulations for the governance of the University of Maryland.
4. It embodies the University of Maryland Libraries' commitment to free and open participation in shared governance among the library faculty, exempt staff, non-exempt staff, graduate assistants, and administrators at every level, thereby promoting good will and mutual regard.
5. It further strives to ensure academic and professional growth among all employees for the purpose of achieving the Libraries' mission to the University of Maryland.

Achieving these purposes depends upon the University of Maryland Libraries having a diverse body of employees. The University of Maryland Libraries is committed to creating an equitable, inclusive, and supportive environment that nurtures growth and productivity.

ARTICLE I: NAME, MISSION, AND DEFINITIONS

SECTION 1. NAME

The name of the unit shall be the University of Maryland Libraries, hereafter referred to as the Libraries. The Libraries is a non-departmentalized unit and is governed by the University in the same manner as a College or School.

SECTION 2. MISSION

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

SECTION 3. DEFINITIONS

The following terms used in the Plan have the meanings set forth below.

- A. "Employees" includes all personnel holding appointments in the Libraries, including

permanent status and permanent status-track faculty, professional track faculty, exempt staff, and non-exempt staff. It does not, for the purposes of this Plan, include graduate assistants, hourly student workers, or volunteers.

- B. “Faculty” includes the following constituencies unless otherwise indicated:
1. Permanent Status and Permanent Status-Track Faculty: All permanent status and permanent-status track faculty, as defined in the University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty. Such faculty hold the rank of Librarian I, Librarian II, Librarian III, or Librarian IV.
 2. Professional Track Faculty: All faculty in ranks which are not eligible for permanent status, as defined in the University of Maryland Libraries Policy on Appointment, Reappointment, and Promotion of Professional Track Faculty. Such faculty hold the rank of Faculty Specialist, Senior Faculty Specialist, or Principal Faculty Specialist.
- C. “Staff” includes the following constituencies unless otherwise indicated:
1. “Exempt Staff” hold appointments classified by the University as Exempt.
 2. “Non-Exempt Staff” hold appointments classified by the University as Non-Exempt.
- D. “Graduate Assistant” refers to a registered graduate student enrolled in a degree program at the University and holding an appointment in the Libraries classified by the University as a Graduate Assistant. This constituency does not, for the purposes of this Plan, include hourly graduate student workers.
- E. “Consecutive Terms” shall refer to full terms of office occurring in succession, with no gap between them. Partial terms, for example those served by appointment to vacant positions, shall not count toward “consecutive” terms.
- F. “Staggered Terms” shall refer to an arrangement whereby only a certain number of committee members or Representatives are elected in a given year. If an unanticipated vacancy disrupts staggering for a committee or group of elected Representatives, the term length for that position may be shortened in the next election in order to restore staggering.
- G. *Ex Officio* shall be used to refer to a person serving on a committee or other body by virtue of the position or title the person holds. Unless otherwise indicated, *ex officio* members shall be non-voting members of the committees on which they serve. *Ex officio* members may not serve as chairs or vice chairs of those committees.
- H. “Quorum” is the number of voting members required to be present for the body to conduct official business. Quorum is defined for each body below.

ARTICLE II. PURPOSE AND SUPERSEDING AUTHORITY

This Plan is formulated pursuant to the *Plan of Organization for Shared Governance at the University of Maryland, College Park*, and the University of Maryland Board of Regents *Policy on Shared Governance in the University System of Maryland*. At the University of Maryland, executive authority flows from the Senior Vice President for Academic Affairs and Provost through the Dean of Libraries, whereas shared governance authority originates in the University's Plan of Organization and flows through the Senate to the Colleges and Libraries. This Plan 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, exempt staff, non-exempt staff, and graduate assistants; and to guide in the appointment and conduct of Libraries committees.

ARTICLE III: LIBRARY ADMINISTRATION

SECTION 1. THE DEAN OF LIBRARIES

A. Appointment.

The Dean of Libraries shall be appointed by the Senior Vice President for Academic Affairs and Provost, hereafter referred to as the Provost, and approved by the President of the University.

B. Duties and Responsibilities.

The Dean of Libraries, hereafter referred to as the Dean, 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 Provost;
5. Consult with the University Library Council, as established by the *Bylaws of the University Senate*, on policies, services, and programs; report to the Library Assembly on outcomes of the University Library Council's meetings;
6. Execute University policies insofar as they affect the Libraries;
7. Formulate and present policies and priorities to the Library Assembly for its consideration;

8. Report regularly to the Library Assembly and its committees on actions taken as a result of the Assembly's recommendations;
9. Prepare, submit, and present an annual report to the Library Assembly; prepare and submit an annual report to the Provost;
10. Prepare and manage the budget of the Libraries in consultation with the Library Management Group (LMG), the Library Assembly Advisory Council, and others as appropriate; prepare and present to the Library Assembly annually a budget for the Libraries for the upcoming year and a report on expenditures of the prior year;
11. Recommend the appointment, reappointment, non-reappointment, permanent status, affiliate and emeritus status, promotion, and research leave of faculty members with the advice of the faculty, the Appointment, Promotion, and Permanent Status Committee, the Professional Track Faculty Oversight Committee, or search committees;
12. Appoint members and chairs of Comprehensive Review Committees, as needed;
13. Receive and review merit and salary review recommendations from the Faculty Merit and Annual Review Committee (FMARC) and the Professional Track Faculty Oversight Committee (PTKOC); distribute merit pay funds to faculty in accordance with the *University of Maryland Policy on Faculty Merit Pay Distribution*;
14. Report annually to the Library Assembly on merit and salary issues;
15. Periodically review the management, training, and advancement of exempt and non-exempt staff in consultation with the Staff Affairs Committee, exempt and non-exempt Representatives, and others as appropriate; address matters as findings dictate; and report to the Library Assembly on these activities;
16. Organize and conduct annual reviews for employees who report directly to the Dean; evaluate the Assistant and Associate Deans at least once every five years, in accordance with the University of Maryland Policy on the Review of Department Chairs and Directors of Academic Units (I-6.00(C));
17. Create and dissolve administrative committees and other groups or partnerships as needed to achieve the mission of the Libraries in consultation with LMG and others as appropriate;
18. Represent the Libraries, in person or by proxy, for official business of the Libraries, to the University community, consortial partners including the

University System of Maryland and Affiliated Institutions and the Big Ten Academic Alliance, professional and scholarly organizations, and the public at large; report on such business regularly to the Library Assembly;

19. Prepare and implement the Libraries' Strategic Plan in consultation with LMG, the Library Assembly, and others as appropriate; report on strategic planning regularly to the Assembly.

C. Evaluation.

The Dean shall be evaluated at least once every five years in accordance with the University of Maryland Policy on the Review of Deans of Academic Units (1-6.00(B)).

SECTION 2: THE ASSISTANT AND ASSOCIATE DEANS

The Assistant and Associate Deans are the chief administrative officers of the Libraries' divisions. Divisions are the major administrative units of the Libraries, as reflected in the organizational chart.

A. Appointment.

The Assistant and Associate Deans are appointed by the Dean and with the approval of the Provost.

B. Duties and Responsibilities.

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

C. Evaluation.

The Assistant and Associate Deans shall be evaluated at least once every five years in accordance with the University of Maryland Policy on the Review of Department Chairs and Directors of Academic Units (1-6.00(C)).

SECTION 3. THE LIBRARY MANAGEMENT GROUP

The Library Management Group (LMG) consists of the Dean, the Assistant and Associate Deans, the Chair of the Library Assembly, the Diversity Officer, and others the Dean may appoint. LMG constitutes the senior administrative group of the Libraries and is responsible for advising and assisting the Dean on establishing the overall direction of the Libraries, which includes issues of budget, policy, faculty and staff hiring priorities, strategic planning, facilities planning, and operations. As appropriate, LMG shall invite individuals or committees 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, as well as Representatives of exempt staff, non-exempt staff, and graduate assistants employed by the Libraries. The Assembly shall:

1. Discuss and advise on proposed policies, procedures, services, and programs, and discuss and advise on any matter of concern to the Libraries brought before the Assembly by any member or group of members;
2. Participate in the continued development of the organization;
3. Discuss and advise on updates and revisions of the Strategic Plan;
4. Share information with and promote the skills and abilities of all library employees and graduate assistants;
5. Advise on the creation of opportunities for the professional growth and development of all Libraries employees and graduate assistants.

SECTION 1. MEMBERSHIP

The membership of the Assembly shall consist of:

- A. All faculty who have an appointment of at least 50 percent in the Libraries, and emeritus faculty. They shall each have one vote and shall be eligible for membership on Assembly committees except for committees for which membership is specifically limited by this Plan.
- B. Elected Representatives of the exempt staff, non-exempt staff, and graduate assistants. To qualify for election, an individual must have a permanent, contractual, or graduate assistant appointment of at least 50 percent in the Libraries. Representation shall equal 30 percent of the population of each constituency. The Representatives of the exempt and non-exempt staff shall be elected for staggered three-year terms, with approximately one-third of each group elected annually, up to a maximum of two consecutive terms. The Representatives of the graduate assistants shall serve one-year terms, up to a maximum of two consecutive terms. Each Representative shall have one vote and be eligible for membership on Assembly committees, except for those committees for which membership is specifically limited by this Plan. In the event that a Representative cannot complete the term of office, the Chair of the Assembly, in consultation with the remaining elected Representatives from the relevant constituency and the Library Assembly Advisory Council, will appoint a replacement to fill the vacancy until the next regular election for that constituency. Replacement Representatives shall be from the same constituency as the Representative being replaced.

- C. All officers of the Assembly shall be voting members. They shall each have one vote, except as noted in Article IV, Section 2.
- D. The Dean shall be a non-voting *ex officio* member of the Assembly.
- E. The responsibilities of each officer, committee member, and Representative shall be considered part of the employee or graduate assistant's official duties.

SECTION 2. OFFICERS

The officers of the Assembly shall consist of a Chair, Vice Chair, Immediate Past Chair, Secretary, and Parliamentarian. All officers shall serve on the Library Assembly Advisory Council. (See Article IV, Section 3 for details.) The Dean, Assistant Deans, and Associate Deans are not eligible for election to Assembly offices set forth in this section.

A. Vice Chair.

A Vice Chair shall be elected annually by and from the Assembly for a three-year term; the first year shall be as Vice Chair, the second year as Chair, and the third year as Immediate Past Chair. Graduate Assistants and the Immediate Past Chair are not eligible for this position. The duties of the Vice Chair shall be to assist the Chair, and to preside over meetings of the Assembly and Library Assembly Advisory Council in the Chair's absence.

In the event that the Vice Chair is unable to complete the first year of the term of office, a new Vice Chair shall be elected by and from the Assembly.

B. Chair.

The Vice Chair shall assume the duties of Chair during the second year of the three-year term. The Chair shall be the presiding officer of the Assembly and Library Assembly Advisory Council, and the Assembly's representative on LMG. The Chair shall be a non-voting member of the Assembly, except in cases of a ballot vote or when the Chair's vote would affect the outcome. In consultation with the Library Assembly Advisory Council, the Chair may appoint persons to take on specific technical roles for the Assembly, e.g. webmaster or electronic list manager. The Chair may appoint persons to fill vacancies of Representatives and on committees, as needed.

In the event that the Chair is unable to complete the second year of the term of office, the Vice Chair will become Chair and a new Vice Chair shall be elected by and from the Assembly.

C. Immediate Past Chair.

The Chair shall assume the duties of Immediate Past Chair during the third year of the three-year term. The Immediate Past Chair shall serve in an advisory capacity to the current Chair.

If the Immediate Past Chair is unable to complete the third year of the term of office, the Chair, in consultation with the Library Assembly Advisory Council, shall appoint a previous Chair to serve as Immediate Past Chair.

D. Secretary.

The Secretary shall be elected annually by and from the Assembly for a one-year term and may serve a maximum of two consecutive terms. If the Secretary is unable to complete the term of office, the Chair, in consultation with the Library Assembly Advisory Council, shall appoint a replacement. Duties of the Secretary shall include recording and preserving minutes of Assembly and Advisory Council meetings and ensuring that Assembly documents are properly archived.

E. Parliamentarian.

The Chair, in consultation with the Vice Chair and Secretary, shall appoint annually the Parliamentarian from the Assembly to advise the Chair on questions of procedure. The Parliamentarian shall be a non-voting member of the Assembly except in the case of a ballot vote. The Parliamentarian shall serve a one-year term, up to a maximum of two consecutive terms. If the Parliamentarian is unable to complete the term of office, the Chair, in consultation with the Library Assembly Advisory Council, shall appoint a replacement.

SECTION 3. THE LIBRARY ASSEMBLY ADVISORY COUNCIL

A. Charge.

The Library Assembly Advisory Council, hereafter referred to as the Advisory Council, acts as an executive committee of the Assembly and functions as the Libraries' Faculty Advisory Council as described in the *Plan of Organization for Shared Governance at the University of Maryland, College Park*. It consults regularly with the Dean and LMG on matters of interest and concern to the Libraries, including budget, policy, faculty and staff hiring priorities, strategic planning, facilities planning, and operations. The Advisory Council assists the Chair with the preparation of Assembly meeting agendas and reviews requests for special committees. The Advisory Council reports regularly to the Assembly on all of its activities.

B. Membership.

The Advisory Council 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 University Senators, the Professional Track Faculty Senator, one faculty member elected by and from the faculty, one exempt staff member elected by and from the exempt staff Representatives, one non-exempt staff member elected by and from the non-exempt staff Representatives, and one graduate assistant member elected by and from the graduate assistants. The Chair shall be the presiding officer of the Advisory Council.

C. Meetings.

The Advisory Council shall meet as needed with a minimum of one meeting per semester. The Chair may invite appointed technical advisors (e.g., the webmaster) or guests to participate in Advisory Council meetings as appropriate.

D. Minutes.

Minutes of each meeting shall be recorded by the Secretary and published.

E. Quorum.

A quorum shall be equal to more than half of the Advisory Council's voting members.

SECTION 4. MEETINGS

A. Meetings of the Assembly.

Meetings of the Assembly are open to all Libraries employees and graduate assistants. Any Libraries employee or graduate assistant may speak at Assembly meetings, regardless of voting status. All employees and graduate assistants are entitled to release time for participation in Assembly meetings.

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.
 - b. Special Meetings. The Chair or the Advisory Council may call special meetings of the Assembly as needed, or upon the request of ten members of the Assembly.

3. Agenda and Notice of Meeting.

- a. Regular Meetings. The Chair shall issue a notice of meeting and call for agenda items to all Libraries employees and graduate assistants prior to preparing an agenda in consultation with the Advisory Council. The agenda shall be shared at least seven days in advance of the meeting.
- b. Special Meetings. All Libraries employees and graduate assistants shall be sent notice of a special meeting, along with an agenda, normally seven days in advance of the meeting.

4. Minutes.

The Secretary shall record and preserve minutes of all meetings. The Chair will distribute them to all Libraries employees 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. Members of the Assembly attending the meeting online shall count toward quorum. Prior to the beginning of each semester, the Nominations, Elections, and Voting Procedures Committee 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, Newly Revised* shall govern meetings of the Assembly when not in conflict with this Plan.

7. Voting.

- a. Voting on motions is normally accomplished by voice vote. A simple majority carries the motion.
- b. A show of hands shall be used to verify an inconclusive voice vote; to vote on motions requiring two-thirds for adoption; or upon request of a member of the Assembly. A secret ballot may also be used instead of voice or hand votes upon request of a member of the Assembly.
- c. In the case of a vote conducted by show of hands or secret ballot, electronic voting shall be conducted for Assembly members attending the meeting online. Electronic votes shall be tallied together with the votes of those physically present to determine if the motion passes.

B. Meetings of the Faculty and the Staff.

As an element of shared governance, the Libraries faculty, exempt staff, non-exempt staff, and graduate assistants 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. Responsibility.

Such meetings may be called by a member of the Advisory Council or by a Representative. Such meetings shall be presided over by the Advisory Council member(s) or Representative(s) who called the meeting.

2. Agenda and Notice of Meeting.

The presiding Advisory Council member, Representative, or designee shall issue a notice of meeting and agenda, typically at least seven days in advance of the meeting.

3. Minutes.

The presiding Advisory Council member, Representative, or designee shall record minutes of the meeting and forward them to the Secretary for preservation.

SECTION 5. COMMITTEES

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

A. Standing committees support the work of the Assembly on a continuing basis. The Assembly shall review each standing committee at least every ten 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 website. Any policy established or revised by a standing committee must be approved by the Assembly. Standing committees shall meet as needed with a minimum of one meeting per semester.

1. Creation and dissolution of standing committees.

The Assembly shall create or dissolve standing committees with the guidance of the Committee on Committees in accordance with the amendment process as specified in Article VI. The charge, membership, terms of office, and the manner of selecting the chair of each standing committee shall be specified in Article IV, Section 6.

2. Membership on standing committees.

All employees 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 6. The Assembly shall elect members to its standing committees. Any employee or graduate assistant may nominate candidates to serve on standing committees. The Assembly Chair, in consultation with the Advisory Council, may make temporary appointments to fill vacancies on standing committees to serve until the next annual election. Replacement members shall be from the same constituency as the member being replaced.

B. Special committees undertake work falling outside the role and scope of standing committees. A special committee shall not be established when the specific problem or issue may reasonably be assigned to a standing committee. However, a standing committee may request that a special committee be formed to do clearly defined work on a problem or issue falling within its role and scope when the standing committee cannot accomplish the task in a timely fashion.

1. Creation and dissolution of special committees.

- a. Any standing committee or member of the Assembly may propose the creation of a special committee.
- b. The Advisory Council shall review the request for the special committee.
- c. The Committee on Committees shall draft the charge, membership requirements, term of operation, and method for selecting the chair of the committee. The draft charge and accompanying documentation shall be presented to the Assembly for discussion and approval.
- d. A majority vote of the Assembly shall be required to create the special committee and approve the charge and accompanying documentation.
- e. The Committee on Committees shall monitor the progress of the special committee.
- f. The special committee's final report shall be presented to the Assembly.

2. Membership on special committees.

All employees and graduate assistants who have an appointment of at least 50 percent in the Libraries are eligible to serve on special committees. 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 special committees. Replacement members shall be from the same constituency as the member being replaced.

C. Quorum shall be equal to more than half of a committee's voting members.

SECTION 6. STANDING COMMITTEES

The Assembly shall maintain the following standing committees:

A. Appointment, Promotion, and Permanent Status Committee.

1. Charge.

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

2. Membership.

The committee shall consist of six faculty members above the rank of Librarian II, two of whom must be at the Librarian IV rank, elected by and from the permanent status and permanent status-track faculty. All committee members must have achieved permanent status. The Dean of Libraries and Assistant and Associate Deans are ineligible for service on the committee.

3. Term of Office.

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

4. Chair.

Following each year's election, the committee shall meet to elect a chair. The committee may also elect a vice chair, as appropriate for its work. The chair and/or vice chair must hold the rank of Librarian IV. The APPSC chair shall preside at meetings that deal with appointment, promotion, and permanent status decisions. If the APPSC chair or vice 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.

B. Committee on Committees.

1. Charge.

The Committee on Committees (COC) 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 for each 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 provide a slate of candidates from within the Libraries, from which administrators may appoint representatives to participate in the search, nomination, and review of the Dean, Assistant Deans, and Associate Deans. The Committee on Committees is responsible for the ten-year reviews of standing committees. The Committee on Committees shall communicate its work and transmit all reports of special committees to the Advisory Council.

2. Membership.

The committee shall consist of three members, one elected by and from the exempt and non-exempt staff, and two elected at large by and from the Assembly.

3. Term of Office.

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

4. Chair.

Following each year's election, the committee shall meet to elect a chair. The committee may also elect a vice chair, as appropriate for its work.

C. Faculty Mentoring Committee.

1. Charge.

The Faculty Mentoring Committee (FMC) creates guidelines and procedures for and monitors and reports on the effectiveness of the faculty mentoring process for all faculty. This committee shall ensure appropriate mentoring for faculty pursuing promotion and permanent status as well as for professional track faculty.

2. Membership.

The committee shall consist of four members. Three members shall be elected by and from the faculty. The Director of the Libraries' Human Resources or designee serves as a non-voting *ex officio* member of the committee.

3. Term of Office.

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

4. Chair.

Following each year's election, the committee shall meet to elect a chair. The committee may also elect a vice chair, as appropriate for its work.

D. Faculty Merit and Annual Review Committee.

1. Charge.

The Faculty Merit and Annual Review Committee (FMARC) conducts an annual assessment of all eligible permanent status and permanent status-track faculty members to provide peer review of merit applications for the purpose of advising the Dean on merit pay awards, and of annual review for the purpose of facilitating continued professional development of the faculty. It is responsible for monitoring,

evaluating, and reporting on the effectiveness of the merit and annual review processes for permanent status and permanent status-track faculty.

2. Membership.

The committee shall consist of six members, five of which are elected by and from the permanent status and the permanent status-track faculty. The composition shall contain a distribution of faculty from the permanent status and the permanent status-track ranks, with at least one member representing each constituency. The Director of the Libraries' Human Resources or designee serves as a non-voting *ex officio* member of the committee. The members of FMARC, with the exception of the Director of Libraries' Human Resources, serve as the Merit Pay Committee for the permanent status and permanent-status track faculty. The Dean, Assistant Deans, and Associate Deans are ineligible for service on this committee.

3. Term of Office.

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

4. Chair.

Following each year's election, the committee shall meet to elect a chair. The committee may also elect a vice chair, as appropriate for its work.

E. Library Research Fund Committee.

1. Charge.

The Library Research Fund Committee (LRFC) shall award funds from the Library Research Fund to conduct research, investigate innovative practices, and pursue 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 faculty and exempt staff in their research through relevant activities, such as workshops, and act as a resource for other committees.

2. Membership.

The committee shall consist of five members, three elected by and from the faculty, at least one of whom shall represent professional track faculty; one elected by and from the exempt staff; and one elected by and from the graduate assistants.

3. Term of Office.

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

4. Chair.

Following each year's election, the committee shall meet to elect a chair. The committee may also elect a vice chair, as appropriate for its work.

F. Nominations, Elections, and Voting Procedures Committee.

1. Charge.

The Nominations, Elections, and Voting Procedures Committee (NEVPC) shall be responsible for the overall supervision and conduct of nominations and elections of the Assembly officers, standing committee members, Assembly Representatives, and representatives to the Advisory Council; for coordinating elections of University Senators in accordance with the *Plan of Organization for Shared Governance at the University of Maryland, College Park*; for conducting the balloting to amend this Plan; and for coordinating the election of the special committee to review this Plan.

2. Membership.

The committee shall consist of five members, one elected by and from the exempt and non-exempt staff, and four elected at large by and from the Assembly. In accordance with the University's requirements for electing Senators, at least one of the at large positions must represent the permanent status/permanent status-track faculty and at least one must represent the Librarian I/professional track faculty.

3. Term of Office.

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

4. Chair.

Following each year's election, the committee shall meet to elect a chair. The committee may also elect a vice chair, as appropriate for its work.

G. Professional Track Faculty Oversight Committee.

1. Charge.

The Professional Track Faculty Oversight Committee (PTKOC) monitors the professional track faculty annual review process, recommends rank at appointment for new professional track faculty, reviews professional track faculty merit applications for the purpose of advising the Dean on merit pay awards, serves as the promotion committee for professional track faculty applications, and reviews all professional track faculty documentation on an annual basis.

2. Membership.

The committee shall consist of four members, three of which are elected by and from the faculty. At least one member must have permanent status, and at least one member must be a professional track faculty member. The Director of the Libraries' Human Resources or a designee shall serve as a non-voting *ex officio* member.

3. Term of Office.

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

4. Chair.

Following each year's election, the committee shall meet to elect a chair. The committee may also elect a vice chair, as appropriate for its work.

H. Staff Affairs Committee.

1. Charge.

The Staff Affairs Committee (SAC) shall review Libraries policies as they affect exempt staff, non-exempt staff, graduate assistants, and hourly student workers; research issues affecting these groups; recommend new policies or practices; promote training and other opportunities to constituencies; serve as an additional point of contact for employees and graduate assistants who are not members of the Assembly; and actively promote understanding of and opportunities for involvement, particularly from exempt and non-exempt staff, in shared governance at every administrative level.

2. Membership.

The committee shall consist of six members. Two members shall be elected by and from the exempt staff; two members shall be elected by and from the non-exempt staff; one member shall be elected by and from the faculty; and one member shall be elected by and from the graduate assistants. The chair of the Staff Affairs Committee, in consultation with other committee members and the elected staff Representatives, shall appoint annually a member to coordinate the work of the committee and the elected Representatives.

3. Term of Office.

Faculty, exempt staff, and non-exempt staff shall serve two-year staggered terms, with at least one member within each membership group elected annually. The graduate assistant shall serve a one-year term. Members may serve no more than two consecutive terms.

4. Chair.

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

committee may also elect a vice chair, as appropriate for its work.

SECTION 7: ELECTIONS

A. Responsibility.

NEVPC is responsible for coordinating the nominations and elections of all shared governance positions outlined in this Plan. It shall establish and make public the procedures and timelines associated with the elections it conducts. These procedures shall provide adequate notification for all members of the Libraries and ensure a fair and transparent process. The committee, in consultation with the Libraries' Business and Human Resources Offices, shall determine the eligible population within each constituency prior to each election. While NEVPC oversees the nominations process, it is the responsibility of the Advisory Council, standing committees, and the Assembly to nominate employees and graduate assistants for open positions. 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. Timeline.

Shared governance elections are usually held four times annually:

1. Graduate assistant Representatives to the Assembly and graduate assistant members of the Advisory Council are elected in the fall.
2. Assembly officers, standing committee members, and exempt and non-exempt Representatives to the Assembly are elected in the spring.
3. Faculty, exempt, and non-exempt representatives to the Advisory Council are elected in the summer.
4. University Senators are elected by the deadline provided by the University Senate.

The opening and closing of nomination periods should be scheduled to coincide with Assembly meetings whenever possible. Election timelines shall be published and shared with all Libraries employees and graduate assistants via email.

C. Procedures.

1. Nominations.

NEVPC shall open nominations at least two weeks before the nomination deadline. Nominations are gathered using an electronic form and (when possible) on the floor of the Assembly before the nomination period closes. Any employee or graduate assistant may submit a nomination, and self-nominations are encouraged. A preliminary slate of eligible nominees should be distributed seven days before nominations close. Nominees must accept the nomination to appear on the slate or ballot.

2. Ballot Distribution and Voting.

All elections are conducted electronically, with ballots distributed to eligible voters via email. Ballots for electing standing committee members shall be constructed to ensure appropriate representation and distribution according to Article IV, Section 6 of this Plan. Each constituency shall receive its own ballot for relevant elections; Assembly members shall receive a separate ballot for positions elected by and from the Assembly. Each individual may vote only once per ballot, and ballots shall be anonymous. Voting shall remain open for at least two weeks; any ballots submitted after the deadline shall not be counted.

3. Ballot Counting.

A quorum of NEVPC members must be present in order to count ballots. Votes shall be counted according to the latest edition of *Robert's Rules of Order, Newly Revised*. Depending on the number of candidates and positions available, preferential voting may be used.

ARTICLE V: APPOINTMENT, PROMOTION, PERMANENT STATUS, AND PERIODIC EVALUATION OF LIBRARY FACULTY

Appointment, Promotion, and Permanent Status in the Libraries is governed by the *University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty, II-1.00(B)*. The Libraries' Appointment, Promotion, and Permanent Status Committee (APPSC), described in Article IV, Section 6.A, manages the procedures governed by this policy. Additional information on the process and procedures are described in the *Guidelines for Appointment, Promotion, and Permanent Status of Library Faculty*, approved by the Assembly.

Periodic review of the Libraries faculty is governed by the *University of Maryland, College Park Policy on Periodic Evaluation of Faculty Performance, II-1.20(A)*. The Libraries' Faculty Merit and Annual Review Committee (FMARC), described in Article IV, Section 6.D in this Plan, manages the procedures governed by this policy. Additional information on the process and procedures are described in the *Library Faculty Annual Performance and Merit Review Policy* and *University of Maryland Libraries Faculty Annual Performance and Merit Review Guidelines*.

SECTION 1. APPOINTMENT, PROMOTION, AND PERMANENT STATUS

A. Initial Advisory Subcommittee Review.

1. Criteria.

- a. Promotion criteria, as established by the *University of Maryland Policy on Appointment, Promotion, and Permanent Status of Library Faculty (II-1.00(B))*, are available to the candidate at the time of appointment.
2. Rules for the Advisory Subcommittee.
 - a. An Advisory Subcommittee (ASC) guides the process for each application for promotion and/or permanent status, including assembling the dossier, soliciting internal and external evaluations, and reporting to the eligible faculty on its findings and recommendations.
 - b. Three or more members of the APPSC serve as the ASC for promotions from Librarian I to II, and for new appointments at the rank of Librarian III with permanent status
 - c. The Librarian IV members of APPSC coordinate the creation of the ASC for new appointments at the rank of Librarian IV.
 - d. The APPSC shall assign an ASC for each application for permanent status and/or promotion to Librarian III or Librarian IV.
 - e. Normally, each ASC will have three members, consisting of librarians at or above the rank for which the candidate is applying. ASC membership should include one librarian who is familiar with the work of the candidate, one librarian in a related field, and one librarian from anywhere in the Libraries. All ASC members from the Libraries must have permanent status.
 - f. The APPSC may appoint additional outside members (for example, academic faculty in a relevant department) to an ASC for applications for Librarian III or Librarian IV when appropriate. Such members must hold a rank at or above the rank for which the candidate is applying; for non-Libraries faculty, the comparable ranks are Associate Professor for Librarian III and Professor for Librarian IV. Such members shall be full voting members of the ASC, and thus have a vote in the ASC's recommendation.
 - g. If there are fewer than three eligible faculty members, the Dean shall appoint eligible faculty members from related departments to ensure that the ASC contains three persons. Such members must hold a rank at or above the rank for which the candidate is applying; for non-Libraries faculty, the comparable ranks are Associate Professor for Librarian III and Professor for Librarian IV. Such members shall be full voting members of the ASC, and thus have a vote in the ASC's recommendation.
 - h. The ASC shall meet to elect a chair. The ASC chair must be a librarian at or above the rank for which the candidate is applying.
 - i. If an ASC contains members from outside of the Libraries, those members may attend the meeting of eligible faculty and may have a voice, but not a vote, in that meeting.

B. Libraries Review.

1. Voting Rights.

- a. In decisions on permanent status and/or promotion to Librarian III and Librarian IV, library faculty eligible to vote are those librarians with permanent status at or above the rank for which the candidate has applied.
 - b. The Dean may attend and have a voice at the meeting of eligible faculty but does not vote.
 - c. The direct supervisor who writes an internal evaluation may attend and have a voice at the meeting of eligible faculty, but does not vote.
 - d. The APPSC will call a meeting of the eligible library faculty. A quorum consisting of seventy-five percent of the eligible faculty must be in attendance. A two-thirds majority of those voting is required for a positive recommendation for permanent status and/or promotion.
 - e. Votes by proxy are not permitted.
 - f. Votes shall be conducted via secret ballot.
2. The Role of the Chair/Vice Chair.
- a. The election and duties of the chair of the APPSC are described under Article IV, Section 6.A.4. The APPSC chair or vice chair shall ensure that transactions of the meeting of the eligible faculty are recorded. The APPSC chair, vice chair, or designee will prepare a written report stating the faculty's vote and recommendation on whether or not to grant permanent status and/or promotion, and explaining the basis for the faculty's recommendation insofar as that basis has been made known in the discussion. The APPSC chair or vice chair shall serve as the Libraries spokesperson at higher levels of review, if needed.
 - b. The Dean will review the documentation and recommendation of the faculty and make an independent assessment. The Dean shall forward a recommendation to the Provost.
 - c. Requests for information from higher-level review units shall be transmitted to both the chair of the APPSC and the Dean.
3. Notification.
- a. Within two weeks of the date of forwarding the decision to the Provost, the Dean will inform the candidate whether the recommendations made by the eligible faculty and the Dean were positive or negative (including specific information on the number of faculty who voted for promotion and/or permanent status and the number who voted against) and prepare a letter that will summarize in general terms the nature of the considerations on which those decisions were based.

C. Other Procedural Issues.

- 1. Confidentiality.

- a. Members of an Advisory Subcommittee and participants in the eligible faculty meeting must maintain absolute confidentiality in their consideration of cases, including the content of dossiers. Outside of the committee meetings, members of the subcommittee shall not discuss specific cases with anyone who is not a member of the subcommittee. The membership of the subcommittee shall be made public at the time of the subcommittee's appointment. Every member of the campus community must respect the integrity of the appointment, permanent status, and promotion process and must refrain from attempting to discuss cases with subcommittee members or to lobby them in any way.

SECTION 2. PERIODIC EVALUATION

A. Performance Review.

Faculty shall undergo annual performance review in accordance with University policy and guidelines established by the Faculty Merit and Annual Review Committee and approved by the Assembly. Faculty members with permanent status and professional track faculty shall undergo annual review with the direct supervisor and an optional Performance Review Committee (PRC). Faculty members without permanent status shall undergo annual review with the direct supervisor and a mandatory PRC.

Separate reviews mandated for consideration for promotion and/or permanent status, for reappointment review, or for review of faculty administrators may substitute for this faculty review. In those cases, those review policies shall take precedence.

B. Merit Review.

Faculty also undergo annual merit review in accordance with University policy, the *Library Faculty Annual Performance and Merit Review Policy*, the *Professional Track Faculty Oversight Committee (PTKOC) Merit Pay Policy*, and the *University of Maryland Libraries Faculty Annual Performance and Merit Review Guidelines*, approved by the Assembly.

C. Comprehensive Review.

Two consecutive periodic reviews that indicate that a faculty member is materially deficient in meeting expectations shall occasion an immediate comprehensive review. For library faculty members without permanent status, including professional track faculty, the reappointment review process substitutes for the comprehensive review. For Libraries faculty members with permanent status, the Dean will appoint three librarians with permanent status and rank equal to or higher than the faculty member under review to the Comprehensive Review Committee. Consistent with the general principles of peer review, the faculty member's mentor, PRC members, direct supervisor, director, or Assistant or Associate Dean cannot serve on the Comprehensive Review Committee. The Dean will appoint one of the members of the Comprehensive Review Committee as chair.

ARTICLE VI: AMENDMENTS AND REVIEW

SECTION 1. PROPOSAL OF AMENDMENTS

Amendments to this Plan 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 seven 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. If approved, the amendments shall be in effect once approved by the University Senate Elections, Representation, and Governance (ERG) Committee, the University Senate, and the University President.

SECTION 3. REVIEW OF THE PLAN OF ORGANIZATION

- A. Review of this Plan of Organization shall be undertaken every tenth year by a special committee formed and elected in accordance with Article 11.3 of the *Plan of Organization for Shared Governance at the University of Maryland, College Park*.
- B. The special committee shall include representation of each constituency (permanent status/permanent status-track faculty, professional track 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 this Plan as described in Article VI, Section 2.
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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:

Peter Armstrong, Lulu Barnachea, Marian Burreight, Elizabeth Borja, David Glenn, Charles Howell, Bobbie Mallett, Douglas McElrath (Chair), Bruce Wilson.

Report to the Assembly on April 16, 2003 and May 12, 2003.

Approved by vote of the Assembly May 30, 2003

Amended by vote of the Assembly November 17, 2003.

Amended by vote of the Assembly November 30, 2004.

Task Force for Revision of the Plan of Governance:

Patricia Kosco Cossard, Irma Dillon, Jill Fosse, Paula Greenwell, Charles Howell (Chair), Alan Matlage, Ashley Rogers, Laura Wrubel.

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 Zeliff

Report to the Library Assembly on April 25, 2013

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

Plan of Organization Review Special Committee:

Laura Cleary, Brittany de Gail, Jen Eidson, Beth Guay, Tim Hackman (Chair), Anne Hendrick, Charlotte Johnson, Yitzy Paul, James Spring, Hilary Thompson

Report to the Library Assembly on November 28, 2018

Approved by vote of the Library Assembly on [date]