

1 **University of Kansas Libraries**  
2 **Code of Governance**

3 (Adopted May 2016/Last Revised October 2017)

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11 **PREAMBLE**

12 The Libraries' governance structure addresses matters pertaining to library faculty and staff and  
13 University policies relating to the Libraries. It is composed of the following three Assemblies:

- 14 1. Library Faculty Assembly (LFA) that includes all library faculty,
- 15 2. Library Staff Assembly (LSA) that includes all library University Support Staff and all library  
16 Unclassified Professional Staff, and
- 17 3. Library Faculty and Staff Assembly (LFSA) that includes all members of LFA and LSA.

18 Article I of the *Code* is common to all three Assemblies, Article II pertains to LFA, Article III pertains to  
19 LSA and Article IV pertains to LFSA.

## ARTICLE I. PROCEDURES AND OTHER *CODE* PROVISIONS (PERTAIN TO ALL ASSEMBLIES)

### 20 ARTICLE I. PROCEDURES AND OTHER *CODE* PROVISIONS (pertain to all 21 Assemblies)

- 22 • **Parliamentary Authority.** In the absence of any provisions in the *Code* that the Assemblies may  
23 adopt, the most recent edition of *Robert's Rules of Order, Newly Revised* governs the conduct of  
24 the Assemblies. Chairs of any Assembly may appoint a parliamentarian to serve during  
25 meetings.
- 26 • **Elections.** The Nominating and Ballot Committee assembles and distributes ballots, and  
27 tabulates and reports to the respective Executive Committees the results of elections, for  
28 dissemination to the membership.
  - 29 ○ Whenever possible, distributed ballots (paper or electronic) are used for elections.  
30 Optimally, ballots should include at least two nominees for each vacant position and  
31 space for write-in candidates.
  - 32 ○ Nominees are elected by either a majority or plurality of votes cast.
  - 33 ○ If an election results in a tie vote, a runoff election is held.
  - 34 ○ Elections are completed in time to provide officers and elected committee memberships  
35 by June 1<sup>st</sup> of each year.
  - 36 ○ The results of elections will be submitted by the Chair of the Nominating and Ballot  
37 Committee to the Chair of the respective Assembly, who will notify the Assembly.
- 38 • **Vacancies.** Any office or committee membership is considered vacant upon the resignation of  
39 the incumbent from the office or the University of Kansas Libraries.
- 40 • **Amendments**
  - 41 ○ LFSA may amend Articles I and IV, only LFA may amend Article II, and only LSA may  
42 amend Article III.
  - 43 ○ **Amendments to the *Code*** are ratified by distributed ballot (paper or electronic). For  
44 those members eligible to amend an Article, a two-thirds affirmative vote of those who  
45 cast a ballot is required for adoption of any proposed amendment to the *Code*, provided  
46 that a majority of the membership eligible to vote returns valid ballots.
  - 47 ○ **Minor technical/editorial changes** to the *Code* to correct errors in formatting,  
48 numbering, etc., may be approved by the respective Executive Committee, without a  
49 ballot, as long as the changes do not affect the intent or meaning of the *Code*.
  - 50 ○ **Notification.** Upon the approval by the membership of any amendment(s) to the *Code*,  
51 the Chair of the LFSA Executive Committee notifies the Dean of Libraries of the results  
52 and conveys a copy of the amendment(s) for approval. The amendment(s) become(s)  
53 effective upon written approval by the Dean. A copy of the revised *Code*, in both  
54 Microsoft Word and PDF formats, is posted on the Libraries governance website.
  - 55 ○ **Historical Record.** Any revisions, either technical or passed by vote, are noted with the  
56 dates and brief description of the change(s) in an appendix to the *Code*.
- 57 • **Committee Reports.** All committees provide their respective Executive Committees with  
58 minutes of meetings, delivered within two weeks after approval, and, at the end of the  
59 Assembly year, an annual report. These minutes and reports are posted in a timely manner by  
60 the Secretary of the respective Assembly to the Libraries governance website for distribution to  
61 the membership. Committees may be requested to provide oral reports.

## ARTICLE I. PROCEDURES AND OTHER *CODE* PROVISIONS (PERTAIN TO ALL ASSEMBLIES)

- 62 • **Preservation of Records.** Secretaries deposit copies of all agenda, minutes, reports, and other  
63 records of the deliberative bodies and committees established in the *Code*, in the University  
64 Archives.
- 65 • **Adherence to State laws.** All committees mandated by this *Code* and all other committees or  
66 subcommittees established under this *Code* will adhere to the laws of the State of Kansas that  
67 govern open and closed meetings.
- 68 • **Calendar.** The Assembly year is from July 1<sup>st</sup> to June 30<sup>th</sup>.

69 **ARTICLE II. LIBRARY FACULTY ASSEMBLY**

70 **Purpose.** The Library Faculty Assembly (hereafter referred to as LFA) acts as an advisory body to the  
71 Dean of Libraries, subject to the policies of the Board of Regents, the University Senate, and the Dean of  
72 Libraries. LFA discusses and makes recommendations on matters pertaining to: professional and  
73 academic concerns of and standards for library faculty, the Library’s policy of service to the University  
74 community, and University policies relating to the Libraries.

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76 **Privilege.** It is the privilege of LFA to address itself to the Dean of Libraries, to the LSA, and to the  
77 University Senate through the Libraries’ representative on those matters of concern to the library  
78 faculty.

79 **SECTION I. MEMBERSHIP AND RIGHTS OF MEMBERS**

80 **Membership.** LFA membership includes individuals in the following categories:

- 81 • **Category 1.** Library faculty who possess tenure or Unclassified Academic Staff who have passed  
82 their probationary period;
- 83 • **Category 2.** Non-tenured library faculty on tenure-track appointments or Unclassified Academic  
84 Staff who have not completed their probationary period;
- 85 • **Category 3.** Library faculty appointed to the rank of Librarian I, Librarian II, Librarian III;
- 86 • **Category 4.** Wheat Law Library faculty who possess tenure or Unclassified Academic Staff who  
87 have passed their probationary period;
- 88 • **Category 5.** Non-tenured Wheat Law Library faculty and Unclassified Academic Staff who have  
89 not completed their probationary period;
- 90 • **Category 6.** An emeritus or emerita member of the library faculty who indicates in writing to the  
91 LFA Chair of their desire to remain a member.

92 **Rights and Responsibilities.**

- 93 • All LFA members have the full privilege of voice, and the rights to vote, hold office, and serve on  
94 committees as specified by their membership category and rank.
- 95 • Members are encouraged to attend meetings of the Assembly and may attend LFA Executive  
96 Committee meetings.

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98 **Voting.**

- 99 • Membership categories 1 and 2 may vote in all LFA elections.
- 100 • Membership category 3 may vote in all LFA elections, except those for candidates for the Library  
101 Committee on Promotion and Tenure (hereafter referred to as LCPT) and the Sabbatical Leave  
102 and Post-Tenure Review Committee (hereafter referred to as SLPTR).
- 103 • Membership categories 1, 2, 4, and 5 may vote on amendments to *Promotion and Tenure*  
104 *Procedures for the Faculty of The University of Kansas Libraries, Faculty Evaluation Plan, Post-*  
105 *Tenure Review Criteria and Procedures*, and other issues.
- 106 • All membership categories, except 6, may vote on amendments to *Criteria for Academic Ranks*  
107 *for Library Faculty*, and other issues.
- 108 • Membership categories 4 and 5 may vote on those areas of LFA business related to promotion,  
109 tenure and faculty rank, and other such matters having a direct or substantial effect on the  
110 Wheat Law Library faculty.

## ARTICLE II. LIBRARY FACULTY ASSEMBLY

- 111 • Membership category 6 may vote for candidates for positions on the LFA Executive Committee.  
112 • All membership categories, except 4 and 5, may vote on all other ballots unless specifically  
113 excluded by a simple majority vote of all members present at a meeting during which the ballot  
114 is adopted.

### 115 SECTION II. HOLDING OFFICE AND SERVING ON COMMITTEES

- 116 • Members in categories 1 and 2 may serve and hold office on all standing committees.  
117 • All members are eligible for appointment to ad hoc committees.  
118 • **Restrictions.**  
119 ○ Tenure-track library faculty who have not yet been granted tenure, unclassified  
120 academic staff who have not yet completed their probationary period, the Dean of  
121 Libraries and any associate or assistant deans may not serve on LCPT or SLPTR.  
122 ○ Members in category 3 may serve and hold office on all standing committees, except  
123 LCPT and SLPTR.  
124 ○ Members in category 6 may not serve or hold office on LFA Executive Committee, LCPT,  
125 or SLPTR.  
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### 127 SECTION III. OFFICERS.

- 128 • **Titles.** The officers are the Chair, Vice-Chair/Chair-Elect, and Secretary.  
129 • **Eligibility.** Membership categories 1, 2, and 3 may serve and hold office.  
130 • **General Duties.**  
131 ○ **Chair.** The Chair acts as the presiding officer of the LFA Executive Committee, presides at  
132 general and special meetings, acts as the LFA official representative to the Libraries'  
133 administration, and serves or designates another member of the LFA Executive  
134 Committee to serve as the representative to the University Senate Committee on  
135 Libraries.  
136 ○ **Vice-Chair/Chair-Elect.** The Vice-Chair/Chair-Elect assumes the duties of the Chair in the  
137 latter's absence.  
138 ○ **Secretary.** The Secretary schedules meetings and takes and posts minutes. The  
139 Secretary deposits copies of all agenda, minutes, reports, and other records of the  
140 deliberative bodies and committees established in the *Code*, into the University  
141 Archives.  
142 ○ **Meeting with the Dean.** The Chair and Vice-Chair/Chair-Elect meet with the Dean of  
143 Libraries on a regular basis.  
144 ○ All officers serve on the LFA Executive Committee.  
145 • **Election of Officers.** The Nominating and Ballot Committee provides a slate of candidates and  
146 conducts the election.  
147 • **Terms of Office.** The officers are elected to serve for one year or until their successors are  
148 elected. Their term of office begins July 1<sup>st</sup>. No member holds more than one LFA office at a time  
149 under ordinary circumstances and cannot be re-elected to the same office without two years  
150 intervening. The Vice-Chair/Chair-Elect serves a second year in office as Chair, so serves two  
151 successive terms.  
152 • **Vacancies.** The Vice-Chair/Chair-Elect becomes Chair if the position becomes vacant. If the  
153 positions of Vice-Chair/Chair-Elect or Secretary become vacant and less than half a term has

## ARTICLE II. LIBRARY FACULTY ASSEMBLY

154           been served, the Chair calls a special election to fill the position. Otherwise, the LFA Executive  
155           Committee fills the position by appointment.

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### 157 SECTION IV. MEETINGS

- 158       • **General.** General meetings are held in both the fall and spring semesters.
- 159       • **LFA Executive Committee.** Unless otherwise decided by the LFA Executive Committee, regular  
160       meetings of the LFA Executive Committee are held at least once a month.
- 161       • **Special.** Special meetings may be called by the Chair, the LFA Executive Committee, the Dean of  
162       Libraries, or at the written request of ten members of LFA. The purpose of the meeting is stated  
163       in the call. Except in cases of emergency, at least three working days' notice is given.
- 164       • **Notice.** Calls for meetings, agendas, and documents are distributed through KULIB-L as outlined  
165       in the Agenda section below.
- 166       • **Agenda.** The Officers set the agenda for LFA Executive Committee meetings and distribute the  
167       agenda to the membership through KULIB-L at least 48 hours in advance. The LFA Executive  
168       Committee sets the agenda for general meetings. The agenda and documents for general  
169       meetings are to be distributed no later than one week prior to a meeting. The agenda and  
170       documents for special meetings are made available with the call for the meeting.
- 171       • **Quorum and Majority.** For meetings of the LFA and LFA Executive Committee, one-third of the  
172       membership of the LFA or of the LFA Executive Committee respectively constitutes a quorum.  
173       For voting purposes, a majority is defined as more than half of all voting members in attendance  
174       at a meeting.
- 175       • **Minutes.** The LFA Secretary posts minutes of all meetings on the Libraries governance website  
176       within two weeks after approval.

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### 178 SECTION V. LFA STANDING AND AD HOC COMMITTEES

- 179       • **Creation or Dissolution of Standing Committees.** A standing committee may be established or  
180       dissolved by a simple majority of LFA.
- 181       • **Ad hoc Committees.** Ad hoc committees may be established by the LFA Executive Committee at  
182       any time to meet the needs of LFA. Ad hoc committees will have a minimum of three members.
- 183       • **Committee Membership.** LFA Executive Committee meets following its election to organize and  
184       make standing committee appointments. For standing committees with elected membership,  
185       the Nominating and Ballot Committee provides a slate of candidates and conducts the elections.
- 186       • **Structure.** All standing and ad hoc committees designate a Chair and Secretary. The LFA  
187       Executive Committee may designate the Chair of an ad hoc committee at the time the ad hoc  
188       committee is appointed.
- 189       • **Terms of Office.** Members may serve up to two successive terms on the same committee except  
190       where otherwise specified.
- 191       • **Vacancies.** Vacancies are dealt with on a committee by committee basis.
- 192       • **Status of Committees.** If concerns about the status and/or function of any LFA committee are  
193       raised, based on feedback from annual committee reports, committee membership and Chairs,  
194       LFA Executive Committee liaisons, and/or any member of LFA, the LFA Executive Committee  
195       determines whether that committee should be placed on review for one Assembly year.  
196       Member appointments are not made to committees on review and special charges are not

## ARTICLE II. LIBRARY FACULTY ASSEMBLY

197 assigned. The LFA Executive Committee conducts a review of the committee during that  
198 Assembly year and brings recommendations resulting from the review to LFA.

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- **LFA Executive Committee.**

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- **Elected Membership.** The LFA Executive Committee consists of seven members: LFA officers (Chair, Vice-Chair/Chair-Elect, and Secretary), three library faculty on full-time appointments, one from each of the three equivalent ranks, and one member-at-large, all to be elected by LFA members eligible to vote.

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- **Terms of Office.** Members of LFA Executive Committee serve one-year terms.

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- **Committee Review.** For each standing committee, the LFA Executive Committee reviews its status and standing charges, and determines any special charges. A member of the LFA Executive Committee is appointed as liaison and ex officio member, and calls the committee's first meeting.

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- **Committee Appointments.** The LFA Executive Committee-elect meets following its election to organize and make committee appointments for the forthcoming year. Committee appointments are made early enough to ensure that the committee members are able to assume their duties on August 1<sup>st</sup>.

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- **Standing Charges.** The LFA Executive Committee:

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- Ensures the orderly and effective operation of LFA
- Is the first point of contact for any matters referred to the attention of LFA, save those which are specifically assigned to standing committees in the *Code* and, where appropriate, assigns such matters to standing or ad hoc committees
- Brings governance issues concerning all faculty and staff to the LFA Executive Committee
- Designates a liaison to the Organizational Development Unit and an *ex officio* liaison to LSA to ensure communication and information sharing
- Monitors KU governance issues that may affect LFA, including the Faculty Senate and the University Senate Committee on Libraries
- Takes no action contrary to the desires of the LFA

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- **Committee on Promotion and Tenure.**

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- **Elected Membership.** The Library Committee on Promotion and Tenure (LCPT) is composed of five library faculty, either tenured or having completed their probationary period, with a minimum of three library faculty at the rank of Librarian or unclassified academic staff of equivalent rank, all to be elected by LFA members eligible to vote.

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- **Terms of Office.** Members of LCPT ordinarily serve three years with overlapping terms to provide continuity. Members may not ordinarily succeed themselves without one year intervening.

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- **Meetings.** The first meeting of LCPT each year is called by the appointed liaison of LFA Executive Committee no later than the first week of August; the first order of business is to select a Chair and a Secretary.

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- **Vacancies.** Should there be a vacancy that impacts LCPT's work, qualified members of the library faculty (including someone who just served on LCPT) are nominated by LFA Executive Committee for a special election to serve the remainder of the term.

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- **Restrictions on Membership.**

## ARTICLE II. LIBRARY FACULTY ASSEMBLY

- 242                   ▪ Library faculty seeking promotion may not stand for election or serve on LCPT  
243                   during the year in which they are reviewed.
- 244                   ▪ Library faculty with a domestic or familial relationship to library faculty being  
245                   reviewed for progress toward tenure, or being considered for tenure or  
246                   promotion or equivalent review, may not serve on LCPT during that year.
- 247                   ▪ A supervisor of library faculty being considered for promotion or tenure or  
248                   equivalent review, may not serve on LCPT during the year.
- 249                   ▪ No library faculty may serve simultaneously on LCPT and the University  
250                   Committee on Promotion and Tenure.
- 251           ○ **Standing Charges.** LCPT is the committee required by *Faculty Senate Rules and*  
252           *Regulations* Article VI. It reviews the qualifications and performance of all members of  
253           the library faculty who are to be considered for promotion, award of tenure, non-  
254           reappointment, or probationary review, and makes recommendations to the University  
255           Committee on Promotion and Tenure, in accordance with the guidelines accepted by  
256           the University of Kansas for granting promotions and tenure for library faculty. Its  
257           recommendations, together with those of the Dean of Libraries, are forwarded to the  
258           Office of the Provost for consideration by the University Committee on Promotion and  
259           Tenure.
- 260           ○ LCPT also acts as the Libraries' Progress Toward Tenure Review (or equivalent review)  
261           Committee. It reviews the qualifications and performance of all members of the library  
262           faculty who are scheduled to be evaluated in their progress toward tenure or equivalent  
263           review. Once LCPT completes its review, the dossiers for the faculty being reviewed, and  
264           the Committee's recommendations are sent to the Dean of Libraries.
- 265           ○ LCPT annually reviews the Libraries' *Criteria for Academic Ranks of Library Faculty* and  
266           the *Promotion and Tenure Procedures for the Faculty of The University of Kansas*  
267           *Libraries*, in accordance with *Faculty Senate Rules and Regulations* Article VI and  
268           recommends revisions of these criteria to LFA. It also recommends procedures used for  
269           the preparation of dossiers for library faculty under review for progress toward tenure  
270           and consideration for promotion and/or tenure or equivalent review. LCPT presents its  
271           recommendations to LFA for approval.
- 272           ○ LCPT functions as a unit with all members present. Each member has the full privilege of  
273           voice and votes in all proceedings except those in which the vote is specifically denied  
274           by a majority vote or LCPT disqualifies a member from discussion, voting, or both,  
275           because their relationship to the matter under discussion is judged prejudicial by LCPT.
- 276           ○ If, due to unanticipated circumstances, (i.e. a recusal) there are fewer than three  
277           available members of LCPT qualified to vote in an individual case, the LFA Executive  
278           Committee appoints a qualified member to review and vote on that particular case.
- 279           ○ LCPT promptly notifies the Dean in writing of its recommendations.
- 280           ○ The deliberations are held in strict confidence; discussion of cases by LCPT members is  
281           restricted to meetings of LCPT formally convened.
- 282           ● **Sabbatical Leave and Post-Tenure Review Committee**
- 283           ○ **Elected Membership.** The Sabbatical Leave and Post-Tenure Review Committee (SLPTR)  
284           is composed of five library faculty, either tenured or having completed their  
285           probationary period, all to be elected by LFA members eligible to vote.



## ARTICLE II. LIBRARY FACULTY ASSEMBLY

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- **Terms of Office.** Members of SLPTR ordinarily serve two years with overlapping terms to provide continuity. Members may not ordinarily succeed themselves without one year intervening.
  - **Meetings.** The first meeting of each year is called by the appointed liaison of LFA Executive Committee no later than the first week of August; the first order of business is to select a Chair and a Secretary.
  - **Vacancies.** Should there be a vacancy that impacts SLPTR's work, qualified members of the Library Faculty (including someone who has just served on SLPTR) are nominated by LFA Executive Committee for a special election to serve the remainder of the term.
  - **Restrictions on Membership.**
    - Library faculty who submit a sabbatical leave file for consideration may not participate in the review of their file or any other sabbatical files under consideration. Library faculty standing for Post-Tenure Review (PTR) may not stand for election or serve on SLPTR in the two year period in which they will undergo PTR.
    - Library faculty with a domestic or familial relationship to the library faculty submitting a sabbatical file may not participate in the review of this file or any other sabbatical files under consideration. Library faculty with a domestic or familial relationship to library faculty being reviewed for PTR may not serve on SLPTR during that year.
    - A supervisor or supervisee of library faculty being considered by the committee, may not serve on SLPTR during the year.
    - No library faculty may serve simultaneously on SLPTR and the University Committee on Sabbatical Leaves.
  - **Standing Charges. Sabbaticals.** The SLPTR reviews and evaluates the merit of each sabbatical proposal. It notifies each applicant in writing of its recommendation and forwards each recommendation to the Dean of Libraries, who reviews and evaluates the proposal before transmittal to the Provost for referral to the University Committee on Sabbatical Leaves for evaluation (see 8.1.1-8.2.7 of the *Faculty Senate Rules and Regulations*).
  - SLPTR addresses itself to matters of policy pertaining to the sabbatical leave system and reports its recommendations to the Dean.
  - **Post-Tenure Review.** SLPTR also reviews the qualifications and performance of all members of the library faculty who are scheduled to be evaluated for PTR.
  - SLPTR addresses itself to matters of policy pertaining to the post-tenure review and reports its recommendations to the Dean.
  - SLPTR functions as a unit with all members present. Each member has the full privilege of voice and votes in all proceedings except those in which the vote is specifically denied by a majority vote, or SLPTR disqualifies a member from discussion, voting, or both, because their relationship to the matter under discussion is judged prejudicial by SLPTR.
  - If, due to unanticipated circumstances, (i.e. a recusal) there are fewer than three available members of SLPTR qualified to vote in an individual case, LFA Executive Committee appoints a qualified member of LFA to review and vote on that particular case.
  - Once SLPTR completes its review, a copy is shared with the faculty member, who may submit a written response for inclusion in the file before it is forwarded to the Dean of Libraries.

## ARTICLE II. LIBRARY FACULTY ASSEMBLY

- 333                   ○ The deliberations are held in strict confidence; discussion of cases by SLPTR members is  
334                   restricted to meetings of SLPTR formally convened.

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### 336 **SECTION VI. SELECTING MEMBERSHIP FOR THE DEAN'S REVIEW COMMITTEE**

- 337                   • Upon call from the Provost, or other appropriate University authority, the LFA Executive  
338                   Committee directs the Nominating and Ballot Committee to create a ballot containing the  
339                   names of all members of LFA. Appropriate notice is given to the members so that any individual  
340                   may remove their name from the ballot before it is submitted to the membership for the vote.  
341                   • The votes are cast by distributed ballot (paper or electronic) with as much time elapsing before  
342                   the closing date of the election as is possible within the constraints imposed by the call from the  
343                   Provost. Each individual may vote for as many library faculty as requested by the Provost's  
344                   Office for membership on the Review Committee.  
345                   • The LFA Executive Committee forwards as many names as requested in the call for members to  
346                   the Dean's Review Committee, with the names placed in rank order by the number of votes  
347                   received.

### 348 **SECTION VII. PROMOTION AND TENURE PROCEDURES FOR THE FACULTY OF THE UNIVERSITY OF** 349 **KANSAS LIBRARIES, CRITERIA FOR ACADEMIC RANKS OF LIBRARY FACULTY, POST-TENURE REVIEW** 350 **CRITERIA AND PROCEDURES, FACULTY EVALUATION PLAN**

- 351                   • The final vote on proposed revisions to the University of Kansas Libraries' *Promotion and Tenure*  
352                   *Procedures for the Faculty of The University of Kansas Libraries, Criteria for Academic Ranks of*  
353                   *Library Faculty, Post-Tenure Review Criteria and Procedures, and Faculty Evaluation Plan* may be  
354                   cast by distributed ballot (paper or electronic) provided that a majority of eligible LFA members  
355                   vote to do so in a regular or special meeting.  
356                   • When the final vote is cast by distributed ballot (paper or electronic), a simple majority vote by  
357                   eligible voters is required for adoption of any proposed revisions, provided that a simple  
358                   majority of membership eligible to vote returns valid ballots.  
359                   • Whenever there are revisions to documents regarding promotion and tenure, the Dean's Office  
360                   and LFA Executive Committee ensure that they are forwarded to the Faculty Senate's committee  
361                   on Standards and Procedures on Promotion and Tenure (SPPT).

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363 **SECTION VII. DISSOLUTION OF ASSEMBLY.** A simple majority vote at a meeting of LFA is required to  
364 send to ballot a resolution to dissolve LFA. The ballot is sent to all members in all membership  
365 categories. A two-thirds affirmative vote by distributed ballot (paper or electronic) is required in order  
366 to approve the resolution.

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368 **ARTICLE III. LIBRARY STAFF ASSEMBLY**

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370 **Purpose.** The Library Staff Assembly (LSA) serves the interest of all Libraries Unclassified Professional  
371 Staff and Support Staff. The LSA discusses matters and decisions concerning staff and acts as an advisory  
372 body to the Dean of Libraries, subject to the policies of the Board of Regents, the University Senate, and  
373 the Dean of Libraries.

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375 **Privilege.** It is the privilege of LSA to address itself to the Dean of Libraries, to the LFA, and to the  
376 University Senate on those matters of concern to the library staff.

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378 **SECTION I. MEMBERSHIP AND RIGHTS OF MEMBERS**

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380 **Membership.** LSA consists of all library Unclassified Professional Staff and Support Staff.

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382 **Rights and Responsibilities**

383 • All members have the full privilege of voice and the rights to vote, hold office, and serve on  
384 committees.

385 • Members are strongly encouraged to attend meetings of the Assembly and are welcome to  
386 attend LSA Executive Committee meetings. Members may make their opinions known to their  
387 representatives and tell their representatives how they wish to be informed.

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389 **SECTION II. OFFICERS**

390 • **Titles.** The officers are the Chair, Vice-Chair/Chair-Elect, and Secretary.

391 • **General Duties.**

392 ○ **Chair.** The Chair acts as the presiding officer of the LSA Executive Committee, presides  
393 at LSA meetings and acts as the official representative to the Libraries' administration.

394 ○ **Vice Chair/Chair Elect.** The Vice-Chair/Chair-Elect assumes the duties of the Chair in the  
395 latter's absence, orients new members, and assures that committee reports are  
396 forthcoming in a timely manner. The Vice-Chair/Chair-Elect or designate is also  
397 responsible for monitoring the activity of the University Staff Senate and reporting back  
398 to the LSA Executive Committee.

399 ○ **Secretary.** The Secretary schedules meetings and takes and posts minutes to the  
400 Libraries governance website. The Secretary deposits copies of all agenda, minutes,  
401 reports, and other records of the deliberative bodies and committees established in the  
402 *Code*, into the University Archives.

403 ○ **Meeting with the Dean.** The Chair and Vice-Chair/Chair-Elect meet with the Dean on a  
404 regular basis.

405 ○ All officers serve on the LFA Executive Committee.

406 • **Election of Officers.** The Nominating and Ballot Committee provides a slate of candidates  
407 and conducts the election.

408 • **Terms of Office.** The officers are elected to serve for one year or until their successors are  
409 elected. Their term of office begins July 1<sup>st</sup>. No member holds more than one LSA office at a  
410 time under ordinary circumstances and cannot be re-elected to the same office without  
411 two years intervening. The Vice-Chair/Chair-Elect serves a second year in office as Chair, so  
412 serves two successive terms.

## ARTICLE III. LIBRARY STAFF ASSEMBLY

- 413           • **Vacancies.** The Vice-Chair/Chair-Elect becomes Chair if the position becomes vacant. If the  
414 positions of Vice-Chair/Chair-Elect or Secretary become vacant and less than half a term  
415 has been served, the Chair calls a special election to fill the position. Otherwise, the LSA  
416 Executive Committee fills the position by appointment.  
417

### SECTION III. MEETINGS

- 419           • **General.** At least one general meeting is held in the fall to introduce officers, representatives,  
420 committee members, and new employees.
- 421           • **LSA Executive Committee.** Unless otherwise decided by the LSA Executive Committee, regular  
422 meetings of the LSA Executive Committee are held at least once a month.
- 423           • **Special.** Special meetings may be called by the Chair, the LSA Executive Committee, the Dean of  
424 Libraries, or at the written request of ten members of LSA. The purpose of the meeting is stated  
425 in the call. Except in cases of emergency, at least three working days' notice is given.
- 426           • **Notice.** Calls for meetings, agendas, and documents are distributed through KULIB-L as outlined  
427 in the Agenda section below.
- 428           • **Agenda.** The officers set the agenda for LSA Executive Committee meetings and distribute the  
429 agenda to the membership through KULIB-L at least 48 hours in advance. The LSA Executive  
430 Committee sets the agenda for general meetings. The agenda and documents for general  
431 meetings are distributed no later than one week prior to a meeting. The agenda and documents  
432 for special meetings are made available with the call for the meeting.
- 433           • **Quorum and Majority.** For meetings of the LSA and LSA Executive Committee, one-third of the  
434 membership of the LSA or of the LSA Executive Committee respectively constitutes a quorum.  
435 For voting purposes, a majority is defined as more than half of all voting members in attendance  
436 at a meeting.
- 437           • **Minutes.** The LSA Secretary posts minutes of all meetings on the Libraries governance website  
438 within two weeks after approval.  
439

### SECTION IV. LSA STANDING AND AD HOC COMMITTEES

- 441           • **Creation or Dissolution of LSA Standing Committees.** A standing committee may be established  
442 or dissolved by a majority vote of the LSA.
- 443           • **Ad hoc Committees.** Ad hoc Committees may be established by the LSA Executive Committee at  
444 any time to meet the needs of the LSA. Ad hoc Committees will have a minimum of three  
445 members.
- 446           • **Committee Membership.** LSA Executive Committee meets following its election to organize and  
447 make standing committee appointments. For standing committees with elected membership,  
448 the Nominating and Ballot Committee provides a slate of candidates and conducts the elections.
- 449           • **Structure.** Each committee, standing or ad hoc, designates a Chair and a Secretary. The LSA  
450 Executive Committee may designate the Chair of an ad hoc committee at the time the  
451 committee is appointed.
- 452           • **Terms of Office.** Members may serve up to two successive terms on the same committee except  
453 where otherwise specified.
- 454           • **Vacancies.** Unless otherwise provided for in this *Code*, vacancies on LSA committees occurring  
455 during terms are filled by appointment of the LSA Executive Committee
- 456           • **Status of Committees.** If concerns about the status and/or function of any LSA committee are  
457 raised, based on feedback from annual committee reports, committee membership and chairs,

## ARTICLE III. LIBRARY STAFF ASSEMBLY

458 LSA Executive Committee liaisons, and/or any member of the LSA, the LSA Executive Committee  
459 determines whether that committee should be placed on review for one Assembly year.  
460 Member appointments are not made to committees on review and charges are not drafted. The  
461 LSA Executive Committee conducts a review of the committee during that year and brings  
462 recommendations resulting from the review to the LSA.  
463

### SECTION V. LSA STANDING COMMITTEES

- 464 • **LSA Executive Committee.**
  - 465 ○ **Elected Membership.** The LSA Executive Committee consists of the officers of LSA  
466 ○ (Chair, Vice-Chair/Chair-Elect, and Secretary) and representatives from the  
467 membership as determined by the will of the Assembly.  
468
  - 469 ○ **Terms of Office.** Members of LSA Executive Committee serve one-year terms.
  - 470 ○ **Committee Review.** For each LSA standing committee, the LSA Executive Committee  
471 reviews its status and standing charges, and determines any special charges. A member of  
472 the LSA Executive Committee is appointed as liaison and ex officio member, and calls the  
473 committee's first meeting.
  - 474 ○ **Committee Appointments.** The LSA Executive Committee-elect meets following its election  
475 to organize and make committee appointments for the forthcoming year. Committee  
476 appointments are made early enough to ensure that the committee members are able to  
477 assume their duties on August 1<sup>st</sup>.
  - 478 ○ **Standing Charges.** The LSA Executive Committee:
    - 479 ▪ Ensures the orderly and effective operation of LSA
    - 480 ▪ Is the first point of contact for any matters referred to the attention of LSA, save  
481 those which are specifically assigned to standing committees in the *Code*, and where  
482 appropriate, assigns such matters to standing or ad hoc committees
    - 483 ▪ Brings governance issues concerning all faculty and staff to the LSA Executive  
484 Committee
    - 485 ▪ Designates a liaison to the Organizational Development Unit and an *ex officio* liaison  
486 to LFA to ensure communication and information sharing
    - 487 ▪ Monitors KU governance issues that may affect LSA, including the Staff Senate and  
488 the University Senate Committee on Libraries
    - 489 ▪ Takes no action contrary to the desires of the LSA

### SECTION VI. LSA SERVICE ON EXTERNAL COMMITTEES AND BODIES

- 491 • **Appointments.** Appointments to external committees and bodies are made by the LSA  
492 Executive Committee, unless otherwise specified by the requirements of that committee or  
493 body. Appointments take place at the beginning of the Assembly year.
- 494 • **Vacancies.** Vacancies occurring during terms of office are filled by appointment of the LSA  
495 Executive Committee, unless otherwise specified by the requirements of that committee or  
496 body.
- 497 • **Reports.** LSA members on University or Libraries governance bodies and other committees  
498 external to LSA, provide an annual report to the Vice-Chair/Chair-Elect, and periodically  
499 provide updates to the LSA Executive Committee and LSA as requested.
- 500 • **Liaisons**
- 501

### ARTICLE III. LIBRARY STAFF ASSEMBLY

- 502           ○ **Liaison to LFA.** To promote information sharing between LFA and LSA, the liaison  
503           attends LFA assemblies and LFA Executive Committee meetings and summarizes items  
504           of interest for the LSA membership.
- 505           ○ **Liaison to the Organizational Development Unit.** To assist in organizational  
506           development programming of interest to LSA members, the liaison solicits suggestions  
507           from LSA and attends Organizational Development unit meetings.
- 508           • **Representatives to University Committees and Governance**
- 509           ○ **University Senate Committee on Libraries.** This committee has two ex officio members,  
510           one representative each of support staff and unclassified professional staff. These  
511           representatives serve a two-year term.
- 512           ○ **Committee for the Review of the Dean.** Representatives are chosen from a list of  
513           nominees provided to the Provost by the LSA Executive Committee.
- 514
- 515           **SECTION VII. DISSOLUTION OF ASSEMBLY.** A simple majority vote at a meeting of LSA is required to  
516           send to ballot a resolution to dissolve LSA. The ballot is sent to all LSA members. A two-thirds affirmative  
517           vote by distributed ballot (paper or electronic) is required in order to approve the resolution.

518 **ARTICLE IV. LIBRARY FACULTY AND STAFF ASSEMBLY**

519 **Purpose.** The Library Faculty and Staff Assembly (hereafter referred to as LFSA) serves the interest of all  
520 library faculty and staff. The Assembly discusses matters and decisions concerning all faculty and staff  
521 and acts as an advisory body to the Dean of Libraries, subject to the policies of the Board of Regents, the  
522 University Senate, and the Dean of Libraries.

523 **Privilege.** It is the privilege of LFSA to address itself to LFA, LSA, the Dean of Libraries, and the University  
524 Senate on those matters of concern to all library faculty and staff.

525 **SECTION I. MEMBERSHIP AND RIGHTS OF MEMBERS**

526 **Membership.** LFSA consists of all library faculty and staff.

527 **Rights and Responsibilities**

- 528 • All members have the full privilege of voice and the rights to vote, hold office, and serve on  
529 committees.
- 530 • Members make their opinions known to the officers of their respective Assembly and tell them  
531 how they wish to be informed. Members are strongly encouraged to attend meetings of the  
532 whole and are welcome to attend LFSA Executive Committee meetings.

533 **SECTION II. MEETINGS**

- 534 • **General.** At least one general meeting is held each year in the fall semester to introduce officers,  
535 committee members, and new members and to report on the previous year's activities and  
536 decisions.
- 537 • **LFSA Executive Committee.** The LFSA Executive Committee meets at least twice a year to  
538 transact business and may hold additional meetings as needed.
- 539 • **Special.** Special meetings may be called by the Chair, the LFSA Executive Committee, the Dean of  
540 Libraries, or at the written request of ten members of LFSA. The purpose of the meeting is  
541 stated in the call. Except in cases of emergency, at least three working days' notice is given.
- 542 • **Notice.** Calls for meetings, agendas, and documents are distributed through KULIB-L as outlined  
543 in the Agenda section below.
- 544 • **Agenda.** The officers set the agenda for LFSA Executive Committee meetings and distribute the  
545 agenda to the membership through KULIB-L at least 48 hours in advance. The LFSA Executive  
546 Committee sets the agenda for general meetings. The agenda and documents for general  
547 meetings are distributed no later than one week prior to a meeting. The agenda and documents  
548 for special meetings are made available with the call for the meeting.
- 549 • **Quorum and Majority.** For meetings of the LFSA and LFSA Executive Committee, one-third of  
550 the membership of the LFSA or of the LFSA Executive Committee respectively constitutes a  
551 quorum. For voting purposes, a majority is defined as more than half of all voting members in  
552 attendance at a meeting.
- 553 • **Minutes.** The Secretary publishes minutes of all meetings on the Libraries governance website  
554 within two weeks after approval.

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## ARTICLE IV. LIBRARY FACULTY AND STAFF ASSEMBLY

### SECTION III. LFSA STANDING AND AD HOC COMMITTEES

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- **Creation or Dissolution of Standing Committees.** A standing committee may be established or dissolved by a simple majority of LFSA.
  - **Ad hoc Committees.** Ad hoc Committees may be established by the LFSA Executive Committee at any time to meet the needs of LFSA. Ad hoc Committees will have a minimum of three members.
  - **Committee Membership.** The LFSA Executive Committee meets following the elections of LFA and LSA officers to organize and make standing committee appointments. Committee appointments are made early enough to ensure that committee members are able to assume their duties on August 1<sup>st</sup>. For all Standing Committees with elected membership, the Nominating and Ballot Committee provides a slate of candidates and conducts the elections.
  - **Structure.** Each standing or ad hoc committee designates a Chair and Secretary. The LFSA Executive Committee may designate the Chair of an ad hoc committee at the time the ad hoc committee is appointed.
  - **Terms of Office.** Members may serve up to two successive terms on the same committee except where otherwise specified.
  - **Vacancies.** Vacancies are dealt with on a committee by committee basis unless otherwise specified.
  - **Status of Committees.** If concerns about the status and/or function of any LFSA committee are raised, based on feedback from annual committee reports, committee membership and chairs, LFSA Executive Committee liaisons, and/or any member of LFSA, the LFSA Executive Committee determines whether that committee should be placed on review for one year. Member appointments are not made to committees on review and charges are not drafted. The LFSA Executive Committee conducts a review of the committee during that year and brings recommendations resulting from the review to LFSA.
  - **LFSA Executive Committee**
    - **Membership.** The LFSA Executive Committee consists of six members, the Chairs, Vice-Chairs/Chairs-Elect, and Secretaries of LFA and LSA.
    - **Terms of Office.** The officers serve for one year. No member holds more than one office on the LFSA Executive Committee at a time. Terms of office begin July 1st.
    - **Officers.** The LFSA Executive Committee selects a Chair, Vice-Chair, and a Secretary at their first meeting which is called by the Chairs of LFA and LSA.
      - **General duties.** The Chair acts as the presiding officer of the LFSA Executive Committee and presides at LFSA general and special meetings. The Vice-Chair assumes the duties of the Chair in the latter's absence. The Secretary schedules meetings and takes and posts minutes to the Libraries governance website. The Secretary also deposits copies of all agenda, minutes, reports, and other records of the deliberative bodies and committees established in the *Code*, into the University Archives.
      - **Vacancies.** The LFSA Executive Committee selects a new officer if a position becomes vacant.
    - **Committee Review.** For each standing committee, the LFSA Executive Committee reviews its status and standing charges and determines special charges. A member of



## ARTICLE IV. LIBRARY FACULTY AND STAFF ASSEMBLY

- 600 the LFSA Executive Committee is appointed as liaison, an ex officio member, and calls  
601 the committee's first meeting.
- 602 ○ **Committee Appointments.** The LFSA Executive Committee meets following the  
603 elections of the LFA and LSA officers to organize and make committee appointments for  
604 the forthcoming year. Committee appointments are made early enough to ensure that  
605 the committee members are able to assume their duties on August 1<sup>st</sup>.
  - 606 ○ **Standing Charges.** The LFSA Executive Committee:
    - 607 ▪ Ensures the orderly and effective operation of LFSA
    - 608 ▪ Is the first point of contact for matters affecting all library faculty and staff, save  
609 those which are specifically assigned to the respective assemblies or standing  
610 committees in the *Code*, and where appropriate, assigns such matters to  
611 standing or ad hoc committees
    - 612 ▪ Monitors KU governance issues that may affect LFSA, including the University  
613 Senate and the University Senate Committee on Libraries
    - 614 ▪ Takes no action contrary to the desires of the LFSA
    - 615
  - 616 ● **Nominating And Ballot Committee**
    - 617 ○ **Membership.** The Nominating and Ballot Committee is appointed by the LFSA Executive  
618 Committee and is composed of three members, with at least one member from LSA and  
619 one member from LFA.
    - 620 ○ **Terms of Office.** Committee members serve two-year overlapping terms.
    - 621 ○ **Standing Charges.** The Nominating and Ballot Committee:
      - 622 ▪ Issues the call for nominations, recruits candidates for elections, and contacts  
623 nominees to verify their willingness to serve
      - 624 ▪ Provides a slate of candidates for the officers (Vice-Chair/Chair-Elect and  
625 Secretary) of LFA and LSA and for standing committees with elected  
626 membership, in sufficient time for elections to take place no later than May 15
      - 627 ▪ Assembles all ballots, tabulates, and reports the results to the respective LFA  
628 and LSA Executive Committees within one week
      - 629
  - 630 ● **Committee on the Code**
    - 631 ○ **Membership.** The Committee on the Code is appointed by the LFSA Executive  
632 Committee and is composed of three members, with at least one member from LSA and  
633 one member from LFA.
    - 634 ○ **Terms of Office.** Committee members serve two-year overlapping terms.
    - 635 ○ **Standing Charges.** The Committee on the Code:
      - 636 ▪ Reviews the *University of Kansas Libraries Code of Governance*, as well as any  
637 proposed amendments to ensure that all sections and parts conform to the  
638 stated purposes of the LFSA, LSA, and LFA
      - 639 ▪ Upon request of any member or committee conveyed through the LFA or LSA  
640 Executive Committees, renders interpretive decisions as to the meaning of a  
641 particular section or part of the *Code*
      - 642 ▪ Forwards recommendations and decisions to the respective LFA or LSA  
643 Executive Committees
      - 644

## ARTICLE IV. LIBRARY FACULTY AND STAFF ASSEMBLY

- 645 • **Committee on Research and Scholarly Activities**
- 646 ○ **Membership.** The Committee on Research and Scholarly Activities is appointed by the
- 647 LFSA Executive Committee and is composed of five members, a minimum of three who
- 648 have a requirement to engage in research and scholarly activities as part of their
- 649 professional assignment. A reasonable effort is made to appoint members who
- 650 represent staff, various ranks of faculty, and units of the Libraries.
- 651 ○ **Terms of Office.** Committee members serve two-year overlapping terms.
- 652 ○ **Standing Charges.** The Committee on Research and Scholarly Activities, in keeping with
- 653 the Libraries' mission, encourages, promotes, and supports research and scholarly
- 654 activities of the members of the LFSA.
- 655     ▪ **Library Research Fund (LRF).** The Committee on Research and Scholarly
- 656 Activities establishes and reviews, on an annual basis, guidelines for the
- 657 disbursement of research funds provided by the Dean of Libraries. The Committee
- 658 on Research and Scholarly Activities allocates these funds based on those
- 659 guidelines.
- 660     ▪ **General Research Fund (GRF).** The Committee on Research and Scholarly
- 661 Activities also administers the University's General Research Fund designated to
- 662 KU Libraries based on the *GRF Guidelines*.
- 663
- 664 • **Committee on Salaries and Benefits**
- 665 ○ **Membership.** The Committee on Salaries and Benefits is appointed by the LFSA
- 666 Executive Committee and is composed of four members (two members each from LFA
- 667 and LSA), the Executive Director of the Office of Administrative Services (ex officio), and
- 668 the Libraries' Director of Fiscal Services (ex officio).
- 669 ○ **Terms of Office.** Committee members serve two-year overlapping terms.
- 670 ○ **Standing Charges.** The Committee on Salaries and Benefits, in consultation with the
- 671 library administration and LFSA, prepares such reports and statistical studies as may be
- 672 needed to support the library's budget request for salaries and seeks ways to educate
- 673 staff concerning benefit options.
- 674
- 675 • **Committee on Planning and Resources (currently on hiatus)**
- 676 ○ **Membership.** The Committee on Planning and Resources is appointed by the LFSA
- 677 Executive Committee and is composed of four members (two members each from LFA
- 678 and LSA), the Libraries' Director of Fiscal Services (ex officio), the Executive Director of
- 679 the Office of Administrative Services (ex officio), and the Executive Director of
- 680 Communications & Advancement (ex officio).
- 681 ○ **Terms of Office.** Committee members serve two-year overlapping terms.
- 682 ○ **Standing Charges.** The Committee on Planning and Resources:
- 683     ▪ Consults with the library administration and LFSA Executive Committee to
- 684 examine general priorities in the distribution of resources and participates in
- 685 planning budget and human resource activities within the Libraries
- 686     ▪ Makes recommendations concerning these priorities, issues and activities, as
- 687 appropriate, to the LFSA Executive Committee
- 688

689 **SECTION IV. DISSOLUTION OF ASSEMBLY.** A simple majority vote at a meeting of LFSA is required to  
690 send to ballot a resolution to dissolve LFSA. The ballot is sent to all LFSA members. A two-thirds  
691 affirmative vote by distributed ballot (paper or electronic) is required in order to approve the resolution.

692 **Appendix A. Historical Record**

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- May 2016 the Library Faculty and Professional Assembly (LFPA) and the KU Libraries Support Staff (KULSS) voted by ballot to adopt a newly written code for library governance. In doing so they agreed to the terms set forth in both the *University of Kansas Libraries Code of Governance* and the transition plan.
  - 6 October 2017 the Library Faculty and Staff Assembly (LFSA) Executive Board approved the editorial change to replace all instances referring to the *Discipline Expectations for Library Faculty at KU* with the name of the new document, *Promotion and Tenure Procedures for the Faculty of The University of Kansas Libraries*. This new document was adopted by faculty vote on December 19, 2016 and approved by the Faculty Senate Committee on Standards and Procedures for Promotion and Tenure Spring 2017.