

attached version
is from May '97.

Final version
includes the
edits on p. 1
(typo)
and p. 4
(deletions)

[31] From: Felix Chu 7/7/97 11:42AM (504 bytes: 5 ln)

[Have ^{final} version, but very
marked up.]

To: Roy Chang, Carol Covey, Kathy Dahl, Hunt Dunlap, Allie Goudy, Frank Goudy,
Dean Howd, Kate Joswick, Tiina Kurman, Sheila Nollen, Lowell Oxtoby,
Roderick Sharpe, Jeanne Stierman, John Stierman, Felix Chu

Subject: LCW Constitution

----- Message Contents -----

The votes are in. All items received a 2/3 majority. If you would like to
make further changes, bring those up in September as changes, etc. to the new
Constitution.

Felix

Korte

To: LCW Members

From: Felix Chu, ^{FC}Chair, LCW

Date: May 8, 1979

At the LCW meeting this morning we discussed changes to the draft of the Constitution. The changes are:

1. Changing the word *Libraries* to *Library* in all instances.
2. Changed *Article I* on page 1 as in the new draft.
3. In **Section 4.F** on page 4, delete the phrase *to perform functions*.
4. In **Section 5.B** on page 5, delete *item 4* about preparing and distributing an annual report.
5. Added the phrase *of the voting members* to **Article IV, Section I** on page 6 as in the new draft.

You are voting only on these changes to the draft, not on amending the existing Constitution. Please return the ballots to me by Wednesday noon, May 14.

**CONSTITUTION OF THE FACULTY
OF THE
WESTERN ILLINOIS UNIVERSITY LIBRARY**

The Western Illinois University Library function^(S) as a department/unit of the University within the provision of the U.P.I. 4100 and the Western Illinois University collective bargaining contract, the regulations and policies of the University as presented in the Western Illinois University Handbook. The Library Faculty does hereby establish the Constitution to safeguard academic freedom and protect same from abridgment in the processes concerning governance, policies and operations, and all personnel matters including conditions of employment and tenure.

The Western Illinois University Library Faculty believes that its mission includes the following: to pursue excellence in the programs and policies of Western Illinois University Library; to enrich the learning experiences of the students of Western Illinois University by making available a wide variety of books, periodicals, audiovisuals, and other materials; to develop, organize and interpret the library collection in the fullest manner possible consistent with the resources and facilities available; to support the instructional and research activities of the teaching faculty of Western Illinois University by providing ready access to an abundant quantity of appropriate information resources; to pursue creative research and scholarship in library faculty members' areas of expertise; and to provide professional service in librarianship and related areas to the wider community of West Central Illinois, the state of Illinois, and the nation.

Article I

The Library Faculty shall consist of tenured, tenure-track and Associate Faculty. Participation in the Library Committee of the Whole is open to all Library Faculty. The Library Faculty eligible to vote shall consist of Unit A Bargaining Unit members.

Article II

Section I. Organization

- A. The annual September meeting of the Library Committee of the Whole shall be called by the incumbent Chairperson.
- B. Organizational meetings of the other committees shall be called by the senior member as determined by years of service. Each committee shall choose its own chairperson and other officers as necessary. Each committee and its officers shall serve from September to September.

Section II. Library Committee of the Whole

- A. An Executive Committee shall consist of the Chairperson of the Library Committee of the Whole and the Vice-Chairperson of the Library Committee of the Whole. The Vice-Chairperson (Chair-Elect) will be elected at the September faculty meeting. The term of office will be one year, with neither person being able to serve again in the two positions for two years after their term of office expires. Members of the Library Committee of the Whole will serve as recording secretaries rotating each month in alphabetical order.
- B. Duties of the officers:
1. Chairperson - preside at monthly and special committee meetings and present annual report to the Library Committee of the Whole.
 2. Vice-Chairperson - preside at monthly and special committee meeting in absence of the Chairperson.
 3. Recording Secretary - record the minutes of each committee meeting and distribute the minutes to committee members.
- C. Duties of the Library Committee of the Whole:
1. To serve as advisory board to the Dean on policy matters not included in Article II, Section 3:
 - a. To review budget requests and make recommendations to the Dean concerning the library's total budget requests.
 - b. To review the expenditures of the allocated library budgets and to make recommendations to the Dean of Library concerning any reallocations of resources that might be necessary or advantageous in the course of events during any fiscal year.
 - c. To communicate with and consider information from the Library Advisory Committee, and to make recommendations to the Dean of Library.
 - d. To initiate recommendations on policy for consideration by the Dean of Library.
 2. To hear reports and announcements from the library's administrative officers; from the various library and university committees, subcommittees, and agencies; and from the faculty and staff of the library.

3. To make recommendations on behalf of the Library Faculty to any officers, committees, agencies, or individuals within or outside of the library as deemed appropriate, and to provide the Dean of Library with a copy of these recommendations.
 4. To provide a forum for discussing matters of professional concern to the Library Faculty by:
 - a. providing means for the development, formulation and exchange of ideas.
 - b. seeking and suggesting ways for implementing goals, plans, projects and programs for the sake of improving library services, working conditions and the welfare of the faculty.
 5. To monitor and to review the effectiveness of the library's administrative organization or functioning structure with respect to its goals for service and to recommend changes in organization or policies to the Dean of Library and the Provost.
 6. To fill vacancies in any elected committee by elections conducted by the Library Committee of the Whole.
- D. Meetings are to be scheduled at least once a month with notice of the meeting and a tentative agenda circulated one week in advance.
- E. The Dean of Library or his/her representative is an ex-officio, non-voting member of the Committee.

Section 3. Executive Committee

- A. The Executive Committee shall consist of the Chairperson of the Library Committee of the Whole and the Vice-Chairperson of the Library Committee of the Whole.
- B. The Dean or his/her representative shall be an ex-officio member of the Executive Committee.
- C. Duties of the Executive Committee:
 1. To prepare agendas for the regular and special meetings of the Library Committee of the Whole.

2. To receive requests from university personnel outside the library who wish to make a presentation to the Library Committee of the Whole, including those which seem appropriate on the agenda of the Library Committee of the Whole.
3. To respond to requests by outside individuals or organizations for information from the Library Committee of the Whole. The Dean of Library will receive a copy of this information.
4. To receive policy matters of a non-personal nature and recommend appropriate action to the Library Committee of the Whole and to the Dean of Library.

Section 4. Department Personnel Committee

- A. The Department Personnel Committee will consist of five tenured faculty members elected by the Library Committee of the Whole at the annual September meeting. DPC members will serve two years. Faculty on the DPC may not evaluate themselves.
- B. The DPC will provide forms and solicit written recommendation forms from all voting members of the Library Committee of the Whole. Completion of form and submission to the DPC is optional.
- C. All voting members of the Library Committee of the Whole may review the applicant files.
- D. Copies of the recommendations are provided to the applicant, but do not become part of the applicant's file.
- E. The recommendations considered by the DPC will become part of the DPC file.
- F. Duties of the Departmental Personnel Committee are specified under the Bargaining Unit agreement.

Section 5. Professional Growth Committee

- A. Membership
 1. The Committee shall be composed of three faculty members.
 2. The Committee members shall be elected by the Library Committee of the Whole at the annual September meeting.

B. Duties of the Professional Growth Committee:

1. To collect and disseminate information regarding grants, fellowships, workshops, and other professional programs.
2. To confer with the Dean about travel allocation for the faculty for business purposes and professional growth.
3. To organize in-service training programs.

Section 6. Professional Concerns Committee

A. Membership

1. The Committee shall consist of five (5) faculty members.
2. The committee members shall be elected by the Library Committee of the Whole at the annual September meeting.

B. Duties of the Professional Concerns Committee

1. To recommend appropriate action on any faculty staffing concerns to the Library Committee of the Whole and to the Dean.
2. To review requests for the creation of new positions and to make recommendations to the Library Committee of the Whole and to the Dean.

Article III

Section I.

Administrative staff of the library shall be selected in accordance with the terms put forth in the appropriate Western Illinois University regulations.

Section II.

Other Library personnel holding administrative contracts shall be recommended for selection by the Dean in conjunction with a Search Committee of five (5), three (3) of whom shall be elected by the Library Committee of the Whole.

Section III.

Faculty members of a search committee for a faculty, non-administrative position shall consist of full-time members of the Library Faculty employed in the University Library for more than one (1) year continuously. The Search Committee shall be composed of the Library Faculty of the unit with the open position. A faculty member in this affected unit may voluntarily decline to serve on the Search Committee. For units with four (4) or more faculty, two (2) additional faculty shall be elected by the Library Committee of the Whole. For units with fewer than four (4) faculty, the Library Committee of the Whole shall elect additional faculty to complete a search committee of five (5) persons. The faculty of any given non-affected unit shall not comprise a majority of any search committee. If the open position affects more than one (1) unit, there should be equal representation from both units. Remainder of the committee shall be elected by the Library Committee of the Whole.

Article IV

Section I.

Delete

The ratification of an amendment(s) to the Constitution of the Faculty of the Western Illinois University Library shall be by a two-thirds (2/3) vote by secret ballot of the voting members of the Library Committee of the Whole, with approval of the Dean and the Office of the Provost.

Article V

Section I.

Delete

The parliamentary authority shall be Robert's Rules of Order.

Revised and ratified by Faculty, March 26, 1987

Approved by Provost Howe on 6/9/87

Revised at meeting of LCoW April 1, 1993 and circulated on that date for ratification.

Revised by LCW on ??/1997

7/1/97