Agendum
Oakland University
Board of Trustees Formal Session
February 6, 2023

# AMENDMENT TO THE CONSTITUTION OF THE LIBRARY A Recommendation

- 1. Division and Department: Academic Affairs; University Libraries.
- 2. <u>Introduction</u>: The Board of Trustees (Board) has delegated full authority and responsibility for the shared governance of Oakland University (University) to the President, subject to Board limitations and policies. The Board has also recognized the University Senate as an organization to advise the President in regard to academic policies and programs.

The University Senate is organized and functions in accordance with a constitution that requires Board approval (Senate Constitution). The Board originally approved a Senate Constitution on June 2, 1977, and also approved amendments to the Senate Constitution through February 15, 1984. The Senate Constitution provides that the University Senate must "approve, disapprove and make recommendations regarding the constitutions proposed by the various organized faculties of the University." "Organized faculties" refer to the library and the various schools and colleges approved by the Board. The constitutions of the library and the various schools and colleges require not only Senate approval, but also Board approval.

The Board of Trustees first approved the Constitution of the Library on December 11, 1985. The Board last approved an amendment to the Constitution of the Library on April 11, 2016. The faculty of the Library now wishes to amend the Constitution of the Library to reflect editorial changes, inclusive language, and the definition of the Committee on Instruction as part of the Library's Faculty Assembly.

- 3. <u>Previous Board Action</u>: The Constitution of the Library was first approved by the Board of Trustees on December 11, 1985. On February 6, 1997, June 2, 2004, March 2, 2010, and April 11, 2016 the Board approved amendments to the Constitution of the Library.
- 4. Budget Implications: None.

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- **Educational Implications:** Oakland University Libraries are the intellectual center of Oakland University. As leading advocates for knowledge equity, we advance student success and transform lives by inspiring discovery, creativity, research, and learning in an evolving information environment. The University Libraries' services and resources support student success, facilitate research, and promote lifelong learning.
- **6. Personnel Implications:** None.
- 7. <u>University Reviews/Approvals</u>: A proposed amendment to the Library Constitution was approved by the Library Faculty Assembly on November 10, 2022. It was approved by the University Senate on January 19, 2023, is acceptable to the Provost and President, and has been reviewed and approved by the Office of Legal Affairs and complies with the limitations and policies established by the Board with regard to shared governance generally, and the constitutions of the Senate and organized faculties specifically.

# 8. Recommendation:

WHEREAS, the Constitution of the Oakland University Senate, as authorized by the Board of Trustees, provides for certain functions to be assigned to the organized faculties of the Collage, Schools, and Library; and

WHEREAS, the Board of Trustees has acted to approve internal constitutions in order to obtain the input and recommendations of faculty, staff, and students on matters relating to the programs of Oakland University, but has retained unto itself the full authority granted to it by law; now, therefore, be it

RESOLVED, that notwithstanding any provision of the proposed, amended Constitution of the Library, the Board of Trustees reconfirms its legal authority to grant, modify and rescind internal constitutions when the Board determines such action to be in the interest of the University or required to comply with its legal obligations; and, be it further

RESOLVED, that the Board of Trustees, under the conditions set forth above, approves the amended Constitution of the Oakland University Library, attached hereto, effective February 6, 2023.

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# 9. Attachments:

- A. Redline version of the proposed, amended Constitution of the Library.
- B. Final Amended Constitution of the Library.

Submitted to the President

n = 1/23

, 2023 by

Britt Rios-Ellis, M.S., Ph.D. Senior Vice President for Academic Affairs and Provost

Recommended on

2023

to the Board for approval by

Ora Hirsch Pescovitz, M.D.

President

Reviewed by

Joshua D. Merchant, Ph.D.

Chief of Staff and

Segretary to the Board of Trustees

### **OAKLAND UNIVERSITY**

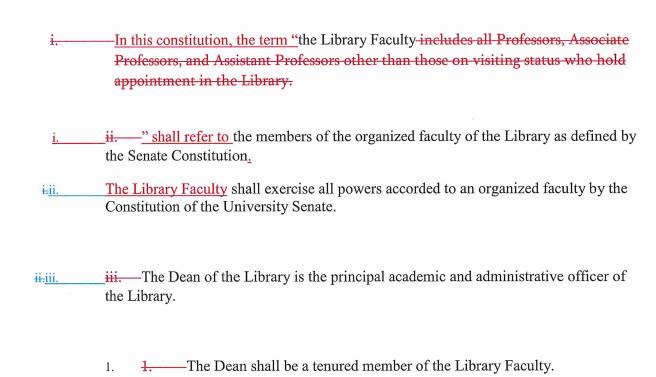
## **CONSTITUTION OF THE LIBRARY**

PREAMBLE: In accordance with provisions of the Constitution of the Oakland University Senate and subject to the approval of the Oakland University Board of Trustees, the Library Faculty establishes this constitution to conduct its business.

## Article I. The Library

<u>In this constitution, the term "The Library encompasses the faculty and staff of" shall refer to</u> the <u>Kresge</u> Library, as separate and distinct from the <u>faculty and staff of the</u> Medical Library.

# Article II. The Library Faculty



- 2. 2. The Dean shall be appointed by the Board of Trustees upon recommendation by the Vice President for Academic Affairs and Provost and the President. Before recommending the initial appointment of the Dean, the Vice President for Academic Affairs and Provost and the President shall consult with the Library Faculty.
- 3. 3. The Vice President for Academic Affairs and Provost and the President may review the Dean's appointment at any time but they shall do so at least once every five years or upon the written request of a majority of the Library Faculty who do not hold administrative titles.
- iv. The Dean may establish academic administrative positions consistent with university policy.
  - 1. An academic administrator shall be a tenured member of the Library Faculty.
  - 2. An academic administrator shall be appointed by the Board of Trustees upon recommendation by the President, the Vice President for Academic Affairs and Provost and the Dean of the Library. Before recommending the initial appointment of an academic administrator, the Dean shall solicit input from allthe Library Faculty and full-time staff.
  - 3. The Dean may review an academic administrator's appointment at any time but <a href="he/shethey">he/shethey</a> shall do so at least every five years or upon the written request of a majority of the Library Faculty who do not hold administrative titles. In conducting the review, the Dean shall solicit input from allthe Library Faculty and full-time staff.
  - 4. In appointing an academic administrator to an interim position, the Dean shall solicit input from allthe Library Faculty and full-time staff.

# Article III. The Library Faculty Assembly

i. — The Library Faculty Assembly is the primary governance body of the Library Faculty. It shall have the following rights and responsibilities:

1.	Initiate proposals on matters of importance to the Library.
2.	2. Be consulted on matters of significance to the Library.
3.	3. Advise the Dean on matters he/she bringsbrought before it.
4.	4. Request actions of other agencies of the University.
5.	5. Take such actions as are necessary to exercise responsibilities stated elsewhere in this constitution.
<del>ii.</del>	-Membership of the Assembly shall include:
1.	1.—The Library Faculty.
2.	2.—Any person to whom the Assembly extends an invitation. The Assembly shall set the conditions and terms of membership. The Dean shall extend the offer of membership.

ii.

- iii. All members of the <u>organizedLibrary</u> Faculty shall have full voting rights and be eligible to serve on committees except when committee memberships are restricted.
- iv. The Executive Committee shall call all meetings of the Assembly in the fall and winter semesters and shall call at least two meetings in each of those terms. It must call a meeting within fifteen days upon the written request of twenty (20) percent or more of the Assembly. Meetings in the summer semesters may be called by either the Executive Committee or the Dean.
- v. The Dean or his/her designee shall be the presiding officer of the Assembly.
- vi. Fifty (50) percent of the Library Faculty shall constitute a quorum of the Assembly.
- vii. The Executive Committee shall determine the placement and timing of all motions which come before the Assembly.
- viii. The Assembly shall provide for the preparation of its minutes.
- ix. Substantive motions shall be circulated to members of the Assembly at least five days before their first reading. Committee recommendations and materials deemed appropriate by the Executive Committee shall accompany the text of motions.
- x. Ordinary substantive motions are placed on the agenda by the Executive Committee with or without comment or endorsement. Such motions shall normally receive readings on two separate meeting days of the Assembly with amendments in order during both readings. Final votes on a main motion and its amendments may be taken only during the second reading. At that time, a majority vote of those members of the organizedLibrary Faculty present shall suffice for a decision.
- xi. By an affirmative vote of three-fourths of the members of the <u>organizedLibrary</u>

  Faculty present, the Assembly may proceed directly from the first to the second reading and final action on a motion.

- xii. When an agenda has been completed, the presiding officer shall call for and recognize motions from the floor of the Assembly. They are extraordinary substantive motions.
- xiii. By vote of two-thirds of the members of the <a href="mailto:organized\_Library">organized\_Library</a> Faculty present, the Assembly may authorize immediate debate on an extraordinary motion, in which case the motion shall be treated as an ordinary motion in its first reading. Otherwise, the Executive Committee shall place the motion on the agenda of the next meeting of the Assembly. When placed upon the agenda by either of those procedures, the motion shall be treated as an ordinary substantive motion in its first reading.
- xiv. Procedural motions may be introduced by a member of the Assembly. Such motions shall be decided in the order of precedence and in accordance with the current Robert's Rules of Order.
- xv. Resolutions may be moved from the floor of the Assembly. By a vote of twothirds of the members of the organizedLibrary Faculty present, a resolution may be adopted on its first reading. An affirmative majority vote shall suffice to hold a resolution over for a second reading. A resolution may be adopted by an affirmative majority vote on its second reading.
- xvi. Proxy votes shall not be tallied except on amendment(s) to and revision of the Constitution.

#### Article IV. Standing Committees of the Assembly

- i. —The Assembly shall create such <u>ad hoc</u> and standing committees as it deems necessary, designating the charges, memberships and terms of service. <u>All full-time faculty who are bargaining unit faculty members shall be eligible to serve on its ad hoc and standing committees.</u>
- ii. The Assembly may modify the membership of or charge to a standing committee by an ordinary substantive motion.

iii.		—Unless otherwise specified, standing committees shall be organized in the owing manner:
	1.	1. Standing committees shall consist of three members of the <a href="https://organized_Library">organized_Library</a> Faculty elected by the Assembly for staggered two-year terms.
	2.	2. Elections to standing committees shall be held in the winter semester and service shall begin in the subsequent fall semester.
	3.	3. —A committee vacancy occurring during the first year of service shall be filled by election; in the second year, by appointment of the Executive Committee.
	4.	4. Each standing committee shall elect a chairperson from its membership at its first meeting of the year. The chairperson shall serve a renewable one-year term. The first meeting shall be called by the previous chairperson whether or no he/she remainsthey remain a member of the committee. In the absence of the previous chairperson, the first meeting shall be called by the most senior faculty member on the committee.
iv.	<del>orga</del> rene	Assembly shall have an Executive Committee composed of three members of the mized Library Faculty. They shall be elected to staggered two-year terms which are wable. The Dean shall be an ex-officio, non-voting member of the committee. The n shall chair the committee but may appoint a temporary chairperson in his/her ence.
	The	Executive Committee shall have the following responsibilities:
	The F	executive Committee shall have the following responsibilities:
	1.	1. Appoint a secretary to take minutes of the Executive Committee meetings. The term of office shall be for a renewable one-year term.
	2.	2. Appoint a parliamentarian for the Faculty Assembly. The term of office shall be for a renewable one-year term

3.	3. Create such <u>ad hoc</u> committees as it deems necessary, designating the charges, memberships and terms of service.
4.	4.—Refer matters to <u>ad hoc</u> and standing committees.
5.	5. Receive reports and recommendations from <u>ad hoc</u> and standing committees to be placed on agendas of the Assembly. The Executive Committee shall have the right to request a committee to reconsider its recommendations once. A committee's second submission must be placed on the next agenda of the Assembly.
6.	-6. Originate substantive motions.
7.	7.—Appoint replacements for vacancies occurring on <u>ad hoc</u> committees.
8.	8. Appoint replacements for vacancies occurring on standing committees when the vacancies occur in the second year of service.
9.	9. —Advise the Dean on matters he/she bringsbrought before it, receive information from the Dean, and place before the Dean such matters as it deems appropriate.
10.	
Coor	Assembly shall have a Committee on Instruction (COI) composed of the dinator of Information Literacy and three other members of the Library Faculty will serve in staggered two-year terms. The COI is charged with the following:
1.	ProposeReview and approve credit-bearing courses to be offered bytaught under the LibraryLIB rubric.

- 1 Propose relevant information literacy outcomes for General Education.
- 2 Propose relevant information literacy outcomes for academic majors and programs.
- Continued Provide ongoing oversight, evaluation, and assessment of information literacy credit-bearing courses taught under the LIB rubric.
- 2.3. Consult with and support library faculty members in developing curricula and outcomes under the LIB rubric.
- 4. Consult with and support library faculty members serving on curricular committees where learning outcomes and assessment are addressed (e.g. General Education Committee, Graduate Council, University Assessment Committee, University Committee on Undergraduate Instruction).

# Article V. The Library Committee on Appointment and Promotion

- i. The Library Faculty shall have a Committee on Appointment and Promotion (LCAP) consistent with the current Faculty Agreement.
- ii. <u>ii.</u> The LCAP shall consist of six members. One shall be Oakland's non-voting designee. The other five shall be elected by and from the members of the <u>organizedLibrary</u> Faculty who hold tenure-track positions in the Library. They shall serve staggered three-year terms. At least three of the voting members of the LCAP shall be tenured. No one may serve on the LCAP in the academic year in which <u>he/sheisthey are</u> reviewed for tenure <u>and/or promotion</u>.
  - 1. 1. If a vacancy occurs on the LCAP before a term of office is completed, a replacement shall be elected to fill the unexpired term. If the vacancy is the result of an incumbent's tenure review, a replacement shall be appointed for that year by the members of the organized Library Faculty on the Executive Committee.

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#### CONSTITUTION OF THE LIBRARY

2.	2.—The LCAP shall elect a chairperson from its members who are
	tenured and voting. The term of office shall be for a renewable one-year
	term.

- iii. The LCAP shall establish and make known the policies and procedures which govern its operation as well as the criteria and standards which guide its recommendations on all matters of faculty appointment, promotion and tenure. The LCAP shall also have the following duties:
  - 1. Gather information and make recommendations to the Dean on all Library Faculty appointment, promotion and tenure cases.
  - 2. Cather information and make recommendations to the Faculty Re-Employment and Promotion Committee (FRPC) regarding all Library Faculty employment recommendations leading to tenure, tenure and promotion, or promotion of tenured faculty.
  - 3. 3. Be informed by the Dean of final decisions relating to all Library Faculty employment decisions.
- iv. —The library representative to the Faculty Re-Employment and Promotion Committee shall be elected by and from the members of the <a href="mailto:organized\_Library">organized\_Library</a>
  Faculty who hold tenure-track positions. The representative shall be tenured and shall meet the eligibility requirements stipulated in the Faculty Agreement.

## Article VI. The University Senate

The Library Faculty shall be represented in the University Senate by a delegation elected in accordance with provisions of the Constitution of the University Senate.

# Article VII. Amendment and Ratification

- i. —Amendment(s) or revision of the Constitution shall originate as substantive motions of the Assembly. They may be submitted to the Executive Committee in writing, in which case, they shall be placed on the agenda of the next meeting of the Assembly.
- ii. On second reading, a secret ballot shall be conducted and an affirmative majority vote of the Assembly shall be required to ratify amendment(s) or revision of the Constitution.
- iii. —Amendment(s) or revision of the Constitution must be approved by the University Senate and the Board of Trustees.

#### Article VIII. Review

- i. This constitution shall remain in force until it is superseded by a constitution approved by the Faculty Assembly, the University Senate and the Board of Trustees.
- ii. At least once every five years the Executive Committee shall review or appoint an <u>ad hoc</u> committee to review the Constitution of the Library. The committee shall present its recommendations to the Assembly which may ratify the proposed constitution with or without change, in accordance with Article VII.

Library Faculty Assembly actions	<b>Academic Senate actions</b>	<b>Board of Trustees actions</b>
Ratified Apr. 30, 1970	Approved May 7, 1970	
Ratified Mar. 29, 1978		
Amended Apr. 25, 1978	Approved Nov. 16, 1978	
Ratified Mar. 31, 1983		Approved Dec. 11, 1985
Ratified Oct. 9, 1991		
Editorial changes made by		
resolution Jan. 18, 1994		
Amended Nov. 1, 1994		
Amended Jan. 25, 1995		
Amended Apr.18, 1995		
Amended Apr. 18, 1996	Approved Nov. 14, 1996	Approved Feb. 6, 1997
Revised/ratified Apr. 23, 2003		
Revised/approved Mar. 8, 2004	Approved Mar. 18, 2004	Approved Jun. 2, 2004
Amended/ratified Mar. 27, 2009	Approved Dec. 3, 2009	Approved Mar. 2, 2010
Amended/ratified Dec. 9, 2015		
Amended/ratified Feb. 29, 2016	Approved Mar. 17, 2016	Approved Apr. 11, 2016
Amended/ratified Nov. 10, 2022		

Faculty ratified April 30, 1970; Senate approved May 7, 1970. Faculty ratified March 29, 1978; Faculty amended April 25, 1978; Senate approved November 16, 1978. Faculty ratified March 31, 1983; Board approved December 11, 1985. Faculty ratified October 9, 1991. Editorial changes made by resolution of Faculty Assembly January 18, 1994. Faculty amended November 1, 1994, January 25, 1995, April 18, 1995 and April 18, 1996. Senate approved November 14, 1996. Board approved February 6, 1997. KL Faculty Assembly revised, then ratified April 23, 2003, additional revisions approved March 8, 2004. Senate approved March 18, 2004. Board of Trustees approved June 2, 2004. KL Faculty Assembly amended and ratified March 27, 2009. Senate approved December 3, 2009. Board of Trustees approved March 2, 2010. Faculty Assembly amended and ratified, February 29, 2016. Senate approved March 17, 2016. Board of Trustees approved April 11, 2016.

### OAKLAND UNIVERSITY

## CONSTITUTION OF THE LIBRARY

PREAMBLE: In accordance with provisions of the Constitution of the Oakland University Senate and subject to the approval of the Oakland University Board of Trustees, the Library Faculty establishes this constitution to conduct its business.

# Article I. The Library

In this constitution, the term "The Library" shall refer to the Kresge Library, as separate and distinct from the Medical Library.

# Article II. The Library Faculty

- i. In this constitution, the term "the Library Faculty" shall refer to the members of the organized faculty of the Library as defined by the Senate Constitution.
- ii. The Library Faculty shall exercise all powers accorded to an organized faculty by the Constitution of the University Senate.
- iii. The Dean of the Library is the principal academic and administrative officer of the Library.
  - 1. The Dean shall be a tenured member of the Library Faculty.
  - 2. The Dean shall be appointed by the Board of Trustees upon recommendation by the Vice President for Academic Affairs and Provost and the President. Before recommending the initial appointment of the Dean, the Vice President for Academic Affairs and Provost and the President shall consult with the Library Faculty.
  - 3. The Vice President for Academic Affairs and Provost and the President may review the Dean's appointment at any time but they shall do so at least once every five years or upon the written request of a majority of the Library Faculty who do not hold administrative titles.

- iv. The Dean may establish academic administrative positions consistent with university policy.
  - 1. An academic administrator shall be a tenured member of the Library Faculty.
  - 2. An academic administrator shall be appointed by the Board of Trustees upon recommendation by the President, the Vice President for Academic Affairs and Provost and the Dean of the Library. Before recommending the initial appointment of an academic administrator, the Dean shall solicit input from the Library Faculty and full-time staff.
  - 3. The Dean may review an academic administrator's appointment at any time but they shall do so at least every five years or upon the written request of a majority of the Library Faculty who do not hold administrative titles. In conducting the review, the Dean shall solicit input from the Library Faculty and full-time staff.
  - 4. In appointing an academic administrator to an interim position, the Dean shall solicit input from the Library Faculty and full-time staff.

# Article III. The Library Faculty Assembly

- i. The Library Faculty Assembly is the primary governance body of the Library Faculty. It shall have the following rights and responsibilities:
  - 1. Initiate proposals on matters of importance to the Library.
  - 2. Be consulted on matters of significance to the Library.
  - 3. Advise the Dean on matters brought before it.
  - 4. Request actions of other agencies of the University.
  - 5. Take such actions as are necessary to exercise responsibilities stated elsewhere in this constitution.
- ii. Membership of the Assembly shall include:
  - 1. The Library Faculty.
  - 2. Any person to whom the Assembly extends an invitation. The Assembly shall set the conditions and terms of membership. The Dean shall extend the offer of membership.

- iii. All members of the Library Faculty shall have full voting rights and be eligible to serve on committees except when committee memberships are restricted.
- iv. The Executive Committee shall call all meetings of the Assembly in the fall and winter semesters and shall call at least two meetings in each of those terms. It must call a meeting within fifteen days upon the written request of twenty (20) percent or more of the Assembly. Meetings in the summer semesters may be called by either the Executive Committee or the Dean.
- v. The Dean or designee shall be the presiding officer of the Assembly.
- vi. Fifty (50) percent of the Library Faculty shall constitute a quorum of the Assembly.
- vii. The Executive Committee shall determine the placement and timing of all motions which come before the Assembly.
- viii. The Assembly shall provide for the preparation of its minutes.
- ix. Substantive motions shall be circulated to members of the Assembly at least five days before their first reading. Committee recommendations and materials deemed appropriate by the Executive Committee shall accompany the text of motions.
- x. Ordinary substantive motions are placed on the agenda by the Executive Committee with or without comment or endorsement. Such motions shall normally receive readings on two separate meeting days of the Assembly with amendments in order during both readings. Final votes on a main motion and its amendments may be taken only during the second reading. At that time, a majority vote of those members of the Library Faculty present shall suffice for a decision.
- xi. By an affirmative vote of three-fourths of the members of the Library Faculty present, the Assembly may proceed directly from the first to the second reading and final action on a motion.
- wii. When an agenda has been completed, the presiding officer shall call for and recognize motions from the floor of the Assembly. They are extraordinary substantive motions.
- By vote of two-thirds of the members of the Library Faculty present, the Assembly may authorize immediate debate on an extraordinary motion, in which case the motion shall be treated as an ordinary motion in its first reading. Otherwise, the Executive Committee shall place the motion on the agenda of the next meeting of the Assembly. When placed upon the agenda by either of those procedures, the motion shall be treated as an ordinary substantive motion in its first reading.
- xiv. Procedural motions may be introduced by a member of the Assembly. Such motions shall be decided in the order of precedence and in accordance with the current Robert's Rules of Order.

- Resolutions may be moved from the floor of the Assembly. By a vote of two-thirds of the members of the Library Faculty present, a resolution may be adopted on its first reading. An affirmative majority vote shall suffice to hold a resolution over for a second reading. A resolution may be adopted by an affirmative majority vote on its second reading.
- xvi. Proxy votes shall not be tallied except on amendment(s) to and revision of the Constitution.

# Article IV. Standing Committees of the Assembly

- i. The Assembly shall create such <u>ad hoc</u> and standing committees as it deems necessary, designating the charges, memberships and terms of service. All full-time faculty who are bargaining unit faculty members shall be eligible to serve on its ad hoc and standing committees.
- ii. The Assembly may modify the membership of or charge to a standing committee by an ordinary substantive motion.
- iii. Unless otherwise specified, standing committees shall be organized in the following manner:
  - 1. Standing committees shall consist of three members of the Library Faculty elected by the Assembly for staggered two-year terms.
  - 2. Elections to standing committees shall be held in the winter semester and service shall begin in the subsequent fall semester.
  - 3. A committee vacancy occurring during the first year of service shall be filled by election; in the second year, by appointment of the Executive Committee.
  - 4. Each standing committee shall elect a chairperson from its membership at its first meeting of the year. The chairperson shall serve a renewable one-year term. The first meeting shall be called by the previous chairperson whether or not they remain a member of the committee. In the absence of the previous chairperson, the first meeting shall be called by the most senior faculty member on the committee.
- iv. The Assembly shall have an Executive Committee composed of three members of the Library Faculty. They shall be elected to staggered two-year terms which are renewable. The Dean shall be an <u>ex-officio</u>, non-voting member of the committee. The Dean shall chair the committee but may appoint a temporary chairperson in his/her absence.

The Executive Committee shall have the following responsibilities:

- 1. Appoint a secretary to take minutes of the Executive Committee meetings. The term of office shall be for a renewable one-year term.
- 2. Appoint a parliamentarian for the Faculty Assembly. The term of office shall be for a renewable one-year term.
- 3. Create such <u>ad hoc</u> committees as it deems necessary, designating the charges, memberships and terms of service.
- 4. Refer matters to <u>ad hoc</u> and standing committees.
- 5. Receive reports and recommendations from <u>ad hoc</u> and standing committees to be placed on agendas of the Assembly. The Executive Committee shall have the right to request a committee to reconsider its recommendations once. A committee's second submission must be placed on the next agenda of the Assembly.
- 6. Originate substantive motions.
- 7. Appoint replacements for vacancies occurring on <u>ad hoc</u> committees.
- 8. Appoint replacements for vacancies occurring on standing committees when the vacancies occur in the second year of service.
- 9. Advise the Dean on matters brought before it, receive information from the Dean, and place before the Dean such matters as it deems appropriate.
- 10. Transmit and receive communications from the University Senate.
- v. The Assembly shall have a Committee on Instruction (COI) composed of the Coordinator of Information Literacy and three other members of the Library Faculty who will serve in staggered two-year terms. The COI is charged with the following tasks:
  - 1. Review and approve credit-bearing courses taught under the LIB rubric.
  - 2. Provide ongoing oversight and assessment of credit-bearing courses taught under the LIB rubric.
  - 3. Consult with and support library faculty members in developing curricula under the LIB rubric.
  - 4. Consult with and support library faculty members serving on curricular committees where learning outcomes and assessment are addressed (e.g. General Education Committee, Graduate Council, University Assessment Committee, University Committee on Undergraduate Instruction).

# Article V. The Library Committee on Appointment and Promotion

- i. The Library Faculty shall have a Committee on Appointment and Promotion (LCAP) consistent with the current Faculty Agreement.
- ii. The LCAP shall consist of six members. One shall be Oakland's non-voting designee. The other five shall be elected by and from the members of the Library Faculty who hold tenure-track positions in the Library. They shall serve staggered three-year terms. At least three of the voting members of the LCAP shall be tenured. No one may serve on the LCAP in the academic year in which they are reviewed for tenure.
  - 1. If a vacancy occurs on the LCAP before a term of office is completed, a replacement shall be elected to fill the unexpired term. If the vacancy is the result of an incumbent's tenure review, a replacement shall be appointed for that year by the members of the Library Faculty on the Executive Committee.
  - 2. The LCAP shall elect a chairperson from its members who are tenured and voting. The term of office shall be for a renewable one-year term.
- The LCAP shall establish and make known the policies and procedures which govern its operation as well as the criteria and standards which guide its recommendations on all matters of faculty appointment, promotion and tenure. The LCAP shall also have the following duties:
  - 1. Gather information and make recommendations to the Dean on all Library Faculty appointment, promotion and tenure cases.
  - 2. Gather information and make recommendations to the Faculty Re-Employment and Promotion Committee (FRPC) regarding all Library Faculty employment recommendations leading to tenure, tenure and promotion, or promotion of tenured faculty.
  - 3. Be informed by the Dean of final decisions relating to all Library Faculty employment decisions.
- iv. The library representative to the Faculty Re-Employment and Promotion Committee shall be elected by and from the members of the Library Faculty who hold tenure-track positions. The representative shall be tenured and shall meet the eligibility requirements stipulated in the Faculty Agreement.

# Article VI. The University Senate

The Library Faculty shall be represented in the University Senate by a delegation elected in accordance with provisions of the Constitution of the University Senate.

## Article VII. Amendment and Ratification

- i. Amendment(s) or revision of the Constitution shall originate as substantive motions of the Assembly. They may be submitted to the Executive Committee in writing, in which case, they shall be placed on the agenda of the next meeting of the Assembly.
- ii. On second reading, a secret ballot shall be conducted and an affirmative majority vote of the Assembly shall be required to ratify amendment(s) or revision of the Constitution.
- iii. Amendment(s) or revision of the Constitution must be approved by the University Senate and the Board of Trustees.

# Article VIII. Review

- i. This constitution shall remain in force until it is superseded by a constitution approved by the Faculty Assembly, the University Senate and the Board of Trustees.
- ii. At least once every five years the Executive Committee shall review or appoint an ad hoc committee to review the Constitution of the Library. The committee shall present its recommendations to the Assembly which may ratify the proposed constitution with or without change, in accordance with Article VII.

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Amended/ratified Nov. 10, 2022	Approved Jan. 19, 2023	