

2004  
see provost  
note at end

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

The Western Illinois University Library functions as a department/unit of the University within the provision of the U.P.I. 4100 (the Western Illinois University collective bargaining contract) and the regulations and policies of the University as presented in the Western Illinois University Faculty Policy Manual and other published WIU policy sources. The Western Illinois University Library Faculty Committee of the Whole pledges to support the objectives of the library's mission to identify, collect, organize, preserve, and provide access to information that supports the instructional and research programs of the university. It also commits to encouraging and supporting the professional and scholarly pursuits of the library faculty. The library faculty does hereby establish this Constitution to safeguard academic freedom and protect it from abridgment in the processes concerning governance, policies and operations, and all personnel matters including conditions of employment and tenure.

**I. Membership**

- A. Membership in the Library Faculty Committee of the Whole (LFCW) is open to all library faculty.
- B. Library faculty include tenured, tenure-track, and Associate Faculty.
- C. Library faculty eligible to vote are Unit A Bargaining Unit members.
- D. The Department Chair of the Libraries and the Dean of Libraries are ex-officio, non-voting members of the Library Faculty Committee of the Whole.

**II. Duties**

- A. To provide a forum for discussing matters of professional concern to the library faculty by:
  - 1. Providing means for the development, formulation, and exchange of ideas.
  - 2. Seeking and suggesting ways for implementing goals, plans, projects, and programs for the sake of improving library service, working conditions, and the welfare of the faculty.
- B. To make recommendations to the Department Chair of the Libraries and the Dean of Libraries on the library's total budget requests and expenditures.

- C. To make recommendations to the Department Chair of the Libraries and the Dean of Libraries concerning any reallocation of resources that might be necessary or advantageous during any fiscal year.
- D. To communicate with and consider information from the Faculty Senate's Library Advisory Committee and to make recommendations to the Department Chair of the Libraries and the Dean of Libraries.
- E. To initiate recommendations on policy for consideration by the Department Chair of the Libraries and the Dean of Libraries.
- F. To hear reports and announcements from the Department Chair of the Libraries and the Dean of Libraries; from various library and university committees, subcommittees, and agencies; and from the faculty and staff of the library.
- G. 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 Department Chair of the Libraries and the Dean of Libraries with a copy of these recommendations.
- H. 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 Department Chair of the Libraries and the Dean of Libraries and the Provost.
- I. To conduct elections for Library Faculty Committee of the Whole committees and to fill vacancies in committees.
- J. To serve as an advisory board to the Department Chair of the Libraries and the Dean of Libraries on all other policy matters not detailed in Section VI, A, 3 (Duties of the Executive Committee).

### III. Meetings

- A. Meetings are scheduled at least once a month during the academic year.
- B. The LFCW Chairperson distributes a notice of the meeting and a tentative agenda one week in advance of the meeting.
- C. The incumbent LFCW Chairperson calls the September meeting of the Library Faculty Committee of the Whole. The LFCW Vice Chairperson/ Chairperson Elect assumes the role of LFCW Chairperson as soon as the September meeting is adjourned.

- D. The senior member of a committee, as determined by years of service in the WIU Library, calls the initial organizational meeting of each committee. Once convened, committees elect their own chairperson and other officers as necessary.

#### IV. Elections

- A. Elections for the LFCW Vice Chairperson/ Chairperson Elect and committee members are conducted at the September meeting.
- B. Officers and committee members serve from September to September unless noted otherwise.
- C. Officers are not eligible to serve again until two years after their term of office expires.

#### V. Officers

- A. LFCW Chairperson—who convenes and presides at monthly and special committee meetings.
- B. LFCW Vice Chairperson/ Chairperson Elect—who convenes and presides at monthly and special committee meetings in the absence of the LFCW Chairperson.
- C. Recording Secretary
  - 1. A recording secretary is designated by the LFCW Chairperson for each meeting with the responsibility rotating each month in alphabetical order.
  - 2. All members of the Library Faculty Committee of the Whole serve as recording secretaries.
  - 3. The recording secretary distributes the minutes to all committee members.

#### VI. Committees

- A. Executive Committee
  - 1. The Executive Committee consists of the Chairperson of the Library Faculty Committee of the Whole and the Vice Chairperson/ Chairperson Elect of the Library Faculty Committee of the Whole.
  - 2. The Department Chair of the Libraries and the Dean of Libraries are ex-officio members of the Executive Committee.
  - 3. Duties of the Executive Committee:

- a. To prepare agendas of the regular and special meetings of the Library Faculty Committee of the Whole.
- b. To review requests from university personnel outside the library who wish to make presentations to the Library Faculty Committee of the Whole.
- c. To respond to requests by outside individuals or organizations for information from the Library Faculty Committee of the Whole.
- d. To maintain an archive of meeting minutes and other official Library Faculty Committee of the Whole documents.

B. Department Personnel Committee

1. Membership

- a. The Department Personnel Committee (DPC) is composed of five tenured faculty members elected by the Library Faculty Committee of the Whole at the annual September meeting.
- b. DPC members serve two years, with either two or three members rotating off the committee each year.
- c. Faculty on the DPC may not evaluate themselves.

2. Duties

- a. To review the evaluation portfolios for each probationary employee and for each employee applying for tenure, promotion, or a Professional Achievement Award (PAA).
- b. To solicit evaluations of the applicants from all voting members of the Library Faculty Committee of the Whole.
  - (i) All voting members of the Library Faculty Committee of the Whole may review application files for retention, tenure, promotion, and Professional Achievement Award.
  - (ii) The DPC will provide recommendation forms and encourage all voting members of the Library Faculty Committee of the Whole to comment on the applicant's performance. Completion and submission of the forms to the DPC is optional.



- (a) Copies of the completed recommendation forms are provided to the applicant but do not become part of the applicant's ongoing file.
- (b) The completed recommendation forms remain in the DPC's files.
- c. To provide a written recommendation to the Department Chair of the Libraries for each probationary employee, and for each employee applying for tenure, promotion, or for a PAA. The written recommendation should be supported with reasons based on the department criteria.
- d. Other duties of the DPC are specified in the Bargaining Unit agreement.

C. Professional Growth Committee

1. Membership

- a. The Committee is composed of three faculty members
- b. The Library Faculty Committee of the Whole elects committee members at the annual September meeting.
- c. Committee members serve a one-year term.

2. Duties of the Professional Growth Committee

- a. To collect and disseminate information regarding grants, fellowships, workshops, and other professional programs.
- b. To confer with the Department Chair of the Libraries and the Dean of Libraries about budget allocations to support faculty travel for business purposes and for professional growth.
- c. To confer with the Department Chair of the Libraries and the Dean of Libraries about budget allocations to support faculty research and professional development.
- d. To organize in-service training programs.

D. Professional Concerns Committee

1. Membership

- a. The Committee is composed of five faculty members.
- b. The Library Faculty Committee of the Whole elects committee members at the annual September meeting.
- c. Committee members serve a one-year term.

2. Duties of the Professional Concerns Committee

- a. To recommend appropriate action on any faculty staffing concerns to the Library Faculty Committee of the Whole, to the Department Chair of the Libraries, and to the Dean of Libraries.
- b. To review requests for the creation of new positions and to make recommendations to the Library Faculty Committee of the Whole, to the Department Chair of the Libraries, and to the Dean of Libraries.
- c. To review and recommend appropriate action on other issues raised by individuals, by the Library Faculty Committee of the Whole, or the Department Chair of the Libraries, or by the Dean of Libraries.

E. Search and Screening Committees

1. Department Chair Search and Screening Committees

- a. Applications for the Department Chair position are made to a search and screening committee.
- b. The LFCW will elect five library faculty to serve on the search and screening committee.
  - (i) Faculty members eligible to serve on the committee are full time members of the Library Faculty who have been employed in the University Library for more than one year continuously.
  - (ii) LFCW members applying for the open position are not eligible to serve on the search and screening committee.
  - (iii) No more than three faculty members on the committee can be from any one unit.
- c. Library faculty will compose the majority of the committee's members.

- d. The Search and Screening committee will forward the names of the top applicants to the LFCW. When the search is limited to internal candidates only, the committee will not remove any applicant from review.
- e. The nominees deemed acceptable by the majority of the members of the LFCW are forwarded to the Dean.
- f. The Dean of Libraries makes final appointment of the Department Chair of the Libraries, subject to the approval of the Provost and the President.

2. Library Faculty Search Committees

- a. Faculty members eligible to serve on a search committee for a faculty, non-administrative position are full time members of the Library Faculty who have been employed in the University Library for more than one year continuously.
- b. All Library Faculty in the unit with the open position are automatically invited to serve on the search committee. A faculty member in the affected unit may decline to serve on the search committee.
- c. For units with four or more faculty, the Library Faculty Committee of the Whole elects two additional faculty members.
- d. For units with fewer than four faculty, the Library Faculty Committee of the Whole elects additional faculty to comprise a search committee with five faculty members.
- e. The faculty of any non-affected unit cannot comprise a majority of any search committee.
- f. If the new employee will serve in more than one unit, all affected units should be equally represented. The Library Faculty Committee of the Whole elects the remainder of the faculty members of the committee.

**VII. Amending the Constitution**

- A. Amending the Constitution of the Library Faculty Committee of the Whole requires a two-thirds vote by secret ballot of all the voting members of the Library Faculty Committee of the Whole.
- B. Amendments passed by the Library Faculty Committee of the Whole are subject to approval by the Department Chair of the Libraries, by the Dean of Libraries, and by the Provost.

VIII. Parliamentary authority is *Robert's Rules of Order*.

Revised and ratified by the Library Faculty Committee of the Whole on May 6, 2004.

*Devin Howard, Chair, Library Faculty Committee of the Whole 2003-2004*

Approved by :

Department Chair of the Libraries *Charles E. Miller* Date 5/17/2004

Dean of Libraries *James L. Harmon* Date 5/17/2004

Provost \_\_\_\_\_ Date \_\_\_\_\_



**Dean Howd**

---

**From:** "Nita Burg" <NE-Burg@wiu.edu>  
**To:** "Dean A Howd" <DA-Howd@wiu.edu>  
**Cc:** "Joseph C Rallo" <J-Rallo@wiu.edu>; "James L Huesmann" <JL-Huesmann@wiu.edu>; "Charles E Malone" <C-Malone@wiu.edu>  
**Sent:** Wednesday, May 26, 2004 2:47 PM  
**Subject:** LFCW

Mr. Howd,

Thank you for sending the Provost's Office a revised copy of the Constitution of the Library Faculty Committee of the Whole. We realize that the prior Provost signed off on this document, but since it is not required by the UPI Agreement, Provost Rallo does not feel that his approval is necessary. Therefore, I am returning the original document to you and will keep a copy for our files.

Thanks.

Nita Burg  
Staff Secretary  
Provost's Office  
309-298-1066

6/11/04

- A. Amending the Constitution of the Library Faculty Committee of the Whole requires a two-thirds vote by secret ballot of all the voting members of the Library Faculty Committee of the Whole.
- B. Amendments passed by the Library Faculty Committee of the Whole are subject to approval by the Department Chair of the Libraries, by the Dean of Libraries, and by the Provost.

VIII. Parliamentary authority is *Robert's Rules of Order*.

Revised and ratified by the Library Faculty Committee of the Whole on May 6, 2004.

*Dean Howard, Chair, Library Faculty Committee of the Whole 2003-2004*

Approved by :

Department Chair of the Libraries Charles E. Miller Date 5/17/2004

Dean of Libraries James L. Honan Date 5/17/2004

Provost \_\_\_\_\_ Date \_\_\_\_\_