

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

Western Illinois University Libraries 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 library's mission and the professional and scholarly pursuits of its 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 and full-time Unit B Bargaining Unit members.
- D. The Dean of Libraries shall serve as an ex-officio member of the Library Faculty Committee of the Whole, without voting rights, and shall not hold LFCW office.

**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 Dean of Libraries on the libraries' total budget requests and expenditures.
- C. To make recommendations to the Dean of Libraries concerning any reallocation of resources that might be necessary or advantageous during any fiscal year.

- D. To initiate recommendations on policy for consideration by the Dean of Libraries.
- E. To hear reports and announcements from the Dean of Libraries; from various library and university committees, subcommittees, and agencies; and from the faculty and staff of the library.
- F. 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 Libraries with a copy of these recommendations.
- G. 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 Libraries and the Provost.
- H. To conduct elections for Library Faculty Committee of the Whole committees and to fill vacancies in committees.
- I. To serve as an advisory board to the Dean of Libraries on all other policy matters.

### **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 University Libraries, calls the initial organizational meeting of each committee. Once convened, each committee elects its own chairperson and other officers as necessary.
- E. Special meetings may be called by the Executive Committee as needed.

### **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 are expected to 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, the Vice Chairperson/Chairperson Elect of the Library Faculty Committee of the Whole, and the immediate past Chairperson of the Library Faculty Committee of the Whole.
  - 2. Duties of the Executive Committee:
    - a. To review requests from university personnel outside the library who wish to make presentations to the Library Faculty Committee of the Whole.
    - b. To respond to requests by outside individuals or organizations for information from the Library Faculty Committee of the Whole.
    - c. 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 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 or promotion.
- 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, or promotion.
  - (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.
  - (iii) Completed recommendation forms are given to the applicant. They do not become part of the applicant's ongoing file.
- c. To provide a written recommendation to the Dean of Libraries for each probationary employee, and for each employee applying for tenure or promotion. The written recommendation should be supported with reasons based on the department criteria.
- d. Other duties of the DPC and DPC chair (e.g., PAA review) 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 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 Dean of Libraries about budget allocations to support faculty travel for business purposes and for professional growth.
- c. To confer with 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 at least three faculty members.
- b. The Library Faculty Committee of the Whole elects committee members at the 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 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 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 by the Dean of Libraries.

E. Library Faculty Search Committees

1. 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 Libraries for more than one year continuously.
2. 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.
3. For units with four or more faculty, the Library Faculty Committee of the Whole elects two additional faculty members.
4. 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.
5. The faculty of any non-affected unit cannot comprise a majority of any search committee.
6. 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

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.

**VII.** Parliamentary authority is the current edition of *Robert's Rules of Order Newly Revised*.

**Revised and ratified by the Library Faculty Committee of the Whole on December 6, 2012.**

JDSierman 12/6/12