Descriptions of Officer and Committee Positions
University of Cincinnati Library Faculty

Chair of the Library Faculty:

Description: The Chairperson of the Library Faculty is responsible for conducting all meetings of the Library Faculty Council and the All Library Faculty meetings. Both meetings meet quarterly. The Chairperson is also responsible for bringing library faculty issues to the Executive Council and then to the Library Faculty.

Term Limits: 2 year term; can serve no more than 2 consecutive terms

Secretary of the Library Faculty:

Description: Workload is over Fall, Winter and Spring quarters. Majority of the work is done during the weeks between the Library Faculty Executive Committee and the All Library Faculty meetings. The Secretary attends and takes minutes for both meetings; sends email announcements and reminders about the meetings; provides copies of previous meeting minutes and any handouts.

Term Limits: 2 year term; can serve no more than 2 consecutive terms

Faculty Senate:

Description: Library Faculty Senators serve two-year staggered terms. Senators represent UC Library Faculty and attend monthly Faculty Senate meetings and a few special Senate meetings through the year. The first-year Senator is the “junior,” and is responsible for emailing all UC Library Faculty a meeting summary soon after the Faculty Senate meeting. The junior Senator reports at the UC Library Faculty Executive Council and UC Library Faculty meetings, and the UCL Faculty meeting (if part of UCL organization). Usually, verbal reports at meetings are brief, and highlight Senate business not already covered by email, or particular items that are very pertinent to Library faculty interests. The second-year Senator does not hold reporting responsibilities, although s/he may fill in for the junior Senator at times. Also, the second-year Senator doesn’t attend the Executive Council meetings. (Note: UC Library Faculty bylaws state that Library Faculty at RWC and Clermont may not serve as Library Faculty Senators. Library Faculty in these areas should run as Senators within their college).

Term Limits: 2 year term; no term limits
Library Faculty Senator for IT Committee:

**Description:** The Library Faculty Senator for IT Committee represents the Library Faculty as a whole. The Faculty Senate IT Committee (FSIT) provides recommendations to the Faculty Senate about IT issues, shares IT knowledge and coordinates IT efforts among academic units. The Chair of the FSIT Committee is also a member of the Faculty Senate Cabinet and represents the FSIT Committee on the Executive Technology Strategy Committee (ETSC). More information on the UC's IT Governance Committees can be found at http://www.uc.edu/ucit/committees/. The FSIT Committee meets monthly, except during the summer, and typically for two hours. The Library Faculty Senator for IT Committee reports at the UC Library Faculty meetings and the UCL Faculty meetings (if part of the UCL organization) and provides updates to Library Faculty on FSIT Committee activities.

**Term Limits:** 2 year term; no term limit

Nominations and Elections:

**Description:** Consists of three members who serve staggering terms. The committee conducts all elections for standing committee membership, for Chairperson of the Library Faculty, for Secretary of the Library Faculty, for the representative to the Faculty Senate IT Committee, and any special elections requiring a vote of the Library Faculty. The committee solicits volunteers for open positions, creates and sends ballots to the library faculty by email, collects and counts ballots, and announces election results. Most of the work of the committee falls in the Spring of the year when the committee conducts elections for terms beginning the following year.

**Term Limits:** 2 year term; can serve no more than 2 consecutive terms

Reappointment, Promotion and Tenure:

**Description:** Comprised of 7 faculty members (5 tenured, 2 untenured). There can be one chair or two co-chairs (1 tenured co-chair and 1 untenured co-chair). Chairs/co-chairs selected annually by the committee members. The committee reviews dossiers for reappointment, promotion, tenure and academic leave requests. The committee has one month to review and write recommendations. Dossier deadlines are March 1 and November 1; Academic Leave Request deadline is October 1. The committee also ranks newly created faculty librarian positions and new candidates hired for open faculty positions. Time commitment varies; most concentrated periods of dossier review occur during March and November. Review time may vary depending on the number of dossiers submitted (typically 1-2 hours per dossier). Each committee member reviews each dossier; takes notes and meets with the entire committee to discuss, make recommendations; seek additional information and write letters. Majority of communication done via email. Committee averages approximately 4-6 in person meeting per year. These meetings vary depending on the number of files submitted.

**Term Limits:** 2 year term; can serve no more than 2 consecutive terms
Library Faculty Representatives to the AAUP Associate's Council:

**Description:** Comprised of 2 faculty members, either tenured or untenured. The committee meets once a quarter during non-bargaining years. During bargaining years, the committee may be monthly or every other month for 2 hours. The committee members are charged with advising the AAUP Executive Council and Negotiating Team on contract bargaining issues; relaying information between the Associates Council, library faculty, and the AAUP Executive Council; gather contract changes and suggestions from library faculty and bring them to the Associates Council; serve on a contract bargaining issues task force that researches issues and makes recommendations to the AAUP Executive Council; and help organize and recruit new members to actively participate in the chapter.

**Term Limits:** 2 year term; no term limit

Merit Committee

**Description:** The Library Faculty Merit Committee consists of seven positions with representation from each of the four jurisdictions. The charge of the committee is to conduct the review of merit packages and assign tentative merit pay band assignments for library faculty members. The workload of the committee is completed within one month (January-February).

**Term Limits:** 1 year term; no term limit

Suzanne Maggard
Lauren Wahman
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Revised March 2011
Nominations and Elections Committee
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Created March 2010
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Lisa Britt Wernke
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