

MEMORANDUM

TO: President Edward T. Foote II

FROM: *X* George C. Alexandrakis *GA.*
 Chairman, Faculty Senate

DATE: May 9, 1990

SUBJECT: Faculty Senate Legislation #89013(A) -
 Establishment of Librarian Faculty Category

The Faculty Senate, at its meeting of April 30, 1990, voted to approve Faculty Senate Legislation #89013(A), Charter language for the establishment of Librarian Faculty category. The text of the legislation is attached.

This legislation is now forwarded to you for your action.

5/11

Approve.

377

GCA/b

Attachment

cc: Provost Luis Glaser
 Mr. Frank Rodgers
 Mr. Robert Fuerst

Faculty Senate Legislation #89013(A) -
Establishment of Librarian Faculty Category

[Additions to the current language are indicated in boldface.]

CHARTER CHANGES

2.1 ADD

The University Faculty shall consist of the President, the Provost and Executive Vice President, the academic deans, the Regular, Research, Educator, and **Librarian Faculty**.

The Librarian Faculty shall consist of those faculty serving in the libraries of the University who hold the rank of Librarian Professor, Librarian Associate Professor, or Librarian Assistant Professor and who perform normal professional duties in the libraries, but are not required to undertake scholarly research. Regular Faculty in the Richter Library shall constitute a majority of that faculty.

2.2 ADD

Librarian Faculty are entitled to vote on all matters for which they are qualified by rank and title with the exception of reappointment, promotion, and award of tenure of the regular faculty, evaluation of the Chair or Dean, and ratification of amendments to the Faculty Charter.

CAPSULE: Faculty Senate Legislation #89013 (A) - Establishment of Librarian Faculty Category (Charter Changes)

RESPONSE BY THE PRESIDENT:

DATE: 5/11/90

APPROVED: Yes *JW*

OFFICE OR INDIVIDUAL TO IMPLEMENT OR PUBLISH: Person

EFFECTIVE DATE OF LEGISLATION: _____

NOT APPROVED AND REFERRED TO: _____

REMARKS (IF NOT APPROVED): _____

PROMOTION, TENURE, TERM CONTRACTS: GUIDELINES

2/90

"The basic functions of a university are to preserve, augment, criticize and transmit knowledge and to foster creative capacities. Its chief instrument for performing these functions is its faculty, and its success in doing so depends largely on the quality of its faculty." (Bylaw V.5.1. of the University of Miami Faculty Manual).

The university libraries provide a central element in the fulfillment of the university's role in preserving and transmitting knowledge. Areas which contribute to the educational and research mission of the university include reference service, collection development, bibliographic organization and control, and teaching. To be an effective instrument for faculty and students, the libraries must provide adequate resources which are effectively arranged and skillfully serviced. It is the function of the library faculty to organize the libraries' store of information and to provide the kinds of services which facilitate use of the libraries. The library faculty member is the catalyst whose manner and competence should insure maximum benefits to the university community.

Librarians are professionals trained in the philosophy and techniques of selecting, managing and utilizing information materials. In many indispensable and different ways they support and participate in instruction and research in the university's learning process. They also administer or manage a significant portion of the university's past and present informational resources.

It is necessary to stress the scholarly nature of certain activities of librarians which derive from and contribute to a body of knowledge concerned with information handling. Librarians--in particular university librarians--must be equipped to understand the whole process of information transfer in all its dimensions, from the creation of information to its final use, in all subjects, languages, physical and bibliographic forms, and other permutations of knowledge. The value of these activities to the academic enterprise cannot be overestimated.

TENURE The principle of tenure is an institutional commitment between the University and the librarian based upon commitment to academic freedom and acknowledged by providing permanent and continuous employment. Tenure is granted only to full-time faculty in the following ranks: professor, associate professor and, under extraordinary circumstances, assistant professor.

DOCUMENTS The Library faculty member is responsible for supplying evidence of accomplishment to support the granting of tenure or a continuing contract, and an application for promotion. Guidelines for suggested activities as well as documentation information appear in addenda to this document.

Note: Wherever this document and The Faculty Manual are in conflict, the latter shall govern.

CRITERIA FOR TENURE

After an appropriate probationary period, as established by the Dean of Faculties, each candidate will be judged on the basis of effective performance (considered analogous to teaching in the context of library functions), scholarship as evidenced by research and publication, and service to the Library, the University, and the profession.

I. PERFORMANCE

When the librarian is fulfilling regularly assigned duties, this activity is regarded as performance. Performance of the Library faculty may include the following:

- A. Reference and research assistance to the University community.
- B. Coordination of collection development (i.e., the evaluation and selection of library materials).
- C. Management of bibliographic organization and control over the Library's collection (i.e., the acquisition, cataloging and classification of library materials).
- D. Conducting Library instruction programs, instruction of a practicum, teaching of a credit course (including directed readings), or serving on a master's, doctoral, or honors thesis committee.

II. RESEARCH, SCHOLARSHIP, CREATIVITY

The Library faculty member is expected to be involved in formal activities of research, scholarship, and creative achievement. Library faculty's accomplishment in these areas will be the result of the practical application of the principles of librarianship and of serving the needs of the University community. Evidence of significant research, scholarship, and creative achievement may be represented by the following examples:

- A. Publication of the results of scholarly research in books and/or professional and scholarly journals and accessible in print or electronic media.
- B. Presentation of research papers at professional conferences, conventions, seminars, workshops, meetings, etc.
- C. Publication of new or innovative approaches to problem solving in specific areas of librarianship which will enhance professional techniques and service.
- D. Editing professional publications.

III. SERVICE TO the LIBRARY, UNIVERSITY and the PROFESSION

- A. Active participation on Library faculty committees, on University Faculty Senate committees and on University Administrative committees.
- B. Service within the university that reflects an application of specialized knowledge or skill in librarianship to the institution's affairs.
- C. Committee assignments or serving as an officer in professional organizations; organizing and/or active participation in professional meetings, conferences, workshops, institutes, etc.

CRITERIA for PROMOTION

Appointment to or advancement in rank will be dependent upon the candidate's achievement of the qualifying criteria specified for each rank. Persons recommended for appointment to or advancement in rank shall possess an appropriate degree, i.e., a masters degree in library science from an American Library Association accredited library school or its foreign equivalent.

Promotion to the ranks of associate professor and professor shall be based on the faculty member's high level of performance, contributions in the areas of library activities, teaching, research and/or creative achievements, as well as involvement in professional organizations and University committees. Performance and achievement, rather than time in rank, should be the determining factors for promotion. Considerations for promotion should take into account differences in functions among Library departments; therefore, the relative weight applied to the criteria may vary, and should be judged accordingly. Promotion to any rank is a recognition of achievement and a sign of confidence that the individual is capable of greater responsibilities and accomplishments.

Promotion to the level of associate professor or professor requires a record of successful fulfillment of criteria at the previous rank. Without discussing specific criteria for each rank, the following may be considered when recommendations are made for individual appointment and/or promotion.

1. Assistant Professor - initial appointment is normally at this rank and requires expectation of successful professional contributions to the Library.
2. Associate Professor - promotion to this rank requires evidence of substantial professional contributions to the Library and the University; substantial research; scholarship and creativity; and professional involvement.

3. Professor - promotion to this rank requires evidence of outstanding professional contributions to the Library and the University, evidence of significant research, significant professional involvement and national recognition in the profession and the area of specialization.

CRITERIA for AWARDING a TERM CONTRACT to LIBRARIAN FACULTY

After the appropriate probationary period each candidate will be judged on the basis of effective performance, research scholarship and creativity and service to the University and community. Since the distinction between a tenure and a term appointment lies in the publication component of the expectations, significant publication will not be expected of faculty in positions that do not earn tenure.

I. PERFORMANCE

When the librarian is fulfilling regularly assigned duties, this activity is regarded as performance. Performance of the Librarian faculty may include the following:

- A. Reference and research assistance to the University community.
- B. Coordination of collection development (i.e., the evaluation and selection of library materials).
- C. Management of bibliographic organization and control over the Library's collection (i.e., the acquisition, cataloging and classification of library materials).
- D. Conducting Library instruction programs, instruction of a practicum, teaching of a credit course (including directed readings), or serving on a master's, doctoral, or honors thesis committee.

II. RESEARCH, SCHOLARSHIP, CREATIVITY

The Library faculty member is expected to be involved in formal activities of research, scholarship, and creative achievement. Library faculty's accomplishment in these areas will be the result of the practical application of the principles of librarianship and of serving the needs of the University community. Evidence of significant research, scholarship, and creative achievement may be represented by the following examples:

- A. Presentation of research papers at professional conferences, conventions, seminars, workshops, meetings, etc.
- B. Development of new or innovative approaches to problem solving in specific areas of librarianship which will enhance professional techniques and service.

- C. Editing professional publications.
- D. Preparation of significant internal and external reports involving research.
- E. Continuing education which may include work toward a second master's, Ph.D., certificate, or taking courses for one's own professional enrichment.

III. SERVICE TO the LIBRARY, UNIVERSITY and the PROFESSION

- A. Active participation on Library faculty committees, on University Faculty Senate committees and on University Administrative committees.
- B. Service within the university that reflects an application of specialized knowledge or skill in librarianship to the institution's affairs.
- C. Committee assignments or serving as an officer in professional organizations; organizing and/or active participation in professional meetings, conferences, workshops, institutes, etc.

Addendum I

GUIDELINES FOR PREPARING A CURRICULUM VITAE

Each candidate for promotion or tenure is responsible for the preparation of a curriculum vitae according to the guidelines established by the Library faculty. The submission of evidence of scholarship and performance by the candidate does not, however, guarantee the granting of tenure or promotion. It provides only the documentary support for candidacy.

The purpose of the curriculum vitae is to provide the evidence which will substantiate the candidate's performance, research, scholarship, creative accomplishment, professional development and service. Evidence should include materials which document the candidate's accomplishments.

A curriculum vitae prepared for a tenure and/or promotion decision should present an assessment of all appropriate professional activities. The following guidelines do not indicate limits, but suggest types of material that may be included as addenda to the standard University curriculum vitae form (see The Faculty Manual).

FORMAT OF CURRICULUM VITAE

1. Candidate's summary and personal biography.
2. Quality of performance as a librarian.
3. Quality of work in the discipline: research, scholarship, creative accomplishment or professional development.
4. Quality of service to the Library and the University beyond the department discipline.
5. Quality of service to the public.

EXAMPLES OF ITEMS TO BE INCLUDED

- A. Quality of performance as a librarian:
 1. Description of all professional positions held.
 2. Description of all operational plans, innovative efforts, or copies of procedural publications (e.g., handbooks, procedure manuals, etc.).
 3. Summaries of library instructional bibliographic activities supporting the Library's program.
 4. Evaluations by librarians assigned to the same department.

5. Letters of recommendation by librarians assigned to different departments within the same institution.
 6. Names of persons submitted to the Director of Libraries for the purpose of requesting letters of recommendation from members of the academic community or others outside the Library. The University Administration requires three letters of recommendation.
- B. Quality of work in the discipline:
1. List of publications with, if possible, copies of the publications and subsequent reviews. The exact status of material in progress should be identified as "in press," "submitted," or "in progress."
 2. Lists of research projects and creative activities which have not, or by their nature cannot, be published (e.g., exhibits, music or art works, in-house bibliographies, catalogues, indexes, etc.).
 3. Copies of conference papers and lectures presented with the identity of the sponsoring agency and date given.
 4. Summary of fellowships, grants, awards, honors, etc.
 5. List of memberships and activities in professional organizations, including participation in workshops, symposia, meetings, committees, conferences, etc.
 6. Copies of programs of conferences arranged or chaired, workshops presented, participation in panel discussions, etc., with identity of sponsoring organization and date.
 7. Summary of professional consulting projects, including brief descriptions of the scope of each.
 8. List of all formal and/or continuing education in addition to the Master of Library Science.
- C. Quality of service to the Library and to the University beyond the department or discipline:
1. Summary of activities supporting non-library University programs.
 2. Summary of service on Library committees.
 3. Summary of service on University committees.
 4. Summary of advisory activities to University of Miami student groups.

D. Quality of service to the public.

1. List of professionally related lectures, speeches, etc., to community groups.
2. Summary of public service (i.e., as reported through VERITAS, etc.).

A faculty member has access to her/his personnel file at all times and may disagree in writing with any non-confidential documents therein. The existence of every document entered in the file, whether solicited by the candidate or by others, shall be revealed to the faculty member.

The curriculum vitae of each candidate for promotion and/or tenure will be available to eligible faculty members for reviewing; therefore, all documents to be placed in a candidate's curriculum vitae should be presented to the Director of Libraries for inclusion by September 15. Faculty personnel files will be maintained in the Library Director's Office.

ADDENDUM 11

SERVICE TO LIBRARY, UNIVERSITY, PROFESSION, AND COMMUNITY

The Library faculty member should be encouraged to participate in activities relating to the library profession as well as community civic associations, societies, etc. Representative professional services related to the Library, University, and community may include, but are not limited to:

- A. Active participation on Library faculty committees, Library project task forces, etc.
- B. Report writing for committees and/or professional groups which does not involve original research.
- C. Presentations to classes, groups, organizations, etc., or participation in a specialized professional capacity in programs sponsored by student, faculty, or community groups.
- D. Membership and committee assignments in professional organizations, and/or active participation in professional meetings, conferences, workshops, institutes, etc.
- E. Service on local, state, national, or international commissions, advisory boards or agencies, public or private, utilizing professional expertise.
- F. Editing professional journals or other publications.
- G. Reviewing books in professional and scholarly journals and other news media.
- H. Service within the university that reflects an application of specialized knowledge or skill in librarianship to the institution's affairs.
- I. Service in University and community affairs which does not require the application of specialized knowledge or skill in librarianship.
- J. Membership and committee assignments in civic organizations, societies, etc., with active participation therein.



Paul T. Dee
Cynthia L. Augustyn
Lourdes F. La Paz
Shelley Niceley Groff
Patricia A. Peoples
Leyda Benitez-Herrmann

Office of Vice President and General Counsel

MEMORANDUM

TO: Dr. William J. Whelan
Chairman, Faculty Senate

FROM: Paul T. Dee *Paul*
Vice President and General Counsel

DATE: March 9, 1992

RE: Establishment of Librarian Faculty

I am in receipt of your letter of March 4, 1992 to Dr. John Knoblock and myself. You recite in paragraph 2 the legislative history of the matter. However, it appears that Section 8.9 of the Charter requires a vote of the University faculty before the Class A legislation may be adopted. The Class B legislation then could go into place without a full faculty vote, having been previously adopted by the Senate and approved by the President.

If my understanding of the facts is incorrect, please let me know.

PTD:sm

cc: Dr. John Knoblock

w2.sm

Coral Gables Office:
Plumer Building, Suite 10
P.O. Box 248052
Coral Gables, Florida 33124-2425
305-284-2700
Fax: 305-284-5063

Medical School Office:
1122 RMSB, R-79
P.O. Box 016960
Miami, Florida 33101
305-547-5500

Reply to Coral Gables Office

March 4, 1992

Mr. Paul Dee
Vice President and General Counsel
Plumer Building, Suite 10

Dr. John Knoblock
Department of Philosophy
725 Ashe Administration Building

Dear Paul and John:

Establishment of Librarian Faculty Category

You will recall that we noticed that the category of Librarian Faculty is not in the new version of the *Faculty Manual*. The question was raised whether the legislation, including the Charter amendment, had been approved.

I now have the records of the approval. President Foote approved Legislation #89013(A) on February 1, 1991. In turn, it was approved by the Academic Affairs Committee of the Board of Trustees on February 5, 1991. Legislation #89013(B) was approved by the President on March 26, 1991. Therefore, this material should be included in the new edition of the *Faculty Manual*.

Yours sincerely,

William J. Whelan
Chairman, Faculty Senate

WJW/b



Academic Affairs

COMMITTEE

February 5, 1991

MEETING DATE

BOARD OF TRUSTEES

SUBJECT:

Establishment of Librarian Faculty

PRESENTED BY:

Luis Glaser, Provost

BACKGROUND/CURRENT STATUS/MATTERS REQUIRING ACTION/
FINANCIAL IMPLICATIONS:

The Faculty Senate has enacted legislation creating a new category of university faculty whose primary responsibilities relate to the operation of the University Libraries. These faculty will be called "Librarian Faculty" and will hold **non-tenure** earning appointments.

This legislation involves a change to the University Charter and therefore requires the approval of the Board of Trustees. The president has endorsed this change.

BOARD RESOLUTION REQUESTED:

Approval of the change to the University Charter.

Faculty Senate Legislation #89013(A) -
Establishment of Librarian Faculty Category

[Additions to the current language are indicated in boldface.]

CHARTER CHANGES

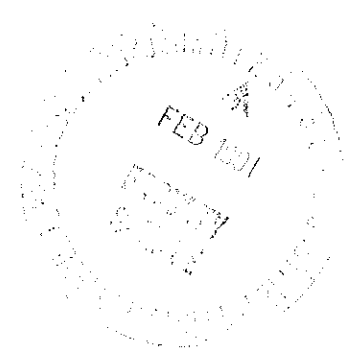
2.1 ADD

The University Faculty shall consist of the President, the Provost and Executive Vice President, the academic deans, the Regular, Research, Educator, and Librarian Faculty.

The Librarian Faculty shall consist of those faculty serving in the libraries of the University who hold the rank of Librarian Professor, Librarian Associate Professor, or Librarian Assistant Professor and who perform normal professional duties in the libraries, but are not required to undertake scholarly research. Librarian Faculty shall not hold tenured or tenure-earning appointments. Regular Faculty in the Richter Library shall constitute a majority of that faculty.

2.2 ADD

Librarian Faculty are entitled to vote on all matters for which they are qualified by rank and title with the exception of reappointment, promotion, and award of tenure of the regular faculty, evaluation of the Chair or Dean, and ratification of amendments to the Faculty Charter.



MEMORANDUM

TO: President Edward T. Foote II

FROM: *GA* George C. Alexandrakis *GEA.*
Chairman, Faculty Senate

DATE: January 25, 1991

SUBJECT: Faculty Senate Legislation #89013(A) -
Establishment of Librarian Faculty Category

This is to inform you that Faculty Senate Legislation #89013(A), establishing the Librarian Faculty, was approved by vote of the Faculty. Please forward this legislation to the Board of Trustees for their consideration.

Thank you.

2/1/91

*George,
Approved,
GCA*

GCA/b

cc: Provost Luis Glaser

SENATE COUNCIL MEETING

January 14, 1991

PRESENT: Professors Alexandrakis, Chairman, Awad, Brass, Clingan, DeSantis, Eckstein, Green, Greenfield, Heuson, Seiler, Steinfatt, Warren, and Wilson.

ABSENT: Professor Victoria.

GUESTS: President Foote, Provost Glaser, and Vice Provosts Murfin and Sugrue.

Call to Order

The Chairman called the meeting to order at 2:10 p.m. Excused absences were approved for Professors Green and Lorton. The minutes of December 17, 1990 were approved as submitted.

Results of Ballot for Faculty Senate Legislation ~~#89013(A)~~ Establishment of Librarian Faculty Category

The Chairman announced that the legislation for the establishment of Librarian Faculty passed by a four-to-one vote. The legislation will be forwarded by the President to the Academic Affairs Committee of the Board of Trustees and then to the Executive Committee for final approval. The bylaw to implement the legislation will move forward for approval once the Trustees' approval is given.

Remarks by the Provost

The Provost reported that the total number of applications for Fall semester are down about 10% from last year. He informed the Council that State funding has been cut as well as the Florida tuition voucher. The National Science Foundation will be providing high level support to centers for the training of math and science teachers. It will probably be centered in Arts and Sciences but will involve faculty from Education, Engineering, RSMAS and Medical School.

Remarks by the President

President Foote solicited the advice of the Council with regard to ways the University may be impacted if war breaks out in the Middle East. The following suggestions were made: 1)to increase the visibility of campus security; 2)to make students in the overseas programs aware of contact persons if the need arises; 3)to allow students to vent their frustrations through forums; 4)to determine whether the FBI is interviewing any Arab-American students and perhaps have a position in mind; 5)to establish a central information office.

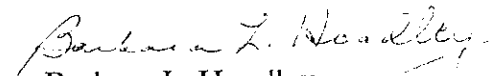
Professor Alexandrakis announced that the Senate Council has appointed sub-committees which are drafting the summaries for the various Dean and Chair evaluations.

The Chair announced that the Librarian Faculty legislation has been approved by a vote of the faculty.

Several comments were made concerning changing the meeting place for Senate meetings from the Engineering Building back to the Faculty Club.

Professor Seiler stated that several thousand records will be tested in mid-February and the rest of the database will be loaded in March and April. Plans are to start using certain portions of the system as early as summer and have it operational by the fall semester.

The meeting adjourned at 4:45 p.m.


Barbara L. Hoadley
Secretary to the Faculty Senate

The President informed the Council that the College of Arts and Sciences Dean's search is progressing with five outside candidates to be invited for interviews. The search is progressing for the Dean of the School of Education. He also announced that the Athletic Director, Mr. Sam Jankovich, has left the University and a national search will be conducted. The President stated that at the recent NCAA Convention much progress was made and that most of the proposals which were approved were presented by the college presidents.

President Foote explained that the North/South Center is moving rapidly and the University will start drawing money down on the 10M appropriation very soon. Negotiations between the University lawyers and USIA and AID are continuing. The consortium will provide a forum for international studies by scholars from around the world. He described the CONO-SUR project with Argentina and Uruguay which would provide opportunities for a variety of international work.

The news from Washington and Tallahassee with regard to educational funding is not good according to the President. He stated that this year's budget for the University is very tight but balanced. The Board of Trustees has approved a 4% merit and 3% market pool raise for the faculty for next year. In response to an inquiry, the President said that student aid would be capped at 25% of the tuition income over the coming year.

The President has requested that the recommendations of the seven task forces of the Issues Committee be submitted to him by mid-February to be incorporated into the normal planning process which culminates with the Board of Trustees annual meeting in April.

Professor Alexandrakis informed the President and the Council that the faculty voted to approve the ~~legislation establishing the Librarian Faculty~~ category.

Faculty Senate Retreat and Questionnaire

The Chairman summarized the progress of the questionnaire for the Senate Retreat. It was decided to recommend holding the retreat on Saturday, March 2 at the RSMAS auditorium. The ad hoc committee which prepared the questionnaire will analyze the results of Part I and Professors Awad, DeSantis and Steinfatt will review Part II. It was agreed to invite the Administration, Vice Presidents, and the Chair of the Senate Standing Committees.

Matters from the Floor

Professor Alexandrakis presented the Chair and Dean review sub-committees. It was *moved* and seconded to approve the list as submitted. The *motion carried*.

The Council discussed a change of venue for the Senate meetings of March 18 and April 15. It was agreed to tentatively schedule the March meeting at Medical School and the April meeting at RSMAS.

MEMORANDUM

TO: Faculty Senate Council Members

FROM: Barbara L. Hoadley
Secretary to the Faculty Senate

DATE: November 7, 1990

SUBJECT: Proposed Librarian Faculty Legislation

Please replace the proposed librarian faculty legislation material included with the November 12 Senate Council agenda with the attached copy.

BH/s

Attachment

PROPOSAL TO ESTABLISH LIBRARIAN FACULTY
(Class B legislation)

[Additions to the current language are indicated in **boldface**. Deletions are indicated by *italics*.]

1.0
DEFINITIONS

1.2

The University Faculty shall consist of the President, the Provost and Executive Vice President, the academic deans, the Regular, Research, Educator, and **Librarian Faculty**.

1.6

The **Librarian Faculty** shall consist of those members of the faculty who perform normal professional duties in the **Libraries of the University**, but are not required to undertake scholarly research. **Regular Faculty in the Richter Library shall constitute a majority of that faculty.**

[note: all subsequent paragraphs in Section 1 are to be renumbered]

1.8

The Regular Faculty are entitled to vote on all matters for which they are qualified by rank and tenure status.

The Research and Educator Faculty are entitled to vote on all matters for which they are qualified with the exception of appointment, reappointment, promotion, the award of tenure, evaluation of the Chair or Dean, and ratification of Amendments to the Faculty Charter.

Librarian Faculty are entitled to vote on all matters for which they are qualified by rank and title with the exception of the reappointment, promotion, and award of tenure of the Regular Faculty, evaluation of the Chair or Dean, and ratification of Amendments to the Faculty Charter.

The University Faculty of each school are the President, Provost, Dean of the School, and the University Faculty holding appointments in the school.

Members of the General Faculty may vote only once on a single question. Persons holding joint appointments must designate a school or department in which to exercise their voting rights on university matters. Persons holding appointive administrative positions may not vote on any matter which is subject to review or other action by their office.

1.9
Change of Type of Faculty Appointment

1.9.1

Any member of the Research, Educator, or Librarian faculty may initiate a request to be considered for appointment to the Regular Faculty of the University. The decision on that request must be made in accordance with the standards and procedures applicable to initial appointment to the Regular Faculty as set forth in the Faculty Charter and these Bylaws, including Sections 6 and 8. If the requested appointment to the Regular Faculty is made, but without an immediate grant of tenure, the period served as a member of the Research, Educator, or Librarian faculty may if requested by the faculty member and approved by the President, be credited toward the probationary period for Regular Faculty appointments as provided in Sections 3.6 and 3.6.1 of these Bylaws.

1.9.2.

Members of the Regular Faculty of the University, during their probationary period as defined in Section 3.6 of these Bylaws, may initiate a request to be considered for appointment to the Research, Educator or Librarian Faculty. The decision on that request shall be made by the President upon recommendation of the Regular Faculty of the department and the Dean of the School.

3.0
APPOINTMENTS

3.2.3

Appointments not Involving Tenure

Faculty members holding Research, Educator, Librarian or Associated appointments shall not be eligible for tenure.

3.3
Term Appointments

Term appointments are issued for a defined period of time specified in the letter of appointment. Appointment to the Associated Faculty is automatically terminated at the conclusion of the period specified in the letter of the appointment. Research, Educator, and Librarian Faculty have term appointments. Regular faculty with probationary appointments are not considered to have term appointments.

3.3.1

Librarian Faculty shall be awarded annual contracts for the first six years of service, after which Librarian Faculty shall be awarded five-year term appointments.

Promotion to the rank of Librarian Professor awards a five-year appointment at the time of promotion. A faculty member initially appointed to the rank of Librarian Associate Professor or Librarian Professor is eligible for a five-year term appointment at any time upon recommendation of the voting faculty of the department.

3.4
Notice of Termination for Research, Educator
and Librarian Faculty

Research Faculty members are entitled to one month's notice with pay for each year of full-time continuous service as a Research Faculty member at the University up to a maximum of twelve months for twelve or more years of service. The Research Faculty member will be expected to perform normal faculty duties during the notice period and such pay will cease upon the availability of other grant support at the University or initiation of employment elsewhere. Notice so used may be re-earned at the rate of one month per year up to the maximum of twelve months.

An Educator or Librarian appointment to the faculty may be terminated at the close of any academic year by written notice, either by the University of intention not to appoint or by the faculty member not to return. *A decision not to reappoint ^{rest,} needs no justification.* Such written notice by the University shall ~~include~~ a justification and be given in accordance with the following standards:

1. Not later than March 1st of the first academic year of service, if the appointment is to expire at the end of that year.
2. Not later than December 15 of the second year of academic service, if the appointment is to expire at the end of that year.
3. After two or more years of service, at least twelve months before the expiration of an appointment.

Notice of termination by a faculty member shall be given either six months prior to the termination of the appointment or by the time specified for the return of salary memoranda for the following year.

Faculty who change from a regular appointment to a Research, Educator, or Librarian appointment shall receive one year's notice after two years' service in the regular appointment.

3.5
Terms in Writing

All appointments shall specify, in writing, whether they are Regular, Research, Educator, Librarian or Associated appointments and, in the case of untenured Regular Faculty, the expiration of the probationary period. All appointments shall specify rank, salary, and full or part time status.

4.0
TENURE

4.2
Attainment of Tenure

4.2.1

Tenure shall not be awarded to faculty members serving under any type of Research, Educator, Librarian or Associated appointment. Regular appointments that

are not accompanied by an initial award of tenure shall specify the expiration date of the probationary period.

6.0

SCHOLARLY AND PROFESSIONAL QUALIFICATIONS OF THE FACULTY

6.2

Scholarship

Scholarship embraces inquiry, research, and creative professional performance and activity. Scholarship is required for effective teaching and is the obligation of all members of the faculty. Scholarship may be judged by the character of the advanced degree, by contributions to knowledge in the form of publication and instruction, by reputation among other scholars and professional persons, and by the performance of students.

The scholarly function of a university requires the appointment of faculty members devoted to inquiry and research. Among the criteria for evaluating research are publication of books by nationally recognized presses, and of articles and reviews of a scholarly nature in books, periodicals, ~~electronic media~~ and technical reports, ~~nationally recognized in the profession; the directing of scholarly work by students working on advanced degrees; the receipt of professional awards and fellowships; membership on boards and commissions devoted to inquiry; and the judgement of professional colleagues.~~ *and other forms of publication*

Scholarship may be demonstrated by significant achievement in an art related to a faculty member's discipline, such as creative works, original designs, ~~development of national professional standards~~, or original procedure. National recognition of such activities is demonstrated: by commissions, awards and prizes from nationally recognized bodies; by performances with nationally recognized companies; by invited presentations, exhibitions, lectures and performances before nationally recognized bodies; by invitations to teach master classes or lead intensive workshops at nationally recognized institutions; and by reviews of performance and creative works in nationally recognized journals, magazines and newspapers.

Promotion, tenure, and merit salary increases should recognize these scholarly achievements. Whenever possible, Chairs shall reduce other duties for those faculty engaged in these activities.

6.4

Service in the Libraries

In lieu of teaching, faculty in the libraries may substitute the following: reference and research assistance to the University community; selection, acquisition and evaluation of library resources; bibliographic control of library materials; providing instruction in the use of the library and its resources; and management of library services.

[note: all subsequent paragraphs in Section 6 are to be renumbered]

7.0
DEFINITIONS FOR PROCEDURES FOR THE APPOINTMENT, REAPPOINTMENT,
PROMOTION, AND AWARD OF TENURE

7.2.3

The term appropriate faculty means the Regular Faculty of the department in which the appointment is made. **The appropriate faculty in the Richter Library includes the Regular Faculty and the Librarian Faculty.**

7.2.4

The voting faculty for appointment is the Regular Faculty of the Department or School. The voting faculty for tenure are those tenured faculty equal or superior in rank to the candidate and for promotion those tenured faculty superior in rank to the candidate. In the Richter Library, the voting faculty for the reappointment and promotion of Librarian Faculty are those Regular and Librarian Faculty superior in rank to the candidate. In the Richter Library, both Regular and Librarian Faculty may vote on the initial appointment of a faculty member.

8.0
INITIAL APPOINTMENT

8.1

The entire Regular Faculty of a department, are entitled to vote on each new appointment. In periods of recess, in summer sessions, and in departments with thirty-five or more members a committee of at least five members of the voting faculty shall be appointed, at the discretion of the Chair and in accordance with departmental bylaws, to vote on the candidate.

8.1.1

All faculty members in the Richter Library are entitled to vote on each new appointment within their school.

9.0
REVIEW OF THE FACULTY FOR REAPPOINTMENT,
PROMOTION AND THE AWARD OF TENURE

9.3
Types of Review

The Regular Faculty of each school and department undertakes two types of review of the performance of its members:

Annual Reviews of each individual's accomplishments for the purposes of salary increases; and

Special Reviews for the purposes of reappointment, promotion, and the award of tenure.

The Research, Educator, Librarian, and Associated Faculty of each school are subject to Annual Reviews and Special Reviews for the purposes of reappointment and promotion. Such reviews shall be undertaken by the Regular Faculty. **In the Richter Library, Regular and Librarian Faculty shall undertake the reviews of the Librarian Faculty in the Richter Library.**

9.6

Special Reviews

A more complete review is required: 1) in the year prior to reappointment or a faculty member holding a tenure earning appointment; 2) when promotion to associate professor or professor is to be considered; 3) in the last year prior to the award of tenure; and 4) in the next to last year prior to the initial award or reappointment of a five-year term appointment to Librarian Faculty.

9.6.2

Evaluation of service in the Libraries

In lieu of teaching, the file of a candidate in the Libraries for reappointment, promotion, tenure, or the award of a five-year term appointment shall contain an assessment of service in the Libraries. This assessment shall be based upon the faculty member's annual performance evaluation.

[note: all subsequent paragraphs in Section 9 are to be renumbered]

5/11/07

PROPOSAL TO ESTABLISH LIBRARIAN FACULTY
(Class A Legislation)

[Additions to the current language are indicated in **boldface**.]

CHARTER CHANGES

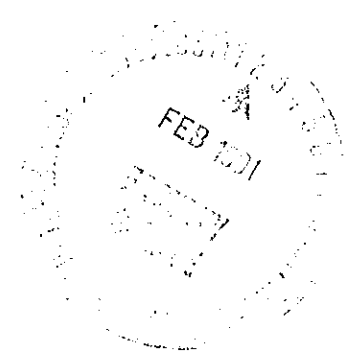
2.1 ADD

The University Faculty shall consist of the President, the Provost and Executive Vice President, the academic deans, the Regular, Research, Educator, and **Librarian Faculty**.

The Librarian Faculty shall consist of those faculty serving in the libraries of the University who hold the rank of Librarian Professor, Librarian Associate Professor, or Librarian Assistant Professor and who perform normal professional duties in the libraries, but are not required to undertake scholarly research. Regular Faculty in the Richter Library shall constitute a majority of that faculty.

2.2 ADD

Librarian Faculty are entitled to vote on all matters for which they are qualified by rank and title with the exception of reappointment, promotion, and award of tenure of the regular faculty, evaluation of the Chair or Dean, and ratification of amendments to the Faculty Charter.



MEMORANDUM

TO: President Edward T. Foote II

FROM: *GA* George C. Alexandrakis *GEA.*
Chairman, Faculty Senate

DATE: January 25, 1991

SUBJECT: Faculty Senate Legislation #89013(A) -
Establishment of Librarian Faculty Category

This is to inform you that Faculty Senate Legislation #89013(A), establishing the Librarian Faculty, was approved by vote of the Faculty. Please forward this legislation to the Board of Trustees for their consideration.

Thank you.

2/1/91

George C. Alexandrakis
Approved
GA

GCA/b

cc: Provost Luis Glaser



MEMORANDUM

TO: All Voting Faculty

FROM: George C. Alexandrakis *GCA*
Chairman, Faculty Senate

DATE: November 15, 1990

SUBJECT: Faculty Senate Legislation #89013(A) -
Establishment of Librarian Faculty

The Faculty Senate and the President have, at the recommendation of the Library Faculty, approved Legislation #89013(A) on the enclosed sheet for the establishment of Librarian Faculty. It is submitted for your approval in accordance with the requirement that the Faculty ratify all amendments to the **Charter** before they are presented to the Board of Trustees for their action.

The origin of this **Charter** change is associated with the fact that service is the main requirement for many members of the Library Faculty.

Please return this ballot to the Faculty Senate Office, Ashe 325, no later than December 14, 1990. Please call 284-3721 if you have any questions regarding this legislation. Thank you.

GCA/b

BALLOT

Faculty Senate Legislation #89013(A) -
Amendment to Faculty Charter, Sections 2.1

APPROVE _____

DISAPPROVE _____

ADDITIONS ARE IN BOLDFACE TYPE.

2.1 The General Faculty shall consist of the University Faculty and the Associate Faculty.

The University Faculty shall consist of the President, the Provost and Executive Vice President, the academic deans, the Regular, Research, Educator, and **Librarian** Faculty.

The Regular Faculty shall consist of all faculty having tenured or tenure-earning appointments and holding the rank of Professor, Associate Professor, or Assistant Professor.

The Research Faculty shall consist of those faculty whose major function is to conduct research in the academic units of the University and who hold the rank of Research Professor, Research Associate Professor, or Research Assistant Professor. Research Faculty shall not hold tenured or tenure-earning appointments.

The Educator Faculty shall consist of those clinicians who hold the rank of Professor, Associate Professor, or Assistant Professor, who serve in the clinical programs of the University, and whose title consists of a rank and discipline prefixed by "Clinical" (e.g., Professor of Clinical Surgery, Professor of Clinical Nursing). Educator Faculty shall not hold tenured or tenure-earning appointments.

The Librarian Faculty shall consist of those faculty serving in the libraries of the University who hold the rank of Librarian Professor, Librarian Associate Professor, or Librarian Assistant Professor and who perform normal professional duties in the libraries, but are not required to undertake scholarly research. Regular Faculty in the Richter Library shall constitute a majority of that faculty.

The Associated Faculty are all faculty with professional titles prefixed by Clinical (e.g., Clinical Professor of Surgery), Adjunct, Visiting, and Affiliated, Lecturers, and Instructors. Additional titles for Associated Faculty may be created by a special Bylaw defining the title.

(SECTION 2.2 ON BACK OF PAGE.)

- 2.2 The Regular Faculty are entitled to vote on all matters for which they are qualified by rank and tenure status.

The Research and Educator Faculty are entitled to vote on all matters for which they are qualified with the exception of appointment, reappointment, promotion, the award of tenure, evaluation of the Chair and Dean, and ratification of Amendments to the *Faculty Charter*.

Librarian Faculty are entitled to vote on all matters for which they are qualified by rank and title with the exception of the reappointment, promotion, and award of tenure of the Regular Faculty, evaluation of the Chair or Dean, and ratification of Amendments to the *Faculty Charter*.

The University Faculty of each school are the President, Provost, Dean of the school, and the University Faculty holding appointments in the school.

Members of the University Faculty may vote only once on a single question. Persons holding appointive administrative office may not vote on any matter which is subject to or may be reviewed by their office.

SENATE COUNCIL MEETING

January 14, 1991

PRESENT: Professors Alexandrakis, Chairman, Awad, Brass, Clingan, DeSantis, Eckstein, Green, Greenfield, Heuson, Seiler, Steinfatt, Warren, and Wilson.

ABSENT: Professor Victoria.

GUESTS: President Foote, Provost Glaser, and Vice Provosts Murfin and Sugrue.

Call to Order

The Chairman called the meeting to order at 2:10 p.m. Excused absences were approved for Professors Green and Lorton. The minutes of December 17, 1990 were approved as submitted.

[Results of Ballot for Faculty Senate Legislation #89013(A) -
Establishment of Librarian Faculty Category]

The Chairman announced that the legislation for the establishment of Librarian Faculty passed by a four-to-one vote. The legislation will be forwarded by the President to the Academic Affairs Committee of the Board of Trustees and then to the Executive Committee for final approval. The bylaw to implement the legislation will move forward for approval once the Trustees' approval is given.

Remarks by the Provost

The Provost reported that the total number of applications for Fall semester are down about 10% from last year. He informed the Council that State funding has been cut as well as the Florida tuition voucher. The National Science Foundation will be providing high level support to centers for the training of math and science teachers. It will probably be centered in Arts and Sciences but will involve faculty from Education, Engineering, RSMAS and Medical School.

Remarks by the President

President Foote solicited the advice of the Council with regard to ways the University may be impacted if war breaks out in the Middle East. The following suggestions were made: 1)to increase the visibility of campus security; 2)to make students in the overseas programs aware of contact persons if the need arises; 3)to allow students to vent their frustrations through forums; 4)to determine whether the FBI is interviewing any Arab-American students and perhaps have a position in mind; 5)to establish a central information office.

issues as they progress; 4)that the smoking policy has been reconsidered and modified; and 5)that the Issues Committee's work has been impressive with several good ideas emerging.

The President announced the following: 1)that he would approve the Librarian Faculty legislation; and 2)that Dr. Rita Bornstein, Vice President for Development, has been selected as the new President of Rollins College.

Academic Standards Committee Report on Drop and Add Dates

Professor Jane Connolly presented a summary of the recommendations from the Academic Standards Committee on drop and add dates. There was discussion on the interpretation of a "W" grade on transcripts and the length of time to be adopted for dropping courses. It was *moved* and seconded to amend the Council's motion to approve the recommendations by approving the Committee's first three recommendations. The fourth recommendation regarding the drop date with a "W" will be returned to the Academic Standards Committee for further study. *The amendment carried. The motion as amended carried.*

Proposed Charter Legislation for Librarian Faculty (Second Reading)

Professor Susi Seiler presented the proposed legislation with two corrections which had been approved by the Senate Council. The last sentence of Section 2.1 should read "Regular faculty ... shall constitute a majority of that faculty." *The motion, as recommended by the Senate Council, carried.*

Proposal to Establish a University-wide Freshman Seminar Program

Vice Provost Ross Murfin presented the background of two committees which have worked on devising proposals to establish a University-wide Freshman Seminar Program. He explained that it would be beneficial to faculty and students alike and would enhance the student retention efforts. The process of selecting students for the program and measuring the effectiveness of the seminar were discussed. The Vice Provost solicited suggestions and recommendations for the proposal which will be discussed further during the Fall semester. The President recommended that the Freshman Seminar Program be implemented as soon as possible to give the freshman student a better experience with the regular faculty of the University.

Proposed Change of Name for the Department of Geological Sciences

The Chairman announced that the faculties of RSMAS and the College of Arts and Sciences have approved the proposed change of name for the Department of Geological Sciences to the Department of Earth, Marine, and Atmospheric Sciences. Professor Emiliani presented the background of the current undergraduate Marine Science program and the rationale for changing the departmental name. He suggested keeping the academic program under an interdepartmental committee. It was *moved* and seconded to change the name as requested by the department.

FACULTY SENATE MEETING

April 16, 1990

Call to Order

The meeting was called to order by the Chairman at 3:30 p.m. Excused absences were approved for Professors Dreyer, Lopez-Gottardi and Tamer. The Senate declined to approve the requests for excused absences for the April 2 meeting. The minutes of March 26 and April 2 were approved as submitted.

Remarks by the President

The President requested an explanation for the below 50% limitation on Librarian Faculty in the University libraries. Discussion followed concerning the merits of imposing a 50% cap where at least half the faculty are devoting their attention to research projects which ultimately will merit tenure and the conception of the Library as research oriented versus a service oriented facility.

In response to an inquiry, the President reiterated the University's policy of not issuing a letters of intent to athletes until admissions decisions have been made.

Report on Student Retention

Dr. Mary Sapp, Director of Planning and Institutional Research and Testing, gave a presentation dealing with student retention trends and comparisons with other institutions, factors affecting retention, and some information from surveys from students on their reasons for leaving the University. She indicated that most efforts have been directed towards retaining the freshman class and that initiatives from the College of Arts and Sciences have effectively increased retention in the College from 1986 to 1988. Dr. Sapp presented the Fall 1988 to Fall 1989 retention rates and distributed an exit survey of students withdrawing from the University from Spring 1988 to Fall 1989. It was suggested that the Chairman request that reports of this nature come to the Faculty Senate before they are presented to the Board of Trustees. It was also suggested that Dr. Sapp's presentation be made to the Issues Committee.

Proposed Librarian Faculty Legislation (First Reading)

Professor Seiler presented a revised draft of the proposal to establish a Librarian Faculty. She corrected Section 2.1 of the draft by substituting "Regular" for "Librarian" and "majority" for "minority" in the last sentence of that section. It was *moved* and seconded that the Senate adopt, on first reading, the present draft as amended. The *motion carried with one abstention*. It was suggested that the Library faculty decide by vote whether they would consider the issue of no tenure in the Library.

Proposal for Librarian Faculty Legislation

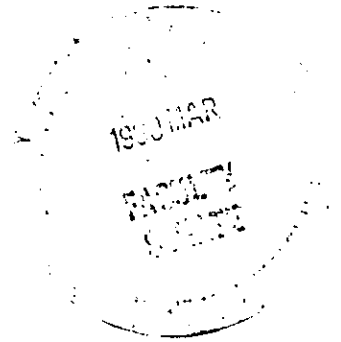
Professor Clasby presented a report from the sub-committee charged with writing *Charter* language for the Librarian Faculty legislation. Mr. Frank Rodgers, Director of Libraries, and Professor Ron Naylor presented the position of the librarians and suggested that the proposed legislation would be an acceptable alternative to the tenure track for those librarians who would have difficulty in meeting tenure standards. Concern was expressed at the possibility of a two-tier system being established. In response to a query, Mr. Rodgers stated that there should not be any distinction in pay scales for these two groups of faculty. It was *moved* to amend the proposed *Charter* language for Section 2.1 to read "Librarian faculty are those members of the faculty who perform normal professional duties in the libraries, but are not required to undertake scholarly research." It was agreed that librarian faculty members will be allowed in any school or college desiring the use of the category. It was noted that any limitation on the number of librarian faculty members should be in the *Charter* rather than in the Bylaws. Professor Knoblock suggested that if tenure shall be retained in the Library, the particular schools and Richter Library shall engage tenured and tenure-earning faculty. The Chairman stated that the Senate Council will reopen the issue of rights of non-regular faculty. Professor Awad expressed his School Council's desire not to have specific titles in given tracks. The initial contract would reflect the title and would be used only internally. Mr. Rodgers stated for the record that he supports the right of non-tenured librarians to evaluate the Dean, especially if half of the faculty are on non-tenured track. Professor Knoblock informed the Senate of the danger of changing faculty members from tenured lines to non-tenured lines and the inappropriateness of appointments without proper search and review. It was suggested that, in view of the time required to approve a *Charter* change, the Administration be reminded that appointments to adjunct positions for professional library members of the staff is an inappropriate use of the title and that these faculty members should be given regular appointments. Following discussion it was *moved*, and seconded, that it is the sense of the Faculty Senate that the Chairman advise the President that appointing members of the libraries' professional staff to adjunct positions is contrary to both the spirit and the letter of the *Faculty Manual* and ought to cease immediately and that alternatives should be explored. The *motion carried* with one abstention.

Name Change for the Department of Pharmacology

Professor Awad presented the request for a change in the name of the Department of Pharmacology to the Department of Molecular and Cellular Pharmacology to more accurately reflect the nature and discipline of the department. The *motion* from the Senate Council carried with one opposed.

Distinguished Faculty Scholar Award

The Chairman reminded the Senate of the ceremony and lecture for the Distinguished Faculty Scholar on April 12 at Gusman Concert Hall.



Proposal for Librarian Faculty status

This proposal was adopted by unanimous vote of the Library Council on February 27, 1990.

The Richter Library Faculty proposes the establishment of a sub-category of Educator faculty to be called Librarian Faculty.

When making an appointment to the Library Faculty, the Director of Libraries, in consultation with the appointee, shall recommend to the Provost, appointment in either a tenure-earning or Librarian track. At the end of three years the appointee, with the approval of the Director of Libraries and the Provost, may elect to change tracks.

Librarian faculty may

- vote on the appointment, reappointment, and promotion of Librarian faculty;

- participate in the evaluation of the Director of Libraries;

- serve on the Faculty Senate with voting rights.

Librarian faculty may not vote on the appointment of, reappointment of, award of tenure to, and promotion of Regular faculty.

Conditions of employment and review during the first six years of service shall be the same as for Regular faculty. In the sixth year of service, Librarian faculty will be evaluated for the award of a term contract, according to the criteria outline in the document, Promotion, Tenure, Term Contracts: Guidelines. The length of a term contract shall be five years. Librarian faculty under term contract shall be subject to annual reviews and to a 'Renewal Review' in the fourth year of their term contracts. Librarian faculty whose term contracts are not renewed shall be entitled to termination notice of one year plus one month for each year's service beyond six.

A majority of the Richter Library Faculty shall be tenured or in tenure earning positions.

PROPOSAL TO ESTABLISH LIBRARIAN FACULTY
AS A CATEGORY OF ASSOCIATED FACULTY
(Class B legislation)

This proposal was adopted by unanimous vote of the Library Council on March 27, 1990. Additions to the current language are indicated in **boldface**.

1.0
DEFINITIONS

1.6

The Associated Faculty are all faculty with professorial titles prefixed by Clinical, except in the School of Law, (e.g., Clinical Professor of Surgery) or by **Librarian**, Adjunct, Visiting, or Affiliated, and all Lecturers and Instructors. Additional titles for Associated Faculty may be created by a special Bylaw defining the title.

1.8
Change of Type of Faculty Appointment

1.8.1

Any member of the Research or Educator or **Librarian** faculty may initiate a request to be considered for appointment to the Regular Faculty of the University. The decision on that request must be made in accordance with the standards and procedures applicable to initial appointment to the Regular Faculty as set forth in the Faculty Charter and these Bylaws, including Sections 6 and 8. If the requested appointment to the Regular Faculty is made, but without an immediate grant of tenure, the period served as a member of the Research or Educator or **Librarian** faculty, may if requested by the faculty member and approved by the President, be credited toward the probationary period for Regular Faculty appointments as provided in Sections 3.6 and 3.6.1 of these Bylaws.

1.8.2.

Members of the Regular Faculty of the University, during their probationary period as defined in Section 3.6 of these Bylaws, may initiate a request to be considered for appointment to the Research or Educator or **Librarian** Faculty. The decision on that request shall be made by the President upon recommendation of the Regular Faculty of the department and the Dean of the School.

2.0
THE FACULTY

2.5
Titles of Associated Faculty

2.5.6
Librarian Faculty

The "Librarian" Faculty are those faculty serving in the libraries of the University who hold the rank of Librarian Professor, Librarian Associate Professor, or Librarian Assistant Professor. Librarian Faculty in the Richter Library shall not exceed a minority of the faculty of the Richter Library.

2.7
Privileges and Benefits of Associated and Emeriti Faculty

2.7.6

Librarian Faculty in the Richter Library shall have the powers and duties granted under 3.5 of the Faculty Charter except in the right to participate in the reappointment, award of tenure, or promotion of Regular Faculty.

3.0
APPOINTMENTS

3.3
Term Appointments

Term appointments are issued for a defined period of time specified in the letter of appointment. Appointment to the Associated Faculty is automatically terminated at the conclusion of the period specified in the letter of the appointment. Research and Educator and Librarian Faculty have term appointments. **The length of the term contract awarded to Librarian Faculty shall be 5 years.** Regular faculty with probationary appointments are not considered to have term appointments.

3.4
Notice of Termination for Research and Educator
and Librarian Faculty

Research Faculty members are entitled to one month's notice with pay for each year of full-time continuous service as a Research Faculty member at the University up to a maximum of twelve months for twelve or more years of service. The Research Faculty member will be expected to perform normal faculty duties during the notice period and such pay will cease upon the availability of other grant support at the University or initiation of employment elsewhere. Notice so used may be re-earned at the rate of one month per year up to the maximum of twelve months.

An Educator or Librarian appointment to the faculty may be terminated at the close of any academic year by written notice, either by the University of intention not to appoint or by the faculty member not to return. A decision not

to reappoint needs no justification. Such written notice by the University shall be given in accordance with the following standards:

1. Not later than March 1st of the first academic year of service, if the appointment is to expire at the end of that year.
2. Not later than December 15 of the second year of academic service, if the appointment is to expire at the end of that year.
3. After two or more years of service, at least twelve months before the expiration of an appointment.

Notice of termination by a faculty member shall be given either six months prior to the termination of the appointment or by the time specified for the return of salary memoranda for the following year.

Faculty who change from a regular appointment to a Research or Educator or Librarian appointment shall receive one year's notice after two years' service in the regular appointment.

ments within the school, are subject also to the corresponding authority of the Senate, and, except when specifically delegated to the faculty, are subject also to the authority of the President.

3.4. The following powers and duties are granted to the graduate faculty: to determine the requirements for the admission and retention of graduate students; to approve those of its students who qualify for a graduate degree; to approve the requirements for graduate degrees; to determine which departments are qualified to give courses leading to graduate degrees; to recommend to the Board of Trustees the designation of graduate degrees; to determine the scholastic standards required of graduate students; to promote research and scholarship by members of the faculty; to promote the educational and research policy and the general welfare of the Graduate School; to formulate plans for the future development of the Graduate School; to determine its own membership following nomination by the departmental faculties; to participate in the selection and retention of its administrative officers. These powers and duties are subject, however, to the authority of the Senate to determine policies which affect the general welfare of the University or which are necessary for the coordination of the various schools and, except when specifically delegated to the faculty, are subject also to the authority of the President. In order to exercise these responsibilities the graduate faculty is authorized to determine its own organization and rules of procedure. Under this authority the graduate faculty shall establish a Council as its executive agency.

3.5. The following powers and duties are granted to the faculty of the Library: to participate in the appointment, retention, promotion and award of tenure and merit salary increases to its members; to participate in the selection and retention of its administrative officers; to promote the educational and research policy and the general welfare of the Library. These powers and duties are subject, however, to the authority of the Senate to determine policies which affect the general welfare of the University or which are necessary for the coordination of the various schools and, except when specifically delegated to the faculty, are subject also to the authority of the President. In order to exercise these responsibilities the faculty of the Library is authorized to determine its own organization and rules of procedure. Under this authority the faculty of the Library shall establish a Council as its executive agency.

IV. SCHOOL COUNCILS

4.1. The faculty of each school, including the Graduate School and the Library, shall establish a Council as its executive agency. The voting members of the faculty of each school shall elect from their members a Council which shall have the following duties and responsibilities: It shall act as the committee on academic planning, educational and research policy, and general welfare of the school; it shall elect all committees of the school faculty; it shall act as confidential counsel

from
Faculty
Charter

PROPOSAL TO ESTABLISH LIBRARIAN FACULTY
(Class A legislation)

[Additions to the current language are indicated in boldface.]

CHARTER CHANGES

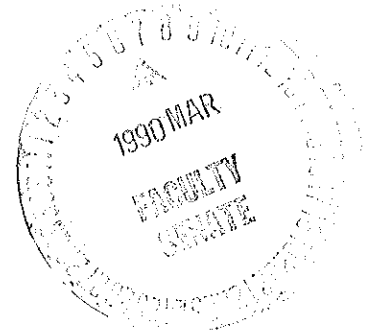
2.1 ADD

The University Faculty shall consist of the President, the Provost and Executive Vice President, the academic deans, the Regular, Research, Educator, and **Librarian Faculty**.

Librarian faculty are members of the faculty of the Library who perform normal professional duties, but are not required to undertake scholarship.

2.2 ADD

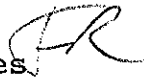
Librarian faculty are entitled to vote on all matters for which they are qualified by rank and title with the exception of the appointment, reappointment, promotion, and award of tenure of the regular faculty, evaluation of the Director of Libraries, and ratification of amendments to the *Faculty Charter*.



M E M O R A N D U M

March 7, 1990

TO: Dr. George Alexandrakis, Chairman
Faculty Senate

FROM: Frank Rodgers 
Director of Libraries

SUBJECT: Proposal for Librarian Faculty Legislation

The attached proposal for the establishment of a sub-category of Educator faculty to be known as Librarian Faculty was approved unanimously by the Library Council at its meeting on February 27, 1990.

I shall be grateful if you will submit it to the Senate Council for consideration.

FR/mvm

Enclosure

Educator Faculty

Provost Glaser presented his proposed changes to Legislation #870034(B)-Educator Faculty. 1.5, 1.5.1, and 1.5.2 were unchanged. Section 1.5.3 is a simplified version of notices given to faculty who are not reappointed. He stated that the notice requirements apply equally whether the decision is made that the person is not performing well or whether the needs of the particular school or college change. The Provost stated that he prefers the first contract to be a one-year, the second a two-year, then a rolling three-year contract following the initial three-year contract. The Schools of Law, Medicine and Nursing requested special consideration with regard to clinical faculty.

- Changes:
- 1.5.4(a) The Director of Libraries and the Dean of each affected School (with educator faculty)
 - 1.5.6 Editorial changes
 - 1.5.7 To be redrafted
 - 1.5.8 Has been simplified to bring the library people to the same position as anybody else with the exception of a 45%
 - 1.5.9 Schools having category two educator faculty
 - 1.8.2 "Provost" was added at the end of 1.8.2

It was agreed to call a special Senate Council meeting on May 17 at 3:30 P.M. to discuss the revisions. A special Faculty Senate meeting will also be called for May 19 at 3:30 P.M.

Plans for Next Year

Dr. Awad suggested developing a program to create a relationship between emeriti faculty and students. The program could consist of developing a title for participating faculty such as Senior Fellow of Residential College, or Emeritus Fellow of Residential Colleges, giving them some privileges such as priority parking, a commons area with secretarial help to assist with their correspondence needs, a courtesy card for the Faculty Club and at the same time giving them the responsibility of interacting with 30 to 40 freshman students who have difficulty identifying with the regular faculty. Through this interaction students' problems could be rapidly identified and brought to the attention of the faculty, Guidance Center, or some other member of the Administration. Dr. Awad requested that the idea be presented as a resolution to the President for his consideration. It was suggested that a committee be appointed to discuss the idea with some of the present Masters of the Residential Colleges.

Drs. Alexandrakis and Swan expressed the need for faculty to identify priorities to be integrated into the budgetary process for the coming year. Committees will be appointed to meet over the summer to discuss the following issues: 1) Admissions Policies - Chaired by Dr. Neider; 2) Faculty Involvement in Freshman Teaching - Chaired by Dr. Bardgett; and 3) Student Life at the University - Chaired by Ms. Seiler. Dr. Knoblock requested that the committee reports be available for distribution for the September Senate Council meeting.

The Senate Council meeting continued in Executive Session.



Executive Vice President and Provost

June 18, 1987

Dr. John Knoblock
Chairman
Faculty Senate

Dear John:

There is an anomalous situation at this University inasmuch as the Library faculty can only be on a tenure track. This is contrary to policies at most major universities.

We would like to request that the Senate consider legislation to allow the Library faculty to be on an educator track, i.e., a non-tenure track, with no limitation on the percentage of Library faculty on this track. This is in no way meant to preclude those faculty working in the Library who can adequately participate in research-teaching as well as University service from being on a tenure track and, if appropriate, receiving tenure at this University.

The prompt consideration by the Senate of such legislation would be appreciated.

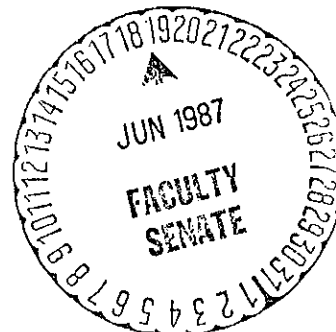
Sincerely yours,

A handwritten signature in cursive script, appearing to read "Luis".

Luis Glaser
Executive Vice President
and Provost

LG:nh

PO. Box 248033
Coral Gables, Florida 33124
(305) 284-3356



PROPOSAL TO ESTABLISH LIBRARIAN FACULTY
(Class A Legislation)

[Additions to the current language are indicated in boldface.]

CHARTER CHANGES

2.1 ADD

The University Faculty shall consist of the President, the Provost and Executive Vice President, the academic deans, the Regular, Research, Educator, and Librarian Faculty.

The Librarian Faculty shall consist of those faculty serving in the libraries of the University who hold the rank of Librarian Professor, Librarian Associate Professor, or Librarian Assistant Professor and who perform normal professional duties in the libraries, but are not required to undertake scholarly research. Librarian Faculty in the Richter Library shall constitute a minority of that faculty.

2.2 ADD

Librarian Faculty are entitled to vote on all matters for which they are qualified by rank and title with the exception of reappointment, promotion, and award of tenure of the regular faculty, evaluation of the Chair or Dean, and ratification of amendments to the Faculty Charter.

DRAFT REPORT OF THE 1989 - 1990 UNIVERSITY LIBRARY SUBCOMMITTEE ON
TENURE OF LIBRARIANS

The subcommittee reviewed a number of guidelines for tenure which are presently being used by U.S. academic institutions. Especially helpful was a study conducted of the eighty nine U.S. academic member institutions of the Association of Research Libraries. The study revealed that 61 percent of the state institutions had granted the majority of their librarians faculty status while only 18 percent of private institutions had done so. The study also revealed that those librarians with faculty status most often receive the traditional benefits, tenure being one of these.

At our request, Mr. Tony Harvell, Government Publications & Maps Department Head, provided to the Subcommittee an analysis of statistics regarding librarians and tenure appearing in the library literature from 1980 to date. The analysis reads as follows:

1. Ronald Rayman and Frank W. Goudy, "Research and Publication Requirements in University Libraries," College and Research Libraries 41:43-48, (January 1980).

Surveyed 68 ARL Libraries and found that 57% were eligible for tenure (43% were not). Of that 57%, only about 15% responded that librarians were required to publish.

2. Thomas G. English, "Librarian Status in the Eighty-Nine U.S. Academic Institutions of the Association of Research Libraries: 1982," College and Research Libraries 44:199-211 (May 1983).

Surveyed 89 ARL Libraries and only 42.7% were eligible for "tenure" per se. Only 12.5% were private institutions. However, another 46% did have "continuing appointment status" which is tantamount to tenure, although the terms surrounding appointments may vary. He also found that few institutions seemed to evaluate librarians under criteria used for instructional faculty. English also concluded that institutions were no longer inclined to shift librarians from non-faculty to faculty status, rather... "recent changes reported were all in the opposite direction, from faculty status to non-faculty or modified faculty status." (p.205)

3. Joyce Payne and Janet Wagner, "Librarians, Publications and Tenure." College and Research Libraries 45:133-139 (May 1984).

Surveyed 59 non-ARL academic libraries with holdings of one half million to one million volumes. 60% awarded tenure, however publication was required in only 7% of them for tenure.

4. W. Bede Mitchell and L. Stanislava Swieszkowski, "Publication Requirements and Tenure Approval rates: an Issue for Academic Librarians," College and Research Libraries 46:249-255 (May 1985).

Surveyed 138 members of the Center for Research Libraries. They found that only 36.25% had faculty status equivalent to the teaching faculty, 52% had a status separate or different. Only 11.6 percent had nonacademic status. 58.7% had tenure track status. Their analysis of status concluded that nearly half of the respondents had changed their status in the last ten years. Sixteen of the thirty three (nearly 50%) that had changed their status in the last fifteen years had changed to non-tenure track.

5. Joseph A. Jackson and R. Wilburn Clouse, "Academic Library Status: a Review of Employment Opportunities," Behavioral and Social Sciences Librarian 6 (3/4) 133-166, 1988.

Jackson and Clouse (1988) analyzed 527 advertisements for academic librarians appearing in the Chronicle of Higher Education in 1983 for various elements (rank, expectations, tenure, etc.). Only 111 of the 527 advertisements mentioned tenure. 89 positions actually offered tenure and 22 stated that it is not available.

The Chairperson of the subcommittee met with several librarians of the Richter Library, including the Director of Libraries, Mr. Frank Rodgers and Assistant Director, Mr. Ronald P. Naylor. In this meeting we received a confidential questionnaire on the issue of tenure/non-tenure status for librarians and its results, as well as some additional comments. In view of the former, it was suggested to Mr. Frank Rodgers to conduct a meeting of the Library Council to ascertain a consensus in regard to the status and tenure for Librarians.

The Library Council met on February 27, 1990 and by unanimous vote adopted the following proposal:

LIBRARIAN FACULTY
Class B legislation

Additions to the current language are indicated in boldface.

1.0
DEFINITIONS

1.6

The Associated Faculty are all faculty with professorial titles prefixed by Clinical, except in the School of Law, (e.g., Clinical Professor of Surgery) or by Librarian, Adjunct Visiting, or Affiliated, and all Lecturers and Instructors. Additional titles for Associated Faculty may be created by a special Bylaw defining the title.

1.8

Change of Type of Faculty Appointment

1.8.1

Any member of the Research or Educator or Librarian faculty may initiate a request to be considered for appointment to the Regular Faculty of the University. The decision on that request must be made in accordance with the standards and procedures applicable to initial appointment to the Regular Faculty as set forth in the Faculty Charger and these Bylaws, including Sections 6 and 8. If the requested appointment to the Regular Faculty is made, but without an immediate grant of tenure, the period served as a member of the Research or Educator or Librarian faculty, may if requested by the faculty member and approved by the President, be credited toward the probationary period for Regular Faculty appointments as provided in Sections 3.6 and 3.6.1 of these Bylaws.

1.8.2

Members of the Regular Faculty of the University, during their probationary period as defined in Section 3.6 of these Bylaws, may initiate a request to be considered for appointment to the Research or Educator or Librarian Faculty. The decision on that request shall be made by the President upon recommendation of the Regular Faculty of the department and the Dean of the School.

2.0

THE FACULTY

2.5

Titles of the Associated Faculty

2.5.6

Librarian Faculty

The "Librarian" Faculty are those faculty serving in the libraries of the University who hold the rank of Librarian Professor, Librarian Associate Professor, or

Librarian Assistant Professor. Librarian Faculty in the Richter Library shall not exceed a minority of the faculty of the Richter Library.

2.7

Privileges and Benefits of Associated and Emeriti Faculty

2.7.6

Librarian Faculty in the Richter Library shall have the powers and duties granted under 3.5 of the Faculty Charter except in the right to participate in the reappointment, award of tenure, or promotion of Regular Faculty.

3.0

APPOINTMENTS

3.3

Term Appointments

Term appointments are issued for a defined period of time specified in the letter of appointment. Appointment to the Associated Faculty is automatically terminated at the conclusion of the period specified in the letter of the appointment. Research and Educator and Librarian Faculty have term appointments. The length of the term contract awarded to Librarian Faculty shall be 5 years. Regular faculty with probationary appointments are not considered to have term appointments.

3.4

Notice of Termination for Research and Educator
and Librarian Faculty

Research Faculty members are entitled to one month's notice with pay for each year of full-time continuous service as a Research Faculty member at the University up to a maximum of twelve months for twelve or more years of service. The Research Faculty member will be expected to perform normal faculty duties during the notice period and such pay will cease upon the availability of other grant support at the University or initiation of employment elsewhere. Notice so used may be re-earned at the rate of one month per year up to the maximum of twelve months.

An Educator of Librarian appointment to the faculty may be terminated at the close of any academic year by written notice, either by the University of intention not to appoint or by the faculty member not to return. A decision not to reappoint needs no

justification. Such written notice by the University shall be given in accordance with the following standards:

1. Not later than March 1st of the first academic year of service, if the appointment is to expire at the end of that year.
2. Not later than December 15 of the second year of academic service, if the appointment is to expire at the end of that year.
3. After two or more years of service, at least twelve months before the expiration of an appointment.

Notice of termination by a faculty member shall be given either six months prior to the termination of the appointment or by the time specified for the return of salary memoranda for the following year.

Faculty who change from a regular appointment to a Research or Educator or Librarian appointment shall receive one year's notice after two years' service in the regular appointment.

This proposal was discussed with the President and Provost on Wednesday, April 4th 1990. It was agreed to discard this proposal and a new proposal has been prepared following the President's and Provost's suggestions. The newly prepared proposal is as follows:

PROPOSAL TO ESTABLISH LIBRARIAN FACULTY
(Class A legislation)

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CHARTER CHANGES

2.1 ADD

The University Faculty shall consist of the President, the Provost and Executive Vice President, the academic deans, the Regular, Research, Educator, and Librarian Faculty.

Librarian faculty are those members of the faculty of who perform normal professional duties in the libraries but are not required to undertake scholarly research.

2.2 ADD

Librarian faculty are entitled to vote on all matters for which they are qualified by rank and title with the exception of the appointment, reappointment, promotion, and award of tenure of the regular faculty, evaluation of the Director of Libraries, and the ratification of amendments to the Faculty Charter.

The University Library Subcommittee without intention to do so became an action forcing vehicle which triggered the Library Council to assess their priorities and reach a consensus. It is now up to the University Library Committee to endorse their proposal or suggest a variant.

resolving the retention problem. Dr. Pospesel compared the existing policy with the proposed changes. It was *moved* by Dr. Alexandrakis, seconded by Dr. Honikman, to amend page 3 of the committee's recommendations so that: 1) first semester students in selectivity index #5 be strongly advised to enroll only in four courses rather than five in consideration of the adjustment to the college environment in the freshman year; 2) students in warning status are permitted to take only four courses unless their advisor waives that restriction; and 3) students in probation cannot take more than four courses or twelve credits. *The motion as amended carried. The main motion, including the amendments, was unanimously adopted.*

REPORT ON THE BYLAW ON FACULTY APPOINTMENT, PROMOTION AND TENURE

Dr. Knoblock led the discussion of the proposed bylaw changes as compared with the Provost's suggested changes. It was agreed that the discussion concerning the appointment of a faculty member as a full professor, without having a national reputation, would be part of the record leading to the legislative item.

JOHN - Changes to Bylaw

- 6.6.3 Omit "normally"
- 8.2 Add "reasonable" opportunity
- 8.3 Repeat Section 3.8
- 9.1.3 Revise wording - departmental standards must be approved by the school
- 9.4 Anything written which is part of the consideration becomes part of the file. (Alan and Paul to resolve language.)
- 9.5 Clarification of annual reviews
- 9.6.1 Teaching evaluation not required for promotion to full professor or once tenure has been granted. There should be more than one evaluation.
- 9.6.2 External letters - strike "shall be prepared with the approval of the appropriate voting faculty"
- 9.6.3 It was agreed to redraft the existing language to clarify the establishment of sub-committees to evaluate a candidate's contribution to knowledge.
- 9.6.4 Add "for cause" to permit reconsideration of evaluation
- 9.7.1 The Chair shall prepare written statement, circulate to faculty prior to transmission to dean.
- 9.8.1 Strike "with the assistance of the designated member of the appropriate voting faculty"
- 9.9.1 Change "shall establish" to "may establish"

Educator Faculty

It was agreed that in category two, the Medical School would be allowed three categories of Educator Faculty: clinician educators, educators and lecturers. The School will establish a limit. The Provost and Council discussed the problem of Educator Faculty, category two, on main campus. It was agreed to forward the legislation to the Senate with the following restrictions: 1)category one - Schools of Law, Medicine, and Nursing; 2)category two - restricted to the School of Medicine; and 3)lecturers for everyone with subsequent determination whether or not to repeal the limitation. Discussion of Educator Faculty for the library and

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Educator Faculty, category two for all other schools was postponed to the next meeting.

Graduate Faculty

Mr. Dee indicated that the legislation concerning the graduate faculty has caused several Deans to request a revision of the language.

Barbara L. Hoadley
Secretary to the Faculty Senate