

## **Proposal for Library Chair - For University Senate 4/24/20**

The following proposal from the University Libraries is being submitted for Senate approval. As this document specifies, the Library Chair role is to fulfill AFT contractual obligations and to represent library faculty with library administration.

The scope of the Library Chair's role is described below.

### **Library Chair Duties**

This document describes the duties of the Library Chair. The role of Chair in the library is different from the role of academic department chairs.

The Library Chair role exists primarily to fulfill AFT contractually required functions for the AFT Librarians. In addition, the Library Chair acts as a liaison for communication between AFT Librarians and Library Administration.

Only tenured librarians who are part of the AFT Library Faculty bargaining unit at Rowan University are eligible to run for Library Chair.

The Chair's term will be two years, starting September 1st of every odd-numbered year and ending August 31st. However, the first Chair's term will be 1/1/20 through 8/31/21. If a chair must step down from their position for any reason prior to the end of a term, a special election will be held to elect a replacement.

Self-nominations for Library Chair will be solicited. The election of Library Chair will be by secret ballot (online or paper) facilitated by a neutral person who is not eligible to run for Chair. The Chair must be elected by a simple majority of votes cast. The election process must be completed by June 30th.

Contractually required duties of the Library Chair, as described in the current Tenure & Re-contracting Memorandum of Agreement, which supersedes the following if there is any conflict - ([https://sites.rowan.edu/academic-affairs/\\_docs/tenure--recontracting-moa-2019-2020.pdf](https://sites.rowan.edu/academic-affairs/_docs/tenure--recontracting-moa-2019-2020.pdf)) --

- Provides an evaluation letter or other written input for the application of each tenure track librarian for re-contracting, tenure, or promotion
- Annually calls meetings for AFT library faculty to revise and ratify Tenure and Recontracting/Promotion Criteria.
  - Holds a voice vote on the revised criteria at a meeting of the AFT Library Faculty at which a quorum is present prior to the start of the fall semester.
  - Communicates updated criteria to administration according to Rowan's T&R agreement, by signing the cover sheet (Form 8 on p. 55 of the MOA) and sending it to the Associate Provost with the ratified criteria
- Monitors the annual review of the Librarian Promotion MOA & the campus T&R MOA and, if necessary, calls a meeting to discuss possible revisions.
  - Communicates recommended changes in Rowan's Promotion and T&R MOA's and in the librarian portion of the statewide contract to the appropriate union representative (e.g., the local's AFT Executive Committee, the librarian representative to the statewide contract negotiating team, etc.)
- Ensures the election of a Personnel Committee, as defined in the statewide contract (article 17 section a), or according to any local MOA

- Ensures that all needed personnel-related committees (T&R, Promotion, Search committees, etc.) are created and established as needed.
- Serves on the Personnel Committee, along with the chairs of the library T&R and Promotion committees. This committee may not necessarily meet.

Additional duties of the Library Chair, in compliance with the 2019 Chairs Settlement Agreement between AFT 2373 and Rowan University –

- Convenes regular library faculty meetings to which librarians from all three campuses (Glassboro, Camden, and Stratford) are invited. The portions of the meeting dealing with AFT business must be restricted to AFT in-unit members.
  - Ensures that all meetings carry out contractually required AFT business and serve as the regular AFT unit meeting for the .
  - Promotes regular communication between librarians at all campuses, and ensures that library Senators share relevant information with all librarians.
  - When needed, leads special library faculty meetings to talk with candidates for librarian or director positions in the library.
- Communicates with University Libraries leadership in order to keep Library Administration informed of important issues.
  - Ensures that the Library Chair is present at any meetings between the Associate Provost for Libraries and the library faculty as a whole (such as to discuss open librarian lines), and requests additional such meetings with the Associate Provost when the library faculty asks for them.
  - Requests that Library Administration invite the Chair to regular University Libraries leadership meetings to share libraries-wide needs, questions, and concerns identified by librarians. These issues can relate to resource allocation, budgets, and staffing, as described in the Chairs Agreement.
  - With the Library AFT Representative present, provides advice and input on any scheduling issues for which there is a disagreement between Library Administration and Library Faculty when requested by a librarian.
- Mentors tenure-track library faculty members in all aspects of the re-contracting and tenure process, including understanding AFT contractual agreements and procedures and meeting scholarly activity and service requirements.
- Oversees bi-annual elections for all Senator(s) and AFT Representative, who are elected for two-year terms according to University Senate and AFT 2373 rules. If the library is eligible for two Senators, their terms are staggered so there will be a Senator election every year.
- Oversees annual election of librarian representative to the Joseph Barnes Award Committee.