

CODE OF OPERATIONS  
ACADEMIC LIBRARY SERVICES  
EAST CAROLINA UNIVERSITY

Complete Code Revision

1. Approved by the tenured faculty of the Unit

Chair, Unit Code Committee: Maury York

Date: 7/24/03

2. Submitted to Dean: Carroll Varner

Date: 7/25/03

3. If changed, reapproved by tenured faculty:

Chair, Unit Code Committee: n/a Date:

4. Reviewed/recommended by Faculty Senate Unit Code Screening Committee

Chair: Garris Conner

Date: 10-9-03

5. Approved by the East Carolina University Faculty Senate

Chair: Rick Niswander, Chair of the Faculty Date: 11-11-03  
Faculty Senate Resolution #03-53

6. Approved by East Carolina University Chancellor/or designee:

Interim Chancellor: Bill Shelton

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**CODE OF OPERATIONS**  
**ACADEMIC LIBRARY SERVICES**

**PREAMBLE**

This code allows for faculty participation in and establishes procedures for the unit's internal affairs and is consistent with all applicable appendices of the *East Carolina University Faculty Manual*. This document reflects the importance of collegiality and cooperation among faculty, staff, and administrators to ensure that the library accomplishes its mission. The terms "Academic Library Services" and "Joyner Library" are used interchangeably in this document.

**I. Mission**

The mission of Joyner Library is to provide the materials and services integral to the educational, scholarly, creative, and intellectual endeavors of the students, faculty, and staff of East Carolina University, and actively to support the university's broader commitment to serve the region.

**II. Administrative Organization**

For the purposes of the Unit Code and *Appendix D* of the *ECU Faculty Manual*, Academic Library Services will be organized as a single Unit and will not be further subdivided.

The director is the chief administrative officer of the Unit. The director shall be selected in accordance with the *ECU Faculty Manual, Appendix L*. The director's tenure in office shall conform to provisions contained in *Appendix L* of the *ECU Faculty Manual*.

The Library Assembly is a deliberative body that discusses issues related to the library and its services and, as is appropriate, advises the director on policy matters. Its membership is defined in Section III.

The Director's Council is a deliberative body that supports the director in carrying out the mission of Academic Library Services. Its membership is defined in Section IV. D.

### **Composition of the Unit**

Personnel in ALS include:

1. Faculty: all persons with faculty appointments as defined in *ECU Faculty Manual, Appendix D, II A 1*;
2. EPA Administrative personnel: instructional and research staff (non-faculty) exempt from the State Personnel Act under N.C.G.S. Section 126-5(c1)(8);
3. SPA personnel: personnel subject to the State Personnel Act;
4. Temporary faculty, temporary EPA Administrative personnel, and temporary SPA personnel;
5. Student workers, including graduate assistants.

### **III. Definitions of Library Assembly Membership and Voting Privileges**

The Library Assembly shall consist of the following personnel who hold appointment of half-time or more: faculty, temporary faculty, and EPA Administrative personnel. If a person designated as an associate director, assistant director, or head of an operational service pursuant to Section IV does

not meet these criteria, he or she will nonetheless be a member of the Library Assembly.

### **A. Voting**

To cast a vote on issues listed in the current version of *Appendix L* as found in the *ECU Faculty Manual*, a voting member must meet the criteria stipulated in *Appendix L*. To cast a vote on issues listed in the current version of *Appendix D* as found in the *ECU Faculty Manual*, a voting member must meet the criteria stipulated in *Appendix D*. To cast a vote on issues listed in the current version of *Appendix A* as found in the *ECU Faculty Manual*, a voting member must meet the criteria stipulated in *Appendix A*.

On all other faculty personnel matters, including electing members of the Faculty Affairs Committee, voting shall be limited to full-time probationary term and permanently tenured faculty.

On all other matters (except where prohibited by appendices of the *ECU Faculty Manual*), all members of the Library Assembly may vote.

### **B. Role of the Library Assembly**

The Library Assembly shall have a voice in the policy-making processes of the library. The library director shall communicate with the Library Assembly via standing committees, administrative committees, assembly meetings, and/or ad hoc task forces on policy matters as appropriate. The Library Assembly meetings shall provide a forum in which members may debate, take positions, and recommend actions on matters relating to the library, to librarianship, and to

the university community. Members are responsible for attending meetings, for participating in discussion of issues, and for voting on issues.

### **C. Officers**

The officers of the Library Assembly are a president, a vice-president (president-elect) and a secretary. All members of the Library Assembly are eligible to serve as officers. These officers are elected to one-year terms at the April meeting with the term beginning on May 15. The officers shall take an active role in leading the Library Assembly in matters of importance to the library and its clientele.

Duties:

1. The president shall
  - a. preside at meetings of the Library Assembly;
  - b. communicate in writing recommendations of the Library Assembly to the director or others as appropriate;
  - c. advise the director on appropriate representation by assembly members to serve on administrative committees, task forces, and teams;
  - d. call special meetings when petitioned by one-third of the members;
  - e. collect annual reports from standing committees and submit them to Library Administration.

If a vacancy occurs in the position of president, that position shall be filled by the vice-president (president-elect).

2. The vice-president (president-elect) shall
  - a. maintain a list of the members with indications of appropriate voting

privileges;

- b. count votes in elections not related to personnel matters;
- c. perform such duties as may be delegated by the president.

If a vacancy occurs in the position of vice-president, a new vice-president shall be elected at the next meeting of the Library Assembly.

### 3. The secretary shall

- a. keep minutes of all Library Assembly meetings and circulate copies to all library personnel including a copy for the administrative office file and for the ECU Archives;
- b. perform other such duties as may be delegated by the president.

If a vacancy occurs in the position of secretary, a new secretary shall be elected at the next meeting of the Library Assembly.

## **D. Committees**

### **1. Personnel action committees**

#### **a. Personnel Committee**

##### (1) Membership:

The committee shall consist of five voting faculty members, including at least three permanently tenured faculty members and up to two probationary term faculty members. Members are elected by the permanently tenured and probationary term voting faculty (as specified in *ECU Faculty Manual, Appendix D*) for staggered two-year terms. Members shall be elected at a

meeting immediately following the March meeting of the Library Assembly. Terms shall begin on May 15.

(2) Duties:

- (a) performs those duties specified by the *ECU Faculty Manual, Appendix C and Appendix D*;
- (b) calls meetings of the permanently tenured and probationary term voting faculty as needed for discussion or voting on personnel matters;
- (c) appoints search committees and the chairs of search committees for faculty positions. At least one member of the Personnel Committee shall serve on each search committee.
- (d) prepares an annual report to the President of the Library Assembly, using a format based on the annual reports filed by committees of the ECU Faculty Senate and containing material not deemed confidential by university policies.

**b. Promotion Committee**

The composition and function are prescribed by the *ECU Faculty Manual, Appendix D*.

**c. Tenure Committee**

The composition and function are prescribed by the *ECU Faculty Manual, Appendix D*.

**2. Standing Committees**

All members of the Library Assembly are eligible to serve on any Library Assembly standing committee with the exception of the Faculty Affairs Committee and an *ad hoc* Code Committee. Members of the Faculty Affairs Committee shall be elected at a meeting immediately following the March meeting of the Library Assembly. Members of other committees shall be elected at the April meeting. Terms shall begin on May 15.

**a. Executive Committee**

(1) Membership:

The officers of the Library Assembly and the library director, *ex officio*.

(2) Duties:

(a) plans the agenda for meetings;

(b) except for the Faculty Affairs Committee and the Personnel Committee, serves as a nominating committee for all offices and standing committees, submitting at least two names for the positions of vice-president and secretary;

(c) other responsibilities as requested by the Library Assembly;

(d) prepares an annual report to the President of the Library Assembly, using a format based on the annual reports filed by committees of the University Faculty Senate.

**b. Faculty Affairs Committee**

The Faculty Affairs Committee makes recommendations to the Library Assembly and to the faculty. For matters specific to permanently tenured and probationary term faculty members, the committee may call meetings of such faculty as needed.

(1) Membership:

Five members elected from a list of probationary term and permanently tenured faculty as defined by *ECU Faculty Manual Appendix D II A 1* to staggered two-year terms.

(2) Duties:

- (a) in even-numbered years, develops the criteria for the biennial evaluation of associate directors and heads of operational services. These criteria must be approved by a majority of the Library Assembly by February of even-numbered years;
- (b) in odd-numbered years, conducts the biennial evaluation of associate directors and heads of operational services;
- (c) develops criteria for reappointment, promotion, and permanent tenure of permanently tenured and probationary term faculty. The criteria must be approved by a majority of such faculty and subsequently by the permanently tenured faculty as an amendment to the code;
- (d) in even-numbered years, reviews and, if necessary, recommends revisions to the procedures used by heads of

- operational services and/or other unit personnel to provide input into the annual evaluations of permanently tenured and probationary term faculty. The revisions must be approved by a majority of such faculty;
- (e) recommends to the permanently tenured and probationary term faculty any changes in faculty personnel policies and procedures not delegated to another committee by the *ECU Faculty Manual, Appendix D*;
  - (f) ensures that code procedures are followed;
  - (g) other responsibilities as requested by the Library Assembly;
  - (h) prepares an annual report to the President of the Library Assembly, using a format based on the annual reports filed by committees of the University Faculty Senate.

**c. Staff Development Committee**

(1) Membership:

Five members of the Library Assembly, elected for staggered two year terms.

(2) Duties:

- (a) determines the library's professional staff training and development needs;
- (b) provides staff development opportunities, including workshops, training sessions, lectures, etc., that will promote organizational effectiveness as well as foster individual

growth;

- (c) cooperates with the library director in providing financial encouragement in the pursuit of staff development opportunities;
- (d) works with other committees and groups both inside and outside the library in fulfilling its duties;

- (e) other responsibilities as requested by the Library Assembly;
- (f) prepares an annual report to the President of the Library Assembly, using a format based on the annual reports filed by committees of the University Faculty Senate.

#### **d. Operations Policy Review Committee**

(1) Membership:

Five members of the Library Assembly, elected for staggered two-year terms.

(2) Duties:

- (a) reviews existing operating policies and, when it appears that revisions to a policy may be warranted, suggests that the operational service and/or others directly concerned with the policy review it;
- (b) reviews new and revised operating policies initiated by a committee, an operational service, or an individual;
- (c) presents all new and revised policies to the Library Assembly for approval;
- (e) maintains the policy manual for Academic Library Services;
- (f) other responsibilities as requested by the Library Assembly;
- (g) prepares an annual report to the President of the Library Assembly, using a format based on the annual reports filed by committees of the University Faculty Senate.

### **3. Ad Hoc Committees**

### **a. Search Committees**

(1) Membership: The Personnel Committee shall select the chair and four additional members of an *ad hoc* search committee for vacant faculty positions. All members of the faculty and staff of Academic Library Services are eligible to serve on search committees, with at least four members being full-time faculty members. At least one member of the Personnel Committee should be named to each search committee.

(2) Duties:

- (a) prepares the advertisement for an open position in consultation with the director and appropriate head of operational service;
- (b) solicits, receives, and reviews applications for positions;
- (c) selects candidates for interview;
- (d) conducts interviews;
- (e) solicits input concerning the suitability of the candidates and makes recommendations to the Personnel Committee.

### **b. *Ad hoc* Code Committee**

When the Library Assembly determines the need for revising the code, an *ad hoc* committee shall be elected for this purpose. All full-time faculty who have been employed as faculty members in Academic Library Services for at least twelve consecutive months are eligible to vote for and serve on this committee.

### **c. Other *Ad Hoc* Committees**

Other *ad hoc* committees may be appointed or elected according to procedures in the latest edition of *Robert's Rules of Order, Newly Revised*.

#### **4. Vacancies on committees**

When a vacancy on a committee occurs, an election shall be held to complete the original unexpired term. The election shall be conducted in accordance with procedures applicable to regular elections to the committee in question.

### **IV. Administration of Academic Library Services**

#### **A. Library Director**

The library director is a member of the faculty and is the chief administrative officer of Academic Library Services. The director is appointed and evaluated following procedures specified in the *ECU Faculty Manual, Appendix L*. The director seeks the advice of the Library Assembly, keeps the assembly well informed of developments affecting Academic Library Services, and promotes the interests of the unit and its personnel.

The director shall

1. demonstrate positive leadership to support the mission of Academic Library Services;
2. facilitate morale, performance, staff development, and work flow within the library;
3. represent the library in external relations;

4. assign titles and duties of faculty and professional staff and communicate this information to Academic Library Services in a timely fashion;
5. allocate or transfer support staff positions after discussions with the head(s) of operational service(s) involved and the Director's Council; and communicate this information to Academic Library Services in a timely fashion;
6. recommend beginning compensation and salary increases for all library personnel within approved budgetary limits;
7. evaluate annually each faculty member's performance in library responsibilities, research and creative activity, and service;
8. forward all faculty personnel recommendations along with his/her recommendations to the next higher administrative official;
9. evaluate each EPA administrative and SPA staff member who reports directly to him or her;
10. manage and maintain library facilities and equipment;
11. maintain essential records;
12. in consultation with and by providing information to the Director's Council and the Library Assembly, prepare library budget requests; allocate and administer library budgets; and share final budget documents with the Library Assembly;
13. establish procedures for obtaining broad input into the development of planning reports, including the unit's SACS report

and the strategic plan, and present final reports to the Library Assembly for discussion, review, and voting as described in Section X;

14. establish administrative committees or task forces as necessary;
15. act on recommendations and policies voted on by the Library Assembly;
16. prepare the annual report in consultation with the Library Assembly and distribute copies electronically;
17. designate a person to be in charge when he/she is away;
18. inform the faculty and staff of administrative decisions or actions affecting them;
19. ensure that code procedures are followed.

#### **B. Associate Director(s)**

Associate director(s) are faculty members. The procedure for selection of associate directors shall be the same as the procedure for the selection of any other faculty member. Duties of associate directors shall be established by the director based on the needs of the library and its clientele.

#### **C. Heads of Operational Services**

A head of an operational service is responsible for the management of that service and may be chosen by an internal selection process or an external search. When an internal administrative appointment is being considered, the director shall provide each member

of the operational service in question and members of the Director's Council with an opportunity for input into the selection of the candidate. This information is advisory to the director. External candidates shall be appointed following the same procedure as for selection of any new faculty member.

Heads shall

1. formulate operational policies and procedures in consultation with the personnel within the operational service;
2. encourage participation of service members in the policy-making process through regular operational services meetings and other means;
3. lead the operational service in developing strategic planning initiatives;
4. demonstrate positive leadership that facilitates morale, communication, performance, staff development, and work flow;
5. advise the director through the Director's Council;
6. provide input to the director for annual faculty evaluations using a procedure developed by the Faculty Affairs Committee and approved by the faculty;
7. evaluate each SPA staff member who reports directly to him or her;
8. prepare and submit required reports and other paperwork in

- a timely fashion;
- 9. designate a person to be in charge when he/she is away;
- 10. hire SPA employees and work with faculty search committees in the selection of faculty for the operational service unit.

#### **D. Director's Council**

1. Membership: Library director, associate director(s), heads of operational services; President of the Joyner Library Supportive Staff (Joyner Library SPA); and President of the Library Assembly.
2. Meetings: the council, chaired by the director, shall determine its meeting schedule. The director or a majority of council members may call other meetings as needed. The director shall prepare and distribute the council agenda. Any member of the council may submit items for the agenda.
3. The council shall
  - a. develop the library calendar;
  - b. advise the director on allocation of positions, the operating and materials budgets, physical and organizational changes, management issues, and strategic planning initiatives;
  - c. provide leadership in fulfilling the mission of the library.

#### **V. Administrative Committees, Task Forces, Teams**

The director appoints and determines the duties of administrative committees, task forces, and teams. These groups may be continuing or *ad hoc*. The director shall provide to all staff a list of current administrative

committees, task forces, and teams each May, including the charges and length of terms of members. These groups shall report to the Library Assembly at least annually. The Library Assembly shall vote on recommendations of these groups.

## **VI. Procedures and Criteria for Permanent Tenure, Promotion, Reappointment, Post-Tenure Review, and Merit Salary Increases**

The specific ranges of weights given to library responsibilities, research/creative activity, and service for each faculty member shall be 65-80% for library responsibilities, 10-25% for research/creative activity, and 10-15% for service. The weight assigned to service shall not be greater than that assigned to either library responsibilities or research/creative activities. These are the ranges of weights by which the faculty member shall be evaluated for reappointment, permanent tenure, promotion, and merit salary allocation. Each faculty member is responsible for allotting appropriate weights in order to create an appropriate body of research/creative activity for permanent tenure and/or promotion.

### **A. Criteria for Faculty Evaluations**

The following criteria and the corresponding ranges of relative weights will be used in annual evaluations, reappointments, conferral of permanent tenure, and promotion. The location of an item on any of the three lists is not intended to imply any ranking of importance, nor are the lists intended to be mutually exclusive or exhaustive. The items on each of the three lists are not necessarily of equal weight. It is always the responsibility of the person being

evaluated to report accurately and clearly on activities. The degree and type of any peer review involved in any activity is important and should always be evident. Ultimately, the reviewers must make a determination on the significance of any activity reported.

#### **1. Librarianship/Professional Responsibilities (weight 65-80%)**

- Effectiveness in meeting annual goals and objectives.
- Productivity combined with quality.
- Contribution to the overall performance and enhancement of the unit.
- Development and implementation of techniques or methods that result in significant improvements in services or operations in the library.
- Ability to perform functions in a creative and innovative fashion and/or to introduce innovative procedures, techniques, etc.
- Feedback from library patrons, colleagues, and ECU employees.
- Honors and awards related to professional responsibilities.
- Grants applied for and/or received for library-related functions.
- Library committees, teams, task forces, etc. not indicated in the section on service.
- In-house (print and electronic) reports, bibliographies and guides.
- Software or web page creation/maintenance (See *ECU Policy Statement on Evaluating Faculty Authored Computer Programs or Software, 1992*).
- Exhibitions or presentations.

- Relevant activities that enhance knowledge of new developments in areas related to the person's job, such as credit courses, seminars, workshops, and short courses.
- Teaching classes, courses, training sessions, seminars, workshops, tutorials, etc. (electronic or in-person).
- Consulting (for example, review and assessment of programs at other institutions), providing instruction or conferring with off-campus visitors (e.g., vendors, professional colleagues, campus guests, etc.) about specific library operations or services within the individual's statement of job responsibilities.
- Participating in university outreach, student retention, and distance learning programs.

## **2. Research and Creative Activity<sup>1</sup> (weight 10-25%)**

- Books
- Journal articles
- Books or journals edited
- Essays or chapters
- Proceedings (full paper or abstracts)
- Presentations of papers
- Research grants applied for and/or received
- Honors and awards for research activities

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<sup>1</sup> "Research" is taken to mean print materials published or accepted for publication by a specific date stated by the publisher. "Creative activity" is taken to mean notable works that are nonprint, but otherwise documented, e.g., exhibitions, performances, visual media or computer software. Creativity occurs in many forms and reflects diverse interests, skills, and opportunities.

- Refereeing manuscripts
- Compiling or indexing substantial published works
- Book reviews
- Contributions to abstracts and indexes
- Other substantive scholarly contributions (may include letters to the editor, editorials, etc.)
- Works in progress (ranked according to the type of work, completion date, and potential for publication)
- Software (See *ECU Policy Statement on Evaluating Faculty Authored Computer Programs or Software, 1992*)
- Media (e.g., audio recording, audio-visual recording, interactive media, etc.)
- Original compositions (e.g., art exhibition, score, literature, etc.)
- Performance (e.g., recital, leading/solo role, chamber work, etc.)
- Participation in scholarly activities of academic or professional organizations, such as conducting lectures, workshops, seminars, and poster sessions, or serving as a panelist
- Completion of thesis/dissertation
- Adjudicating (e.g., serving as a judge for academic or musical competitions)
- Bibliographies
- Databases
- Translations

### 3. Service (weight 10-15%)

- Advising (student organizations and activities, etc.)
- Service to professional organizations (officer, committee member, board member, or other activity)
- Community service, activities, or presentations related to professional responsibilities/expertise
- Consulting activity related to professional or university responsibilities (e.g., service as an outside reviewer)
- Editor/compiler of professional newsletters, columns, or electronic version of same (e.g., webmaster, etc.)
- Attendance or presentations at professional meetings, workshops, seminars, etc.
- Providing research assistance to colleagues
- Articles or reviews in popular publications and newsletters
- Honors and awards for distinguished service
- Grants applied for and/or received
- Membership on standing committees of the Library Assembly
- Committees described in *Appendix D* and *Appendix L* of the *ECU Faculty Manual*, including faculty search committees
- Faculty Senate representative or alternate
- Service on Faculty Senate and university committees
- Service on thesis committees

## **B. Reappointment of Probationary Term Faculty**

Reappointments of probationary term faculty shall follow policies and procedures in the *ECU Faculty Manual, Appendices C and D*.

The suggested timelines below shall be used by those evaluating probationary term faculty and shall also be used in preparing the progress toward tenure letters. These are guidelines, not mandates, for measuring performance.

### **1. Year One**

- a. Librarianship/Professional Responsibilities: Demonstrated professional competence in this component of the candidate's annual evaluation.
- b. Research and Creative Activity: Some written evidence of research in progress.
- c. Service: Some written evidence of an attempt at service.

### **2. Year Two**

- a. Librarianship/Professional Responsibilities: Demonstrated professional competence in this component of the candidate's annual evaluation.
- b. Research and Creative Activity: First research project completed and written evidence of submission for publication.
- c. Service. Some written evidence of service.

### **3. Year Three**

- a. Librarianship/Professional Responsibilities: Demonstrated professional competence in this component of the candidate's annual evaluation.
- b. Research and Creative Activity: First research project accepted for

publication; subsequent research project underway.

c. Service: Some written evidence of service.

#### **4. Year Four**

a. Librarianship/Professional Responsibilities: Demonstrated professional competence in this component of the candidate's annual evaluations.

b. Research and Creative Activity: Second research project completed and written evidence of submission for publication.

c. Service: Continued written evidence of service.

#### **5. Year Five**

a. Librarianship/Professional Responsibilities: Demonstrated professional competence in this component of the candidate's annual evaluations.

b. Research and Creative Activity: Second research project accepted for publication.

c. Service: Continued written evidence of service.

### **C. Criteria for Permanent Tenure**

A faculty member who is awarded permanent tenure shall have demonstrated professional competence in librarianship/professional responsibilities, a sustained record of scholarly research publication and/or creative activity in the profession, and of service to the profession.

### **D. Criteria for Promotion**

#### **1. Assistant Professor**

The successful candidate for promotion shall have evidence of potential for continued professional growth that shall be in part measured

by effectiveness as a librarian, research and/or creative activity, and membership in appropriate professional organizations.

## 2. Associate Professor

The successful candidate for associate professor shall have a quality record in librarianship/professional responsibilities, a record of research and/or creative activity resulting in publication or comparable productivity, a record of participation in professional organizations, and effective service on departmental, school, college, academic, or administrative committees.

## 3. Professor

The successful candidate for promotion to professor shall have an established record of excellence in librarianship/professional responsibilities, a sustained record over time of scholarly research publication and/or creative activity in the profession that makes a contribution on a national or international level, and a record of significant service to the profession, and to departmental, school, college, academic, or administrative committees.

### **E. Subsequent Appointment of Fixed-Term Faculty**

Fixed-term faculty members considered for subsequent appointment shall prepare documentation relevant to their appointment, as determined by the head of the candidate's operational unit and the Personnel Committee. The Personnel Committee shall review those materials prior to the expiration of the candidate's contract at a meeting called for this

purpose. In reaching its decision, the Personnel Committee will consult with the library director and the head of the candidate's operational unit. The library director may serve as a resource person to this meeting, but shall not participate in the deliberations nor be present at the time of the vote. The Committee shall recommend subsequent appointment only if the documentation demonstrates performance consistent with the expectations of the initial contract letter and if these expectations continue to reflect the needs of the unit.

#### **F. Merit Awards**

The annual evaluation instrument shall be used in determining merit awards following procedures developed by the Faculty Affairs Committee and approved by the full-time faculty.

#### **G. Qualifications for External Reviewers**

Persons nominated to serve as external reviewers should be recognized as scholars or experts in the candidate's field(s) of endeavor. They should be professional librarians, if appropriate, and preferably hold tenure or be employed by an institution that awards tenure. Procedures for the selection of external reviewers shall follow those described in the *ECU Faculty Manual, Appendix D IV E*.

#### **H. Procedure for Post-Tenure Review**

Post-tenure review of all tenured faculty will follow procedures outlined

in the *ECU Faculty Manual, Appendix B*. Documents outlining the review standards and schedule adopted by the tenured faculty are available in the library's Administrative Office.

## **VII. Evaluations**

### **A. Director**

The quadrennial and annual evaluations of the effectiveness of the director shall be conducted according to the *ECU Faculty Manual, Appendix L*.

### **B. Associate Directors**

The Faculty Affairs Committee is responsible for initiating the evaluation of associate directors in March of odd-numbered calendar years. The criteria and the disposition for this evaluation are to be recommended by the committee and approved by the Library Assembly by February of even-numbered calendar years.

### **C. Heads of Operational Services**

The Faculty Affairs Committee is responsible for initiating the evaluation of heads of operational services in odd-numbered calendar years. The evaluation criteria and the disposition for this evaluation are recommended by the committee and approved by the Library Assembly by February of even-numbered calendar years.

### **D. Faculty**

Each faculty member, by July 1 and in consultation with the head of his/her operational service and the director, will select relative weights

(percentage of commitment) to be applied to the criteria that are used in the annual evaluation of the individual's performance for the following year.

Unless otherwise agreed upon, the weights will be 80% for librarianship/professional responsibilities, 10% for research/creative activity, and 10% for service.

## **VIII. Elections**

Elections of officers and committee members of the Library Assembly shall be conducted by secret ballot. Absentee ballots for these elections are permissible and shall be prepared by and submitted to the secretary of the Library Assembly.

## **IX. Meetings**

As appropriate, members are expected to attend departmental, committee, Library Assembly, Director's Council, and faculty meetings. Participation is an important responsibility of each member. The Library Assembly, Director's Council, and other groups as requested by the Library Assembly shall keep minutes. The minutes, except for those dealing with personnel matters, shall be distributed to all staff. The director is responsible for maintaining a complete file of minutes of the Library Assembly, the Director's Council, and for such committees as the Library Assembly determines. The secretaries of the Library Assembly and the designated committees are responsible for forwarding minutes to the library director.

### **A. Library Assembly**

Meetings shall be held at least monthly during the academic year. The library director or the executive committee may call a meeting, or one-third of the members may present the president with a written request for a called meeting.

#### **B. Director's Council**

The Director's Council shall determine the frequency of its meetings. The director or a majority of council members may call additional meetings as needed.

#### **C. Operational Services Meetings**

Each operational service shall hold regular meetings to share information, plan departmental activities, keep up with developments, and consider policies being developed.

#### **D. Committee Meetings**

Each committee shall determine its meeting schedule.

### **X. Procedures for Approval of SACS Report and All Major Planning**

#### **Documents**

The director shall make available to the Library Assembly a copy of the unit's SACS report, the Library's Strategic Plan, and any other major planning document, allowing ten working days for Library Assembly review. The Library Assembly shall take a straw vote on these documents. Faculty members shall vote by secret ballot to indicate final approval or disapproval of the reports. A two-thirds vote is required for approval.

### **XI. Procedures for Faculty Input into the Annual Budget Request and**

## **Annual Report**

The director shall submit the annual budget and an annual report to the Library Assembly for review and input. Members are encouraged to provide input relative to these documents immediately upon receipt.

## **XII. Parliamentary Authority**

The most recent edition of *Robert's Rules of Order, Newly Revised* shall govern the proceedings.

## **XIII. Amendment of Code**

When the faculty determines the need for revising the code, the full-time faculty who have been employed as faculty members in Academic Library Services for at least twelve consecutive months shall elect an *ad hoc* committee for this purpose, following procedures outlined in the *ECU Faculty Manual, Appendix L*. This Code may be amended at any meeting of the faculty by a vote of three-fifths majority of all permanently tenured faculty members, provided that the amendment has been submitted in writing to each faculty member at least seven calendar days prior to the date of the vote, and provided that it is subsequently approved by the Faculty Senate and the chancellor of East Carolina University.

## **XIV. Enabling Clause**

This Code shall become effective immediately after its adoption by a majority of the permanently tenured faculty of Academic Library Services and after ratification by the Faculty Senate and the chancellor of East Carolina University.

