



## Bylaws of the University Libraries

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### I. PURPOSE

The Bylaws of the University Libraries are established by provision of UW Regulation 2-411 (Academic Organization).

### II. PREAMBLE

- A. Vision:** University of Wyoming Libraries supports the University's vision and mission by fostering the open and unrestricted pursuit of inquiry, discovery and knowledge, and by enhancing teaching, learning and research experiences through collections, services, and study and learning spaces
- B. Mission:** Honoring the heritage of the Equality State and its commitment to education of the highest quality, UW Libraries serves as the intellectual commons of the University of Wyoming. We provide nationally-recognized information services, collections, and learning environments for a diverse community of University students, staff, and faculty, and for Wyoming residents. Expertise of the UW Libraries team contributes significantly to successful teaching, learning and research.
- C. Values:** Fundamental values of the UW Libraries are:
- Exploration and Discovery
  - Innovation and Application
  - Disciplinarity and Interdisciplinarity
  - Integrity and Responsibility
  - Diversity and Internationalization
  - Engagement and Communication
- D.** In the rapidly changing information and higher education environments, UW Libraries connects people with information, leveraging technology to advance lifelong learning for all. We are active partners in the academic community to evolve the research library of the future to achieve the vision and mission of the University of Wyoming.

### III. DEFINITIONS:

#### A. PERSONNEL

##### 1. Dean

The University Libraries shall be headed by a Dean who shall be appointed in accordance with UW Regulations. UW Regulations shall govern the Dean's appointment, evaluation, and dismissal.

## **2. Assistant and Associate Deans**

Assistant and Associate Deans are appointed in accordance with UW Regulations. They shall perform such functions as the Dean of Libraries may assign.

## **3. Department/Unit Heads or Chairs**

Smaller unit leaders are appointed in accordance with UW Regulations to meet staffing and organizational requirements in the Libraries.

## **B. FACULTY**

Professional librarians have long been recognized as members of the University faculty. Due to the differences between library faculty and the rest of the University faculty, certain procedures contained in other UW Regulations must be modified to fit the administrative structure, ranks, or expectations of professional librarians. However, it is the intent of this Regulation to adhere to the spirit of the relevant faculty-related UW Regulations and to refer to specific UW Regulations when they apply directly to library faculty.

### **1. Membership**

The library faculty shall include the President of the University and the Vice President for Academic Affairs, *ex officio* without vote; the Dean of Libraries; and all members of the University faculty serving in the Libraries with the ranks of Assistant Librarian, Associate Librarian and Librarian as defined by this Regulation. An exception to this provision must be brought to the library faculty and approved by a two-thirds majority of all members of the voting faculty.

#### **a. Library Faculty Ranks**

Appointment as a library faculty member requires that an individual have the appropriate terminal professional degree: a master's degree in library and/or information science from a program accredited by the American Library Association (ALA), or an appropriate equivalent. Experience must be of a type and length appropriate for the particular position or rank. The ranking structure for the library faculty is as follows:

- 1. Assistant Librarian**
- 2. Associate Librarian**
- 3. Librarian**

## **C. STAFF**

Persons employed by the Libraries and not designated officers, members of the library faculty or student employees shall be appointed and function in accordance with UW Regulations.

#### **IV. VOTING PRIVILEGES, RESPONSIBILITIES AND RIGHTS OF FACULTY MEMBERS**

Bylaws of the University Libraries and any proposed modifications to them shall be subject to approval by a majority of faculty voters. For purposes of Bylaw approval and modification, faculty are defined in Section III above.

The University Libraries will also have a set of Standard Policies and Procedures (SAPPs) that outline operational rules and procedures, details of policy implementation, responsibility, and accountability. These SAPPs are established by the Dean and his appointees, and do not require approval by the faculty of the University Libraries.

#### **V. ORGANIZATION AND GOVERNANCE**

##### **a. Departments**

The University Libraries shall be organized into divisions, departments, or units, under the guidance of the Dean of Libraries, to meet staffing and organizational requirements.

##### **b. Dean**

The University Libraries shall be headed by a Dean who shall be appointed in accordance with UW Regulations. The Dean shall report to the Vice President for Academic Affairs. The Dean shall preside at meetings of the library faculty that he or she calls, encourage faculty development, and make recommendations concerning initial appointments, reappointments, extended term appointments, promotions, and extended term appointment reviews. UW Regulations shall govern the Dean's appointment, evaluation, and dismissal.

##### **c. Assistant and Associate Deans**

Assistant and Associate Deans are appointed in accordance with UW Regulations. They shall perform such functions as the Dean of Libraries may assign.

##### **d. Department/Unit Heads or Chairs**

Smaller unit leaders are appointed in accordance with UW Regulations to meet staffing and organizational requirements in the Libraries. The primary role of a department/unit leader is that of a manager responsible for planning, organizing, staffing, directing, coordinating, budgeting and evaluating within an assigned area.

## **VI. MEETINGS**

Meetings of the library faculty shall be held on a regular basis, but not less than quarterly. Special meetings may be called as necessary (1) by the Dean of Libraries, (2) on request of the President of the University or the Vice President for Academic Affairs, or (3) by written request of five members of the library faculty. Policies governing the frequency of regular meetings, selection of officers including the presiding officer and secretary, definition of a quorum, and the conduct of business, will be maintained as supplemental guidelines. Proposed amendments to this Regulation shall be discussed as needed during faculty meetings.

Staff meetings may be convened as necessary for designated persons within defined areas of responsibility, activity or function, by the Dean, Associate/Assistant Deans, Department Heads, committee chairpersons or other appropriate authority.

The Dean or the Dean's designee may convene general meetings for all officers, faculty and staff for the purposes of providing a forum for the discussion of issues within the Libraries' organization and programs, for sharing information generally, and for encouraging consultation.

## **VII. STANDING COMMITTEES**

The Dean of Libraries shall define the roles and responsibilities of library committees and task forces as may be necessary for the accomplishment of the Libraries' stated purpose, goals and objectives. The Dean may then appoint or authorize the election of committees within the Libraries. Committees and task forces within the divisions and departments of the Libraries may be appointed and charged by appropriate associate/assistant deans or department heads.

The library faculty may establish standing committees and task forces to manage faculty issues and to contribute professional expertise to the management of the Libraries and the University. The faculty may also nominate and/or elect members for library-wide or University-wide committees where membership is restricted to either the library faculty or University Faculty.

The library faculty will approve the establishment of necessary standing committees, including establishing those committees' purposes, organization, and procedures, and elect committee members. Typically, standing committee members select their own committee chairs. All standing committees shall report regularly to the faculty and may advance issues for consideration by the entire faculty whenever appropriate. Documentation for standing committees shall be maintained in an easily accessible location such as the Libraries' Intranet or other shared electronic file. Periodically, the library faculty shall review the continuing need for all standing committees.

**VIII. OTHER**

**IX. AMENDMENT OF THE BYLAWS**

Consistent with UW 2-411, Bylaws must be approved by a majority of the faculty within the Libraries. The Bylaws must be approved the by the Provost and Vice President of Academic Affair and must be reviewed every three (3) years.

**X. CONFLICT BETWEEN COLLEGE BYLAWS AND UNIVERSITY REGULATIONS, POLICIES AND PROCEDURES**

University of Wyoming Regulations and Standard Administrative Policies and Procedures (SAPP) take precedence over College and Academic Unit Bylaws.

**BYLAWS ACCEPTED AT FACULTY MEETING ON: June 19, 2019**

**Approved by Provost: September 24, 2019**

**Revised:**