Faculty Minutes
August 5, 1999


I. Recruitment update:
Seaman announced that there are several openings but at this time there are no ads out and no search committees, except for the Preservation Librarian.

II. Approval of minutes:
The minutes for April and June were approved.

III. Unfinished business:
There was no unfinished business.

IV. New business:
There was no new business.

V. Committee reports:
1. Faculty Personnel: The FPC has studied the “Instructor’s Bill of Rights” approved by the University in March. They are checking that the Libraries are in compliance and will be bringing forth a document and proposals for changes to the Handbook.

2. Faculty Support: No Report.

3. Faculty/Staff Development: Everyone was reminded of the Planetarium Show on August 1st and the CPP meeting with Rich Mariner on August 15th.

4. Library Advisory Board: The Board is looking at the evaluations for the Prospector meeting.

5. Promotion and Reappointment: No report.

6. Tenure: The Committee is working on reviews coming up this year.


8. Awards: No report.

9. OCE: No report.

10. Appeals: No report.

11. Faculty Handbook: Hill introduced a motion to revise three sections of the Faculty Constitution and Bylaws. The first revision would be to Article III, Section 1, Definition of Faculty. The motion revises this section to read, “the faculty is comprised of all those at the rank of Instructor or above, who either hold full time permanent appointments in the University of Colorado at Boulder Libraries, or who hold a less than full time permanent appointment and were appointed prior to 1990, or who held a full time permanent appointment prior to entering the University’s tenure-ratification program.”

Article III, Section 4, Simultaneous Service would be revised to read, “Faculty may hold more than one committee membership and Faculty office simultaneously unless otherwise noted in the descriptions of individual committees. Faculty may stand for election to only one committee position or office in a single election.”

Article IV, Section 2, part 5 was moved to be revised to read, “The Secretary distributes minutes of Faculty meetings to the Faculty, and maintains the file of past minutes by transferring the past year’s records to the University Archives.”
These proposed revisions to the Constitution and By-laws will be voted on at the next Faculty meeting.

The Committee also proposed seven revisions to the body of the Handbook which can be voted on in the meeting in which they are introduced and require a simple majority to pass.

1. Foreword: Moved that the Forward be revised through the addition of item B, below and renumbered of the remainder of the document.

B. STRUCTURE: This Libraries Faculty Handbook has five major sections.

Items that are related may be linked across sections in the web version of the Handbook.

I. Foreword
II. Constitution and By-laws
III. Committees
   Contains a description of each committee, including the committee’s charge, membership, responsibilities, and where applicable, organization.
IV. Policies and Processes
   Describes the major policies and processes governing faculty operations, rights, privileges, and governance. Because anything contained in this section requires a majority vote of the faculty for revision, matters that may require more frequent updating (such as forms), matters that are not subject to Libraries Faculty approval (such as University policies), and matters that are reserved to individual committees (such as their internal operating procedures), are not included under Processes.
V. Appendices
   Contains information that may be of interest to the Faculty, but which is not subject to Libraries Faculty approval, such as University policies, internal committee procedures, forms, etc.

The motion passed.

2. Moved that the Foreword be revised through the addition of item C, below, and renumbering of the remainder of the document.

C. MAINTENANCE: Primary responsibility for ongoing maintenance of the Libraries Faculty Handbook lies with the Parliamentarian (Constitution, Article IV, Section 4A). In addition, committees and task forces are responsible for submitting motions for such additions and changes as may be needed to those parts of the Handbook that relate to their work.

The motion was withdrawn.


Moved that Section III.A.1.10 be revised to read: “There is no set term of service on the Committee of Chairs, except that the Secretary of the Faculty serves as Chair of the Committee while serving as Secretary of the Faculty, and remains on the Committee as Past Chair until the next change in the office of Secretary. Other members’ terms coincide with their being Chair of a standing committee.”

The motion was approved.

4. Committees, Faculty Personnel Committee.

Moved that Section III.D.2.0 be revised to delete the phrase: “...and may not serve on the Faculty Personnel Committee again for two years.”

The motion was approved.
5. Committees. Faculty Support Committee.

Moved that Section III.G.3.b be revised to read: "The Committee receives from Faculty completed "Applications for Faculty Scholarly Activity" containing requests for support for professional activities, reviews them for eligibility for support, and forwards its recommendations regarding each request to the Dean."

And moved that in place of the "xxxxx" thus removed, that new link be established between this text and relevant documents.

These motions were combined and were approved.


Moved that IV.A.4.1 be revised to read: "Members of the Tenure Committee may serve on any of the above three committees in addition to holding membership in the Tenure Committee, but they may participate in votes and deliberations regarding any specific case in only one of the Committees."

Referred to the Tenure Committee, PPC, PRRC, and Appeals Committee.

7. APPENDICES. Committee Procedures – Elections.

Moved that Section V. Elections Committee Procedures be added to the Handbook.

The motion was approved.

Administrative Reports

A. Off-site Storage Report: Yeaman reported that the Fitzsimmons design drawings are complete and they are looking for a builder. He expects the construction to start in 45 to 60 days. We should be able to take occupancy in October 2000. The facility will have a capacity of 1.8 million volumes. Scott explained that there is space to build 5 modules at the Fitzsimmons site. Planning for a second module has not started. It should take 36 to 45 months to fill Fitzsimmons. The staff at the storage facility will report to the Health Science Library. Scott and Charlie are starting to talk process in regard to Louisville vs. Norwalk. An operations manager will be hired to oversee construction. The directors are working on language to discourage duplicate copies in Fitzsimmons, but don't want to eliminate duplicates altogether. Larsen expressed concern for ownership issues. Prospector will be needed to discover level of duplication. Garrison is working on a proposal for completion of the retrospective cataloging. Which library will be the first to move in has not been decided. CSU and OSM are making noise about joining. CRL will archive all JSTOR journals.

B. Other building projects: the Chancellor's Executive Committee approved the program plan for the Business Library. There will be fund raising. The Chancellor's Executive Committee sent support for the Science Library to the Chancellor. David, Nancy and Carol are happy.

VII. Automation: CCI is working on the Web Access Management part of Millennium. This could solve the problems of accessing our licensed web products from other internet providers or by traveling faculty. In partnership with ITS, construction has started on ten team rooms four in Nursing, three in Engineering, and three in Business. This will convert traditional study rooms into electronic collaborative rooms. Millennium Citi is now in public release. The Citi Department will test during the Fall and implement during break. Faculty replacement computers have been ordered. Systems is looking at replacement of other computers.