

Bylaws of the Health Sciences Library University of Tennessee Health Science Center

Article I

NAME, DEFINITION AND AUTHORITY

Section 1. Name: The name of the body constituted in this document shall be the faculty of the Health Sciences Library (HSL) of the University of Tennessee Health Science Center.

Section 2. Definition

The Health Sciences Library of the University of Tennessee Health Science Center was established in 1913 in Lindsley Hall, one of three original campus buildings. In 1928, the library relocated to its new building and reopened as the C. P. J. Mooney Memorial Library. The library moved to the Lamar Alexander Building on July 15, 1985, the former site of Lindsley Hall. In 1994, the library was renamed the Health Sciences Library and Biocommunications Center. The name was changed to the Health Sciences Library in 2016. The Preston Memorial Library in Knoxville was founded in 1966 and became part of the University of Tennessee Health Science Center in 1975. The Erlanger/UTCOM-C Medical Library was founded in 1940 and became part of University of Tennessee Health Science Center in 2013.

The Health Sciences Library is a duly constituted academic unit of the University of Tennessee Health Science Center (UTHSC) that serves the function of a college for its faculty and operates in accordance with the rules, regulations, and policies of the University of Tennessee.

The primary activity of the HSL faculty is the management of physical and electronic collections and the provision of expertise to support the educational, research, and clinical needs of faculty, staff, students, and practitioners in the health sciences.

Section 3. Authority

The bylaws serve as the authority for the HSL faculty. The UTHSC Faculty Handbook shall provide the guidelines for the HSL Bylaws. If any provision in the HSL bylaws is inconsistent with the UTHSC Faculty Handbook, the handbook supersedes those provisions according to the Faculty Handbook.

Article II

PURPOSE, MISSION AND VISION

Section 1. Purpose: This body is an organization of faculty employed to carry out the mission of the HSL, consistent with the mission of UTHSC and the University of Tennessee.

Section 2. Mission: The mission of the HSL is to provide an environment conducive to student learning and the biomedical information resources necessary for teaching, research, service, and patient care, and to support efforts to improve the health of Tennesseans.

Section 3. Vision: University of Tennessee Health Science Center librarians are equal partners with other academic faculty in the pursuit of the University goals for instruction, research, clinical care, and service. The special mission of librarians in the complex, changing environment of higher education is twofold:

- 1) selecting and maintaining the library's collections; and,
- 2) providing access to information and the required supporting services.

Specifically, librarians apply professional knowledge in a variety of functions: selecting, acquiring, and organizing materials and services; teaching in both formal and informal settings; providing organization and management of the staff and resources that facilitate access to materials and services for our community of users.

Finally, University of Tennessee Health Science Center librarians have an obligation to remain professionally informed, to disseminate the results of their scholarly work, and to seek opportunities for service.

Article III

MEMBERSHIP

Membership of the faculty of the HSL (hereinafter referred to as the faculty) shall consist of all individuals classified as UTHSC faculty in the HSL with the ranks of professor, associate professor, assistant professor, and instructor.

Article IV

ADMINISTRATIVE ORGANIZATION

Section 1. Chief Administrative Officer: The Director of the HSL (hereinafter referred to as the Director) is the chief administrative officer of the HSL. In the Director's absence, the Associate Director will fulfill those duties. The Director may, when deemed advisable, call and/or preside over meetings of the faculty. The Director is a member of the faculty appointed by the chancellor according to the UTHSC Faculty Handbook and serves the same function as a dean of a college.

Section 2. Associate Director: The Director appoints a faculty member to serve as Associate Director to carry out administrative functions of the HSL according to the UTHSC Faculty Handbook. The Associate Director serves as a member of the HSL Council of the HSL, and is advisory to the Director. The Associate Director will assume the duties of the Director in the event of an absence and likewise assume the duties of the Assistant Directors.

Section 3. Assistant Directors: The Director appoints a faculty member to serve as an Assistant Director of each HSL unit. The Assistant Director serves as the academic and administrative

leader of the respective unit and serves the function of a department chair within a college. Assistant Directors serve as members of the HSL Council, and are advisory to the Director and Associate Director.

Section 4. HSL Council: The HSL Council is comprised of the Director, Associate Director, and the Assistant Directors of each unit. The President of the HSL Faculty Organization is an ex officio member. The Council is advisory to the Director.

Article V

FACULTY RIGHTS AND RESPONSIBILITIES

The faculty participates in the academic governance of the HSL through the Health Sciences Library Faculty Organization (HSLFO) and by serving on library committees according to the Faculty Handbook.

Section 1: HEALTH SCIENCES LIBRARY FACULTY ORGANIZATION

- A. Purpose: The faculty of the Health Sciences Library (HSL) at the University of Tennessee Health Science Center considers it advantageous to establish the means for periodic meetings for the purpose of encouraging participation of the faculty in the affairs of the Department, and to:
- establish inter-unit faculty relations and communication; and
 - establish dialogue between, and disseminate pertinent information to, faculty and administration.
- B. General Functions: The general functions of the HSLFO shall be to:
- serve as an advisory group to the Director,
 - provide a forum to discuss inter-unit concerns,
 - pursue matters of interest to the faculty and/or the Director, and
 - provide seminars of interest to the faculty.
- C. Voting Membership: Voting membership in the HSLFO shall consist of all individuals classified as UTHSC faculty in the HSL in the ranks of professor, associate professor, assistant professor, and instructor who are at .75 Full Time Equivalent (FTE) or above. The HSL Director, or the faculty by majority with approval of the Director, may designate persons not included in the foregoing paragraph who shall have the privilege of attendance and discussion at faculty meetings, but shall not be allowed to vote. A quorum consisting of at least 50% + 1 full-time HSL faculty members is required to conduct business. Most motions must carry by a simple majority, but some motions (e.g., calling the question) require a higher threshold. In all cases, Roberts' Rules of Order will be followed.
- D. Officers: The HSLFO shall have three officers: President, President-elect, and Secretary. A President-elect and Secretary shall be elected during a regular meeting of the HSLFO in March of each year, to be effective July 1. The President-elect shall automatically assume the office of the President at the end of the President's term. The terms of office for each

position shall be one academic year (July 1 – June 30). The Director and Associate Director may not serve as officers.

E. Specific Duties of Officers:

1. President: It shall be the President's responsibility to:
 - chair and call all meetings, whether upon their own initiative, recommendations by faculty members or the Director's office, or as business may dictate;
 - develop meeting agendas in consultation with the HSLFO officers;
 - conduct elections for the at-large HSL Faculty Senate positions and for officers of the HSLFO;
 - submit the new Senator's name to the Faculty Senate for service beginning May 1;
 - participate in campus activities as requested, or as needs arise; and
 - participate in planning faculty development.
2. President-elect: It shall be the President-elect's responsibility to:
 - secure appropriate speakers for each meeting from suggestions of the faculty,
 - assume the President's responsibilities in their absence, and
 - serve as President in the following year.
3. Secretary: It shall be the Secretary's responsibility to:
 - distribute information about HSLFO meetings to all faculty members,
 - send reminders of meetings at least one week prior to the meeting,
 - maintain official documents of the HSLFO including minutes and bylaws, and
 - maintain records of Faculty Senate representatives and terms of office

F. Meetings: The organization shall meet at least once every semester or more often as business or interest may dictate.

G. Committees:

1. Special Committees: Ad hoc committees may be appointed by the President.

H. Faculty Senate Positions:

1. The HSL has 1 elected position on the Faculty Senate:
2. Executive Committee Member:
 - As sole Senator, the member elected will represent the HSL on the Executive Committee.
3. Faculty Senate Membership:
 - The newly elected senator and the executive committee representative will be announced to the HSLFO membership at a meeting following the elections.

- The President of the HSLFO may serve as an ex-officio member of the Faculty Senate.
4. General Information:
- Faculty members with full-time appointments are eligible to be senators. The Director and Associate Director is ineligible to be elected to the Faculty Senate as senator.
 - The term of all Faculty Senate positions is three years.
 - A senator may serve at most two consecutive terms. In the event eligibility is questioned, the matter is referred to the Faculty Senate Executive Committee for resolution.

Section 2: STANDING COMMITTEES OF THE HEALTH SCIENCES LIBRARY

- A. Purpose: Standing committees of the HSL provide an effective mechanism for participation by the collegiate faculty in the academic governance of the HSL.
- B. Composition: Committee members will include faculty members and, with the exception of the Appointment & Promotion Committee, may include classified staff members.
- C. Term: Committee members are appointed for 1 year terms beginning July 1ST.
- D. Assignments: Committees shall initiate recommendations and receive matters referred by the Director, Associate Director, or faculty for study and recommendation. They shall report to the faculty when necessary, or when directed to do so by the Director or Associate Director.
- E. Standing Committees of the HSL:
1. Research & Professional Development Committee: The research committee facilitates communication about research among faculty, encourages research activities by faculty by providing new researchers instructional workshops on fundamentals of research and topics of interest to faculty, and makes recommendations to the Director regarding professional development activities for the faculty.
 2. Marketing/Public Relations Committee: The public relations committee serves as the editorial board for the HSL annual report and other publications. The committee collects information, photographs and other records on an ongoing basis about HSL activities as well as special achievements by faculty and staff. The information is maintained for publications and other public relations activities or events. The committee also develops policy and provides oversight of the HSL's presence on a variety of social media platforms.
 3. Policies & Procedures Committee: The policies and procedures committee advises library administration with respect to internal policies that govern services to users, use of physical space, and technological initiatives.
 4. Appointment and Promotion Committee: The committee is advisory to the Director on faculty appointments and promotions in the HSL.

- a. **Membership:** Membership is composed of 3-5 members appointed by the Associate Director from the Department, holding a minimum rank of associate professor. The Associate Director will appoint one faculty member to serve as chair. In the event of a lack of sufficient number of eligible HSL faculty, the committee may include faculty members of appropriate rank from other colleges at UTHSC or other libraries in the University of Tennessee System.
- b. **Role of the Associate Director:** All required documents of candidates for promotion are submitted to the Associate Director. Recommendations and supporting documents for a candidate for promotion will be presented to the committee by the Associate Director.
- c. **Role of the committee chair:** direct meetings related to the review of candidates for promotion and forward committee recommendations and the summary vote of the committee to the Director
- d. **Meetings:** The committee meets at least annually to review candidates for promotion. The committee may also convene at other times as necessary, such as to make recommendations for appointment.
- e. **Committee Duties and Responsibilities:** The Appointment and Promotion Committee of the HSL is responsible for making recommendations to the Director for promotion in rank. If requested by the Director, the committee may review a candidate's credentials and make a recommendation concerning the appointment and rank. If requested by an Assistant Director, the committee participates in termination of faculty in accordance with the UTHSC Faculty Handbook.

Article VI

AD HOC COMMITTEES OF THE FACULTY

The Director may appoint special committees for specific purposes for a limited period of time.

Article VII

PARLIAMENTARY AUTHORITY

The parliamentary authority for all meetings of the faculty of the HSL shall be Robert's Rules of Order, Newly Revised.

Article VIII

GUIDELINES FOR APPOINTMENT, PROMOTION, AND TERMINATION IN THE HSL.

Section 1: Appointment

The HSL will follow the UTHSC *Faculty Handbook* requirements for initial appointments. The Director may request the A&P Committee to review a candidate's credentials and make a recommendation concerning the appointment and rank. Prior to initial appointment, all candidates

for faculty positions must demonstrate that they are able to communicate effectively in the English language. As part of the interview process, candidates are evaluated by HSL members on a rating form that includes a question about the candidate's ability to communicate effectively using the English language.

Section 2: Promotion

The HSL will follow the UTHSC *Faculty Handbook* requirements and procedures for promotion in rank. Recommendations for promotion are usually initiated by the Assistant Director, followed by a review of the candidate's qualifications and achievements by departmental faculty peer reviewers. Committee members are limited to members of the faculty holding rank(s) equal to or higher than that to which the candidate is seeking promotion.

Section 3: Termination

Termination procedures adhere to the UTHSC Faculty Handbook.

Section 4: HSL A&P Committee

- Duties: Review dossier, meet to discuss each candidate, complete Metric Matrix, and vote on each recommendation for promotion, thereby making a positive or a negative recommendation on each candidate. The vote will be taken anonymously. Voting is limited to members of the committee holding rank equal to or higher than that to which the candidate is seeking promotion
- Quorum: A quorum shall be 75% of faculty eligible to vote on a given candidate and a positive or negative recommendation shall be decided by a simple majority of those faculty members present.
- Reporting: Committee chair will forward a report to the appropriate Assistant Director and the Director that includes the following: a list of participating faculty members; the majority and minority views, if relevant; and the summary vote.

Section 5: Documentation

Required dossier documents: Documents for the dossier are those required by the A&P Committee and the Director according to the UTHSC *Faculty Handbook*:

Each candidate for promotion must submit the following (since the last promotion review) as follows:

1. Assistant Director's nomination letter and the Metric Matrix to the Director
2. Summary of accomplishments by mission
3. Current curriculum vitae in UTHSC format
4. Initial appointment letter (if relevant) and annual reappointment letters
5. Annual performance and planning reviews
6. Documentation of teaching (librarianship)
7. Documentation of research including copies of publications
8. Documentation of service
9. Number of required letters:

- a. Assistant Professor to Associate Professor: 2 external and 3 internal letters of evaluation required
 - b. Associate Professor to Professor: 3 external and 2 internal letters of evaluation required
10. Qualifications of evaluators
- a. External evaluators are individuals who are not employed by or affiliated with UTHSC or UTHSC's affiliated institutions.
 - b. Internal evaluators are individuals who are employed by or affiliated with the college, UTHSC, or UTHSC's affiliated institutions.
 - c. External evaluators should be distinguished individuals in the candidate's field who are in a position to provide an assessment of the candidate's current and projected contributions to the candidate's field of scholarship and to comment on their significance for the discipline.
 - d. Evaluators must be at or above the rank (or equivalent) to which the candidate aspires to be promoted. Appropriate evaluators should have sufficient expertise to evaluate the candidate's contributions in their areas of effort: teaching, research/scholarship, service, and, if applicable, clinical care.
 - e. Letters should not be solicited from evaluators who would be considered to hold any conflict of interest, as defined in the National Institutes of Health (NIH) definition of conflict of interest, or who would be in any professional or personal relationship with the candidate that could reduce objectivity. Questions as to the appropriateness of any external or internal evaluator should be referred to the Dean's office, with further review by UTHSC's Chief Academic Officer if needed.
11. Selection of Evaluators
- a. All potential evaluators are to be identified by mutual agreement of the candidate and the Assistant Director. College bylaws, and departmental bylaws if they exist, must specify the number (beyond the minimum, if applicable) and general criteria for identifying potential evaluators. In selecting evaluators, a candidate may prospectively reject the names of up to three proposed evaluators without cause.
 - b. In instances where the candidate and the Assistant Director cannot mutually agree on a potential evaluator within five business days of receiving each other's lists, the candidate and chair should present their views to the departmental faculty who will then decide the disposition of the issue by anonymous balloting within five business days. A simple majority vote prevails.
 - c. At least one should be from a HSL faculty member at or above the rank for which the candidate is to be considered
 - d. At least one must be from a faculty member at the University of Tennessee in another college at or above the rank for which the candidate is to be considered

Section 7: Faculty Ranks, Criteria, and Activities

I. Criteria

The following criteria are modeled on Section 4, 5, and 6 of the *UTHSC Faculty Handbook*. (<https://academic.uthsc.edu/docs/2018-August-UTHSC-Faculty-Handbook-final.pdf>)

All who are appointed as non-tenured faculty are expected to contribute to the University's missions of teaching, research/scholarship/creative activity, and public service. While the general scope of performance at a particular rank is consistent across the University, the particular requirements of the varying ranks are a function of the discipline. Within the HSL, the exact apportionment of effort in teaching (librarianship), research/scholarship/creative activity, and service is a function of the skills of the faculty member and the needs of the Library and the University. All non-tenured faculty, however, are expected to pursue and maintain excellence in research/scholarship/creative activity.

A. Criteria for Appointment or Promotion to Faculty Rank

1. PROFESSORS are expected to:

- a. hold the doctorate or other terminal degree of the discipline or have equivalent training and experience appropriate to the particular appointment;
- b. demonstrate a clear and convincing record of a high level of sustained effectiveness as a librarian;
- c. demonstrate a clear and convincing record of a high level of sustained effectiveness in research and/or scholarly activity (a minimum of four (4) articles in peer-reviewed journals is required for promotion to this rank);
- d. demonstrate a clear and convincing record of a high level of sustained effectiveness in service;
- e. demonstrate the ability to relate effectively to students and professional colleagues;
- f. have a national and/or international reputation in the discipline;
- g. participate actively in professional associations;
- h. have held the rank of Associate Professor at UTHSC or other reputable academic institutions for at least five (5) years (earlier promotion may be recommended in exceptional cases, however);
- i. obtain Academy of Health Information Professionals (AHIP) membership when applicable (Member, Senior or Distinguished Level).

2. ASSOCIATE PROFESSORS are expected to:

- a. hold the doctorate or other terminal degree of the discipline or equivalent training and experience appropriate to the particular appointment;
- b. demonstrate significant contributions as a librarian and a strong likelihood of continuing effectiveness;
- c. demonstrate significant contributions as a researcher and/or scholarly or professional attainment, and a strong likelihood of continuing effectiveness (a minimum of two (2) articles in peer-reviewed journals is required for promotion to this rank);

- d. demonstrate significant contributions to service and a strong likelihood of continuing effectiveness;
- e. have demonstrated ability to relate effectively to students and professional colleagues;
- f. have a regional and/or national reputation in the discipline;
- g. participate actively in professional associations;
- h. have held the rank of Assistant Professor at UTHSC or other reputable academic institutions for at least four (4) years. (earlier promotions may be recommended in exceptional cases, however);
- i. obtain AHIP membership, when applicable (Member, Senior or Distinguished Level).

3. **ASSISTANT PROFESSORS** are expected to:

- a. hold the doctorate or other terminal degree of the discipline or equivalent training and experience appropriate to the particular appointment;
- b. demonstrate potential for excellence in librarianship;
- c. have a state and/or regional reputation in the discipline;
- d. demonstrate potential for excellence in research/creative and/or scholarly activity;
- e. demonstrate potential for excellence in service;
- f. have demonstrated ability to relate effectively to students or professional colleagues;

II. Assessing Performance, Research/Creative and Other Scholarly Activities, and Service

The three areas in which library faculty are expected to devote their time relate to the mission of the University with the assumption that performance of a librarian's assignment (defined as teaching for HSL purposes) involves the major amount of effort. Proportionally less is available for research/creative and other scholarly activities and service. The candidate for promotion and the candidate's supervisor are responsible for explaining the constraints and expectations of the candidate's position. It is the candidate's responsibility, however, to provide an assessment of the significance of their professional accomplishments. A fourth area defined in the UTHSC Faculty Handbook, patient care, is not applicable to library faculty.

A. Teaching (Librarianship)

Library faculty are responsible for a variety of functions and an individual's responsibilities may change over time as the Library responds to both internal and external demands. Although there may be librarians whose positions appear similar within a particular category, there are many library faculty positions that are unique. Some librarians have primarily administrative responsibilities and others have either very little or

none. Therefore, not all of the following statements will apply when judgments are made by candidates and evaluators during the process devoted to promotion deliberations.

The following guidelines provide examples of representative activities for the evaluation of teaching (librarianship):

- Translates knowledge of the curriculum and University policies into effective Library services;
- Demonstrates effective teaching methods in classroom settings or other group presentations;
- Stimulates use of libraries and other information resources by integrating effective formal, instructional materials;
- Cooperates with other libraries and institutions to facilitate research and to develop regional and national library services;
- Demonstrates familiarity with information retrieval techniques;
- Assesses and evaluates skillfully the literature of disciplines in order to anticipate needs and build Library collections;
- Analyzes the organization of library materials and services to ensure they meet the present and future needs of the University community;
- Communicates and cooperates with faculty, students, and library staff in furthering the objectives and priorities of University, academic departments, and the Library;
- Demonstrates understanding of the operations and services of the Library divisions and their inter-relationships, and one's position within the Library organization, by an ability to interpret, integrate and promote these operations and services;
- Remains aware of professional librarianship interests by reading and attendance at conferences and courses;
- Manages competently the Library resources under one's supervision;
- Maintains and monitors the quality of Library services;
- Shows an awareness of community and University issues and concerns as they affect the Library and University;
- Effectively initiates, revises, and disseminates departmental routines by directing staff and determining work flow;
- Encourages staff to reach their highest potential by participation in staff development and by creating an atmosphere of open communication and receptiveness to suggestions and criticism;
- Evaluates staff performance in a positive, constructive manner;
- Demonstrates flexibility in meeting and dealing with daily problems within the framework of established library policies and procedures;

- Accepts the collegial responsibilities of the faculty;
- Exhibits high personal standards for the quality of one's own performance;
- Demonstrates maturity and objectivity appropriate to situations.

B. Research/Creative and Other Scholarly Activities

It is expected that faculty will produce original work that furthers knowledge in their respective fields. Members of the library faculty should seek to advance the discipline and state of the art of librarianship by engaging in significant research, scholarship, and professional activities. Reflecting the individual's professional expertise, such activities may be in disciplines other than librarianship.

Meaningful research and professional growth may originate or be accomplished as part of a normal assignment and are represented by but not limited to the following:

- The preparation of substantial internal and external reports involving research or the application of the librarian's professional abilities;
- The publication of scholarly books, chapters in books, articles or reviews in professional and scholarly journals; the editorship or translation of a publication;
- Preparation of grant proposals for submission to external funding sources;
- The presentation of research papers at professional conferences, conventions, seminars, workshops, or meetings;
- The compilation of significant bibliographies, guidebooks, indexes, special catalogs, manuals, etc., whether for internal or external use;
- The design and production of instructional media on the use of the Library and its resources;
- The development of subject indexes and classification schemes;
- Preparation of scholarly exhibits;
- Organization of professional meetings, seminars, institutes, workshops, etc;
- Substantial contribution as a committee member or officer in professional or learned societies;
- Special recognition inside or outside the university for excellence in librarianship; and
- The development of new or innovative approaches to problem-solving in specific areas of librarianship which will further enhance professional techniques and services.

C. Service

Service involves activities which are related to a faculty member's area of expertise. Although service is considered integral to much of the librarian's day-to-day professional work, to qualify for consideration in this category, such activities must be in addition to the duties assigned to the position held by the librarian.

Upon entering the profession, it is anticipated that librarians will concentrate their efforts in the area of service and in beginning a program of research/creative and other scholarly activities. As faculty become more accomplished librarians, they are expected to recognize and take advantage of opportunities which enable them to contribute to the diverse and complex role of the University in society.

The examples listed below represent professional activities viewed as service. This list is intended to be suggestive only and not comprehensive:

- Serves on departmental, college, and University committees;
- Serves on local, regional, national, or international committees;
- Serves on committees to review research grant proposals in the area of expertise (e.g., Medical Library Association, AAHSL);
- Serves as a journal editor, on editorial boards of journals or as a referee for manuscripts;
- Participates in department, college, and University activities (e.g., seminars, conferences, faculty meetings);
- Speaks to local/regional external groups (e.g., civic groups) on current issues in health care information;
- Manages competently the Library resources under one's supervision;
- Maintains and monitors the quality of Library services;
- Shows an awareness of community and University issues and concerns as they affect the Library and University;
- Effectively initiates, revises, and disseminates departmental routines by directing staff and determining work flow;
- Encourages staff to reach their highest potential by participation in staff development and by creating an atmosphere of open communication and receptiveness to suggestions and criticism;
- Evaluates staff performance in a positive, constructive manner;
- Demonstrates flexibility in meeting and dealing with daily problems within the framework of established library policies and procedures;
- Participates in departmental functions;
- Is a member of, and holds offices in, professional societies;

- Participates in interdepartmental/interprofessional teaching, research, and seminar programs;
- Makes special contributions as recognized by peers and Director; and
- Participates in local health care boards or provides leadership for local library volunteer organizations.

Article IX

AMENDMENT OR REPEAL OF BYLAWS

Motions for change or repeal of these Bylaws shall be presented in writing to all members at least 30 days in advance of a regular meeting of the faculty. Proposed amendments shall be discussed at the next regular faculty meeting at which time a vote may be held or scheduled. A quorum consisting of greater than fifty percent (50%) of the HSL faculty membership is required to vote on any proposed amendment. Proposed amendments must carry by a two-thirds vote of the members voting.

Approved by the faculty on 01/14/2020