



George A. Smathers Libraries  
Library  
Technical Services Division  
Cataloging and Metadata Department  
32611-7007

300 Smathers  
PO Box 117007  
Gainesville, FL

352-392-0351  
352-392-7365 Fax  
[www.uflib.ufl.edu](http://www.uflib.ufl.edu)

[u/catmet/](http://u/catmet/)

April 26, 2007

Danaya Wright, Chair  
Faculty Senate  
Faculty Senate Office  
134 Tigert Hall  
PO Box 113185  
Gainesville, FL 32611-3175

Attached please find the University Libraries report on Faculty Governance, as directed by the Faculty Senate resolution of April 20, 2006. This report was drafted by the undersigned faculty committee, and approved by the University of Florida Library Faculty Assembly on April 16, 2007.

Respectfully submitted,

Cecilia Botero  
Michele Crump  
Rick Donnelly  
Edward Hart  
Beth Layton  
Cathleen Martyniak  
Carl Van Ness  
Naomi K. Young

## **Library Structure and Governance**

The Libraries face several challenges in creating and maintaining workable shared governance structures. In spite of the University's designation of us as a unitary college, there are three distinct Library systems that compose the University Libraries. These are the George A. Smathers Libraries, the Lawton Chiles Legal Information Center, and the Health Science Center Libraries. The administratively separate systems, each with discrete funding share a common tenure and promotion process. There is considerable coordination on resources, services, and projects at the faculty level. This long-standing tripartite structure has introduced an element of complexity into both administrative and faculty interactions in the realm of shared faculty governance. For example, Smathers Libraries faculty is included in the United Faculty of Florida bargaining unit whereas faculty of the Legal Information Center and the Health Science Center Libraries are not included.

As the Faculty Assembly progresses and develops guidelines for mutual practices such as sabbaticals, merit raises, and salary equity, the three libraries will integrate the foundations built during this past year into their individual policy and procedures. To ensure consistency in policy and procedures for library faculty and staff, the Faculty Assembly encourages the Dean of University Libraries and the Directors of Health Science Center Library and the Lawton Chiles Legal Information Center to attend the Faculty Assembly meetings as well as meet regularly with each other to review issues of concern for all three libraries.

There is a key issue to consider when reviewing the implementation of shared governance at the Libraries. The Libraries employ more staff members than faculty; many staff members work alongside faculty colleagues performing jobs of similar complexity, although without the additional responsibilities of research and service. The Libraries are still exploring how best to include library staff input in the overall governance process.

## **Progress Report**

The Faculty Assembly within the University of Florida Libraries has progressed as follows:

- In December 2005, after a series of preliminary meetings by an ad hoc group of library faculty, a larger group of library faculty assembled and formed the University of Florida Libraries Faculty Assembly. One of the first orders of business was the creation of a by-laws committee. That committee met for the first time in February 2006 and submitted several drafts before the by-laws were ratified by the assembly on June 19, 2006. At that time the by-laws committee was reconstituted as the standing rules committee. The assembly's standing rules were adopted on December 18, 2006.
- The Libraries Faculty Assembly By-Laws provide for four officers: an elected secretary and chair-elect, and a chair and past chair.

- Assembly By-Laws include a Nominating Committee, an Appointment, Promotion and Tenure Committee, Strategic Planning Committee, and Ombudsman Committee. The Nominating Committee emerged shortly after the creation of the Assembly, the Strategic Planning Committee was recently formed and the Ombudsman Committee has yet to be formed. A College Tenure and Promotion Committee have been in existence for many years, and discussions between Library Administration and Faculty Assembly about appropriate role of the committee(s) should occur in the near future. There is a Sabbatical Committee and a Standard Performance Evaluation Process Committee within the George A. Smathers Libraries. Members of the Nominating, Sabbatical and SPEP committees are all elected, and half of the Tenure and Promotion committee is now elected (with the other half appointed). Members of the Strategic Planning and Ombudsman committees are appointed by the Assembly Chair.
- The Faculty Assembly has established a Strategic Planning Committee. The Committee's focus will be to communicate with administration in order to assure that there is faculty participation in strategic planning, determining resource allocation, and setting budget priorities within each of the three libraries.
- During monthly Faculty Assembly meetings, the Libraries communicate progress on organizational activities through reports from the Assembly Chair, Faculty Senators, Library administrators, committee members, and tasks force members.
- The standing rules of the Assembly call upon the Strategic Planning Committee in cooperation with the Libraries administrators and the Libraries Senators to submit an annual evaluation of shared governance to the Assembly Chair.
- All shared governance reports and documents, including agendas and minutes of the meetings of the Libraries' Faculty Assembly, are posted on the website of the George A. Smathers Libraries.
- Guidelines that delineate the responsibilities and roles of the faculty and administration in implementing shared governance have not yet been developed.
- An Ombudsman Committee will be created in the near future to mediate disputes between faculty and administrators.