

**Georgia State University**  
**William Russell Pullen Library**  
**STANDING RULES**

September 5, 2001

## Table of Contents

ARTICLE I. COMMITTEES .....	3
Section 1. Standing Committees .....	3
A. Nominations, Elections, and Filling of Vacancies for Faculty Members .....	3
B. Supportive Staff Representations.....	4
C. Committees shall include the following: .....	4
Section 2. Ad Hoc Committees .....	5
ARTICLE II. THE UNIVERSITY SENATE.....	5
Section 1.....	5
Section 2.....	5
Section 3. Nominations, Elections and Filling of Vacancies .....	5
A. Nominations .....	5
B. Elections .....	5
C. Filling of Vacancies .....	6
ARTICLE III. LIBRARY ADMINISTRATIVE COUNCIL.....	6
Section 1.....	6
Section 2.....	6
ARTICLE IV. ELECTIVE OFFICERS OF THE FACULTY.....	6
Section 1.....	6
Section 2. Nominations, Elections, and Filling of Vacancies .....	6
A. Secretary .....	6
B. Parliamentarian.....	6
ARTICLE V. MEETINGS OF THE FACULTY .....	6
Section 1.....	6
ARTICLE VI. PROMOTION AND TENURE PROCESS.....	6
Section 1. Promotion .....	6
A. Preparation of a complete dossier.....	7
B. Review and recommendations.....	7
Section 2. Tenure .....	7
A. Preparation of a complete dossier.....	7
B. Review and recommendations.....	8

## ARTICLE I. COMMITTEES

### Section 1. Standing Committees

**A. Nominations, Elections, and Filling of Vacancies for Faculty Members.** *Robert's Rules of Order* shall serve as the authority should any procedural conflicts arise.

**1. Nominations.** The Committee on Bylaws and Elections shall submit to the faculty the name of at least one nominee for each committee vacancy to be filled by election. The Committee shall consult with faculty members as to their committee preferences and shall take these preferences into consideration when drawing up the list of nominees. The list of nominees shall be available from the Committee fourteen (14) days prior to the regularly scheduled or special faculty meeting at which the nominations are to be considered. This meeting should be held no later than May 30 in order to complete the election process by the end of June. The faculty may submit additional nominations to the Committee prior to the meeting at which nominations are to be considered. These nominations will be announced at the meeting. Nominations may also be made from the floor at the meeting. Each nominee must have stated a willingness to serve prior to the nomination and must be eligible for membership on the committee as specified by the Bylaws.

**2. Elections.** Immediately following the faculty meeting at which nominations are considered, the Committee on the Bylaws and Elections shall prepare and distribute a mail ballot to the faculty. This ballot shall include the nominations made by the Committee, nominations received by the Committee, and nominations from the floor. These ballots shall be completed and returned to the Committee within fourteen (14) days of their distribution. The Committee shall determine the elected committee members on the basis of a majority vote. Notification of election results shall be distributed to the faculty within twenty-one (21) days of the distribution of the ballots. This notification shall include the names of those elected by a majority vote and those positions, which remain unfilled due to a lack of a majority vote. For those positions, which remain unfilled, a runoff election shall be held. Ballots for any runoff elections shall accompany the election results and shall be returned within fourteen (14) days of their distribution. Votes in all library elections shall be secret unless otherwise specified by the library faculty.

**3. Assuming Office.** Newly elected committee members shall assume office on July 1, unless otherwise specified by these Standing Rules.

**4. Filling of Vacancies.** Should a vacancy occur in any elected office in the library, a special election shall be held to fill the un-expired term. This election shall take place not later than one regular library faculty meeting after the day on which the vacancy occurs, or not later than the second regular faculty meeting after such day if the vacancy occurs two weeks or less prior to a regular faculty meeting. The election process as described in the Standing Rules, Article I, Section 1.A.1. and 2. above, shall be followed for filling of vacancies insofar as these do not conflict in any way with the Bylaws. Unless otherwise specified, the individual elected to fill a vacancy shall serve for the duration of the unexpired term.

**5. First Elections for New Committees.** Nominations of faculty members to new elected standing committees shall take place at a regular or special faculty meeting. This meeting shall take place within five (5) weeks after the proposed standing rules changes relating to the creation of the new committee have been approved by the university librarian and the university president has approved the bylaws changes creating the new committee. Procedures for nominations and elections as described in the Standing Rules, Article I, Section I.A.1-2. above, shall be followed. The persons elected shall take office immediately. Unless otherwise specified, the term of office shall be considered to begin the following July 1 if the election occurs during the period January 1 through June 30. Unless otherwise specified, the persons elected shall be considered to have served a one year term expiring the following June 30 if the election occurs during the period July 1 through December 31.

**B. Supportive Staff Representation.** Nominations, elections, and filling of vacancies for supportive staff members on those standing committees for which they are eligible shall be conducted by the human resources officer. These committees are specified in Article V of the Bylaws, Section 3.A and Section 4.A.

**C. Committees shall include the following:**

**1. Standing Committee on Bylaws and Elections.** Procedures for nominations, elections, and filling of vacancies, as described in the Standing Rules, Article I, Section I.A.1-3. above, shall be followed.

**2. Standing Committee on Communications and Public Relations.** Procedures for nominations, elections, and filling of vacancies for faculty members as described in the Standing Rules, Article I, Section I.A.1. -3. above, shall be followed.

**3. Standing Committee on Personnel Development.** Procedures for nominations, elections, and filling of vacancies for faculty members as described in the Standing Rules, Article I, Section I.A.1.-3. above, shall be followed.

**4. Standing Committee on Appeals and Grievances.** Procedures for nominations, elections, and filling of vacancies are the following:

(a) Procedures for nominations, as described in the Standing Rules, Article I, Section I.A.1. above, shall be followed.

(b) Procedures for elections for this committee, as described in the Bylaws, Article V, Section 5.A., shall be followed. The method of the election, i.e., date of election, ballot distribution, and other election details which are not specified in the Bylaws shall follow the guidelines outlined in the Standing Rules, Article I, Section I.A.2. above insofar as these do not conflict in any way with the Bylaws.

(c) Procedures for filling of vacancies, as described in the Standing Rules, Article I, Section I.A.3. above, shall be followed insofar as they do not conflict with the Bylaws, Article V, Section 5.A, paragraph 4.

**5. Standing Committee on Faculty Personnel.** Procedures for nominations, elections, and filling of vacancies, as described in the Standing Rules, Article I, Section I.A.1.-3. above, shall be followed.

## **6. Standing Committee on Faculty Research**

- (a) Composition of the committee is described in the Bylaws, Article V, Section 7.A.
- (b) One committee member shall be appointed each year, the term of office to begin July 1. The committee shall elect its own officers.
- (c) If a committee member is unable to complete the term of office, a replacement shall be appointed to serve for the duration of the un-expired term.

## **Section 2. Ad Hoc Committees**

**A.** Creation of Ad Hoc Committees is described in the Bylaws, Article V, Section 8.

**B.** If time permits elected Ad Hoc Committees are established following the procedures for nominations, elections, and filling of vacancies, as described in the Standing Rules, Article I, Section I.A.I.-3. above. Depending on the purpose of the committee, abbreviated procedures may be followed.

## **ARTICLE II. THE UNIVERSITY SENATE**

**Section 1. Membership, Functions, and Organization.** Membership, duties and functions, meetings, and organization are defined in the Georgia State University Statutes, Article VI, Section 1-5.

**Section 2. Responsibilities of Senators.** The senators from the library faculty shall be responsible for active participation in the University Senate, for communicating to the library faculty the direction of the University Senate actions and deliberations, and for transmitting the viewpoints and discussions of the library faculty to the University Senate.

## **Section 3. Nominations, Elections and Filling of Vacancies**

**A. Nominations.** Nominations for the University Senate are to be made from the floor as required by the University Statutes, Article VI, Section 1.B. Prior to the meeting designated for the nomination and election of University Senators, the Standing Committee on Bylaws and Elections shall supply a list of those faculty members who are eligible for membership in the University Senate as defined in the *Statutes of Georgia State University*, Article VI, Section 1.B. and the number of senators to be elected. All nominees must have stated a willingness to serve prior to the nomination.

**B. Elections.** The Standing Committee on Bylaws and Elections shall prepare and distribute a mail ballot to the faculty within four (4) days following the faculty meeting at which nominations for the University Senate were made. These ballots shall be completed and returned to the Committee within seven (7) days of their distribution. To be elected, a candidate must receive a majority of the votes cast, except when the number of nominees equals the number of seats to be filled. Each elector has a vote for each vacancy to be filled. The Committee shall tabulate the ballots. Notification of the election results shall be distributed to the faculty within ten (10) days

of the distribution of the ballots. This notification shall include the names of those elected by a majority

vote and those positions remaining unfilled due to lack of a majority vote. For those positions, which remain unfilled, a runoff election shall be held. Ballots for any runoff elections shall accompany the election results and shall be returned within five (5) days of their distribution.

**C. Filling of Vacancies.** Should a Senator be unable to complete the term of office, the procedure for filling vacancies shall be the same as stated in these Standing Rules, Article I, Section A.4. The election process as described in Article II, Section 3.A. and B. above, shall be followed for filling vacancies. Unless otherwise specified, the individual elected to fill a vacancy shall serve for the duration of the unexpired term.

### **ARTICLE III. LIBRARY ADMINISTRATIVE COUNCIL**

**Section 1.** Membership, duties, functions, and organization are defined in the Bylaws, Article III, Sections 1.-3.

**Section 2. Nominations, Elections, and Filling of Vacancies.** The same procedures stated in Article I, Section 1.A.1.-4. and Section 1.B. of the Standing Rules shall be followed except that wherever the word "committee" appears, substitute "Library Administrative Council."

### **ARTICLE IV. ELECTIVE OFFICERS OF THE FACULTY**

**Section 1.** The library faculty shall have a secretary and a parliamentarian as provided for in the Bylaws, Article IV, Section 4.

#### **Section 2. Nominations, Elections, and Filling of Vacancies**

**A. Secretary.** The same procedures as stated in Article I, Section 1.A.1.-4. of the Standing Rules shall be followed except that wherever the word "committee" appears, substitute "secretary."

**B. Parliamentarian.** The same procedures stated in Article I, Section 1.A.1.-4. of the Standing Rules shall be followed except that wherever the word "committee" appears, substitute "parliamentarian."

### **ARTICLE V. MEETINGS OF THE FACULTY**

**Section 1.** The faculty shall meet on a regular basis as provided for in the Bylaws, Article IV, Section 5.

### **ARTICLE VI. PROMOTION AND TENURE PROCESS**

**Section 1. Promotion.** An eligible faculty member shall be considered for promotion by the Standing Committee on Faculty Personnel upon recommendation by any of the following: the university librarian, the faculty member's department head or supervisor, a peer, or the individual

acting in his or her own behalf. The recommendation shall be sent to the university librarian, who shall forward the name to the committee. Any supporting documentation which accompanies the recommendation shall be placed in the candidate's dossier by the university librarian. Those who have been recommended shall be notified before consideration is begun. A faculty member who has been so notified may request, in writing, that he or she not be considered.

**A. Preparation of a complete dossier.** The candidate shall prepare a complete dossier covering all aspects of his or her professional training and history, and his or her contributions as a member of the library faculty. This shall include service, research, teaching, committee and administrative functions, as well as general and professional growth and advancement. Required documentation is outlined in Personnel Memoranda 35-A and 35-B.

**B. Review and recommendations.** The committee, in strict confidence, shall review all documentation and make its recommendations in writing to the university librarian, together with all supporting evidence.

The university librarian shall transmit his or her recommendation to the provost and vice president for academic affairs along with supporting evidence. The university librarian shall inform the committee of his or her decision in advance and in writing. In cases of disagreement the committee shall be informed in detail of the reasons for the disagreement. This shall be accompanied by a request from the university librarian to the committee for its reconsideration. In cases of unresolved differences, the committee's recommendation shall be forwarded to the provost and vice president for academic affairs along with that of the university librarian. All recommendations shall become part of the candidate's dossier.

Written notice of recommendations shall be given to the candidate at least two weeks before these recommendations are submitted to the provost and vice president for academic affairs. Where promotion is denied, reasons shall be given. However, if the case involves non-renewal of faculty contract, cause need not be specified. The candidate may request an additional hearing before the committee within the time period specified in Personnel Memorandum 35-E. In the case of non-renewal of contract, only procedural matters may be considered at the additional hearing. A faculty member who feels aggrieved by a decision of either the committee or the university librarian may appeal in the sequence set forth in this constitution or in the *Statutes of Georgia State University* or in the *Faculty Handbook*.

**Section 2. Tenure.** Minimum standards for tenure, including length of service in grade, are established and governed by the policies and regulations of the Board of Regents. All eligible faculty members must be reviewed for tenure before the maximum probationary period is completed.

General procedures for granting of tenure are similar to those for promotion in academic rank.

**A. Preparation of a complete dossier.** A complete dossier shall be prepared by the candidate, including his or her professional training and history, and his or her contributions as a member of the library faculty. Also included shall be service, research, teaching, committee and administrative

functions, as well as general and professional growth and advancement. Required documentation is outlined in Personnel Memoranda 35-A and 35-B.

**B. Review and recommendations.** The committee, in strict confidence, shall review all documentation and make its recommendations in writing to the university librarian, together with all supporting evidence.

The university librarian shall transmit his or her recommendations to the provost and vice president for academic affairs along with supporting evidence. The university librarian shall inform the committee of his or her decision in advance and in writing. In cases of disagreement the committee's recommendations shall be forwarded to the provost and vice president for academic affairs along with that of the university librarian. All recommendations, but not supporting evidence, shall become part of the candidate's dossier.

Written notice of recommendations shall be given to the candidate at least two weeks before these recommendations are submitted to the provost and vice-president for academic affairs. In cases of non-renewal of contract, cause need not be specified. The candidate may request an additional hearing before the committee within the time period specified in Personnel Memorandum 35-E. In the case of non-renewal of contract, only procedural matters may be considered at the additional hearing. A faculty member who feels aggrieved by a decision of either the committee or the university librarian may appeal in the sequence set forth in this constitution or in the *Statutes of Georgia State University* or in the *Faculty Handbook*.

Standing Rules:

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