

Article I. Name

These are the Bylaws of the Faculty of the Arts and Humanities Division of the Library of the University of Illinois at Urbana-Champaign.

Article II. Purpose and Superseding Authority

These bylaws are a supplement to the Bylaws of the Library of the University of Illinois at Urbana-Champaign and are intended to provide a framework for the effective and orderly conduct of the business of the Arts and Humanities Division. In case of conflict, the Library Bylaws and the University of Illinois Statutes will prevail.

Article III. Membership and Meetings

Section 1. the Faculty

A. The faculty of the Arts and Humanities Division shall consist of all those persons in the following libraries who fulfill the requirements of membership in the Library faculty as defined in Article III, Section I, of the Library Bylaws: Architecture and Art, Classics, English, History and Philosophy, Modern Languages and Linguistics, Music.

B. They shall each have one vote and be eligible for membership on Division committees. Persons appointed to acting positions in any library in the Division shall have one vote.

Section 2. Meetings

A. Frequency: There shall be at least one meeting of the Divisional faculty scheduled each month. If business warrants, they may be more frequent or a monthly meeting may be cancelled by the Division coordinator.

B. Coordinator: The coordinator of the Division or the coordinator's designee shall preside at all Divisional meetings.

C. Agenda and Minutes: The coordinator is responsible for the preparation and timely distribution of the agenda and the minutes of meetings. Copies of minutes shall be distributed to all Divisional faculty and to others as determined by the Divisional faculty.

D. Attendance: There should be at least one representative from each library in the Division at all Divisional meetings. The division's representative to the Library Staff Steering Committee may attend as an ex-officio member. Representatives from other Divisions or units of the library may attend at the invitation of the Divisional faculty.

E. Special meetings: Special meetings of the Division may be called at the request of four members of the faculty.

F. Quorum: A quorum shall consist of thirty percent of the eligible Divisional faculty as of August 21 of each year, but must be at least four persons.

Section 3. Responsibilities

1. formulate policies and procedures for the orderly running of the Division;
2. implement Library policies insofar as they affect the Division;
3. nominate representatives to Library committees;
4. develop plans for the improvement of collections, operations, and services in Divisional libraries;
5. facilitate communication among Divisional libraries and with other Divisions and units in the Library;
6. prepare the Divisional budget request

Article IV. Advisory Committee

Section 1. Membership

The Divisional advisory committee shall consist of the Divisional coordinator and two Divisional faculty elected by secret mail ballot. The term of office shall be two years; each year one faculty member shall be elected.

Section 2. Meetings

The advisory Committee shall meet at the call of the Divisional coordinator or a majority of the members of the advisory committee, but there shall be at least one meeting during the fall semester and one meeting during the spring semester.

Section 3. Responsibilities

The advisory committee shall:

1. conduct an evaluation of the Divisional coordinator at least once every three years and, if necessary, recommend removal of the Divisional coordinator before a term has expired;
2. advise on sabbatical requests from faculty in the Division;
3. Recommend external referees for Divisional faculty undergoing promotion and tenure review;
4. serve as mediator in intradivisional grievances.

Article V. Grievances and Appeals

Section 1. Within a Division Library

Grievances concerning administrative matters within a Division library should normally be directed to the head of the unit. If not resolved, the grievance shall be brought to the attention of the Divisional coordinator and/or Advisory Committee. The final level of appeal is the University Librarian.

Section 2. Between libraries in a Division

Grievances concerning administrative matters between libraries within the Division shall first be directed to the heads of the units involved. If not resolved, the grievance shall be brought to the attention of the Divisional coordinator. If still not resolved, the grievance shall then be brought to the attention of the Divisional advisory committee. The final level of appeal is the University Librarian.

Article VI. Amendments to Bylaws

Amendments to the bylaws may be proposed by any member of the Division, and are completed by ballot after due notice and discussion. Procedures to be followed are the same as those in Article XI of the Library Bylaws.