

PHYSICAL SCIENCES AND ENGINEERING DIVISION
UNIVERSITY LIBRARY
UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAIGN
BYLAWS

ARTICLE I. NAME

These are the bylaws of the Physical Sciences and Engineering Division (PSED) 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 Physical Sciences and Engineering Division. In case of conflict, the Library [Bylaws](#) and the University of Illinois [Statutes](#) will prevail.

ARTICLE III. PHYSICAL SCIENCES AND ENGINEERING DIVISION

Section 1. THE FACULTY

- A. The faculty of the Physical Sciences and Engineering 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 1, of the Library [Bylaws](#): Chemistry Library, Grainger Engineering Library Information Center, Mathematics Library, virtual Geology and Physics/Astronomy Library and the Research Data Service unit.
- B. They shall each have one vote and be eligible for membership on Division committees.

Section 2. MEMBERSHIP

- A. The Physical Sciences and Engineering Division shall consist of all tenured or tenure-track faculty or who have those ranks or titles modified by the terms “research,” “adjunct,” “visiting,” and/or “emeritus” with an appointment of at least 49 percent in the Physical Sciences and Engineering Division. Each member shall each have one vote. In addition, the Division may extend Division membership to other faculty in the Library, to professional members of affiliated campus units, and to Physical Science and Engineering staff representatives.

Section 3. MEETINGS

- A. Frequency. There shall be at least one meeting each semester. By consensus, meetings may be more frequent or a meeting may be cancelled.
- B. Special meetings. Special meetings of the Division may be called at the request of any member of the Division or by the coordinator.
- C. Coordinator. The coordinator of the Division or the coordinator's designee shall preside at all divisional meetings.
- D. Agenda and Minutes. The coordinator is responsible for the preparation of the agenda. Responsibility for taking minutes shall rotate each meeting among Divisional faculty in alphabetical order. Minutes of each Division meeting will be recorded to document deliberations and policy actions of the Division. Copies of

the agenda and the minutes shall be posted to the Division website in a timely manner.

- E. Attendance. Notices of meetings and agendas shall be sent to all members of the Division. It is advisable that at least one representative from each library in the Division be present at all Division meetings.
- F. Responsibility for taking Advisory Committee minutes shall be decided by Divisional faculty members vote. Copies of the minutes shall be distributed to all Advisory Committee members and to others as determined by the Committee.
- G. Divisional Representative from PSED library staff. A representative from Divisional staff, chosen by them from their members, shall attend Divisional meetings as an ex officio member.
- H. Divisional Representative to PSED. Other individuals from within the Division, representatives from other Divisions or from other units of the Library may attend meetings at the invitation of the Divisional faculty or Division coordinator.
- I. Quorum. A quorum shall consist of sixty percent (60%) of the eligible faculty as of August 16 of each year but must be at least three persons.

Section 4. RESPONSIBILITIES

The Divisional members shall serve as an advisory body to the Divisional coordinator with regard to the administration of the Division. They shall:

- A. formulate policies and procedures for the orderly running of the Division;
- B. implement Library policies insofar as they affect the Division;
- C. nominate representatives to Library committees;
- D. develop plans for the improvement of collections, operations, and services in Divisional libraries;
- E. facilitate communication among Divisional libraries and with other Divisions and units in the Library.
- F. serve on Division committees as appropriate.

ARTICLE IV. ADVISORY COMMITTEE

Section 1. MEMBERSHIP

The Divisional advisory committee shall consist of the entire faculty of the Division as defined in Article III, Section 1 of the Division [Bylaws](#). This shall be accomplished as outlined in the Library [Bylaws](#), Article VI, Section 3.

Section 2. MEETINGS

- A. The advisory committee shall meet at the call of the Divisional coordinator or of a majority of the members of the advisory committee, but there shall be at least one meeting called each semester for consideration of Divisional governance, policy, and other business. This meeting can coincide with regular Division meetings.
- B. Responsibility for taking Advisory Committee minutes shall be decided by Divisional faculty members vote. Copies of the minutes shall be distributed to all Advisory Committee members and to others as determined by the Committee.

- C. A quorum shall consist of sixty percent (60%) of the eligible faculty as of August 16 of each year but must be at least three persons.

Section 3. RESPONSIBILITIES

The advisory committee shall:

- A. provide for the orderly voicing of suggestions for the good of the Division and of the Library;
- B. recommend procedures and committees that will encourage faculty participation in formulating policy;
- C. conduct an evaluation of the Divisional coordinator at least once every three years.
- D. advise on the appointment of Divisional committees;
- E. advise on the charge and appointment of faculty in the Division;
- F. make recommendations for promotion and tenure of Divisional faculty to the Library Promotion and Tenure Advisory Committee. A subcommittee of all tenured faculty members of the appropriate rank shall serve for purposes of deliberating on recommendations for promotion and tenure, including names of internal and external reviewers. For promotions to full professor, a special subcommittee of three persons consisting of full professors from the Division, or from other Divisions as necessary, shall make recommendations).
- G. make recommendations for awarding emerita/emeritus status of Divisional faculty to the University Librarian. A subcommittee of all tenured faculty members shall serve for purposes of deliberating on recommendations for emerita/emeritus status.

ARTICLE V. GRIEVANCES AND APPEALS

Section 1. WITHIN A DIVISION LIBRARY

Problems within a Division library should normally be directed to the head of the unit. If not resolved, the problem shall be brought to the attention of the Division coordinator.

Section 2. BETWEEN LIBRARIES IN THE DIVISION

Problems between libraries within the Division shall first be directed to the heads of the units involved. If not resolved, the problem shall be brought to the attention of the Divisional coordinator, assuming that the coordinator is not a party to the conflict. If not resolved, the problem shall then be brought to the attention of the Divisional advisory committee or Library Grievance Committee.

ARTICLE VI. AMENDMENTS TO BYLAWS

Amendments to the bylaws are made by ballot after due notice and discussion. Procedures to be followed are the same as those in Article XI of the Library [Bylaws](#).