

**Social Sciences Division
Division By-laws
University of Illinois at Urbana-Champaign**

• **ARTICLE I. NAME**

These are the bylaws of the Social Sciences 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 Social Sciences Division. In case of conflict, the Library Bylaws and the University of Illinois Statutes will prevail.

• **ARTICLE III. SOCIAL SCIENCES DIVISION**

○ **Section 1. THE FACULTY**

A. The faculty of the Social Sciences 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:

Communications; Social Sciences, Health, and Education; and Virtual Library and Information Science.

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

C. The faculty of the Division may vote to extend membership to other academic staff, including specialized faculty, with the rank of instructor or above.

○ **Section 2. MEETINGS**

A. Frequency: There shall be at least one meeting each month; however, by majority vote, the Divisional faculty may choose to cancel a meeting.

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. Responsibility for taking minutes shall rotate each meeting among Divisional faculty in alphabetical order. Copies of minutes shall be distributed to all Divisional faculty and to others as determined by the Divisional faculty. A final version of the meeting minutes will be made available on the Division website.

D. Attendance: Notices of meetings and agendas shall be sent to all faculty in the Division, to a staff member selected from one of the Division libraries as an ex-officio member, and to the representatives from the Central Public Services

Division. It is advisable that at least one representative from each library in the Division be present at all Division meetings. Representatives from other Social Sciences Division staff or from other Divisions or units of the Library may request attending meetings in consultations with the Division coordinator.

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 four faculty members representing at least two different libraries (including virtual library units) within the Division.

○ **Section 3. RESPONSIBILITIES**

- The Divisional faculty shall serve as an advisory body to the Divisional coordinator with regard to the administration of the Division. It shall:

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.

○ **Section 4. AFFILIATED UNITS**

The following campus units have relationships with libraries in the Social Sciences Division but are not members of the Division: Center for Children's Books and Illinois Fire Services Institute Library.

○ **ARTICLE IV. ADVISORY COMMITTEE**

○ **Section 1. MEMBERSHIP**

The Divisional advisory committee shall consist of all faculty members in the Divisional libraries enumerated in Article III, Section 1.

○ **Section 2. MEETINGS**

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.

○ **Section 3. RESPONSIBILITIES**

The advisory committee shall:

- 1) provide for the orderly voicing of suggestions for the good of the Division;
- 2) recommend procedures and committees that will encourage faculty participation in formulating policy;
- 3) 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;
- 4) advise on the appointment of Divisional committees;
- 5) advise on the appointment of faculty in the Division;
- 6) make recommendations relating to 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 relating to promotion and tenure. 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.
- 7) provide feedback on requests for sabbatical, especially with respect to staffing and unit coverage.

- **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. If not resolved, the problem shall then be brought to the attention of the faculty at a Divisional meeting.

- **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.

approved 15 September 1993

amended 5 October 1994

amended 28 October 1998

amended 5 March 2008
amended 4 June 2008
amended 18 October 2023