University of Arizona Libraries
LIBRARY FACULTY ASSEMBLY BYLAWS & STANDING RULES
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Table of Contents

Article I: PURPOSE, NAME AND CONTEXT

The purpose of the Library Faculty Assembly (LFA) of the University of Arizona Libraries is to serve as the library faculty vehicle for the implementation of shared governance and to support library faculty in their contributions to the mission and goals of the University and the Libraries.

A. Library Faculty Roles
   1. Participating actively in setting and achieving the Libraries' mission and goals,
   2. Advocating for library organizational structure that supports the roles and responsibilities of library faculty,
   3. Supporting and advancing the development of and engagement in the profession by the library faculty,
   4. Ensuring that appropriate mentoring opportunities are made available to all library faculty,

5. Enhancing relations between library faculty and other UA faculty,
6. Representing library faculty viewpoints to the university and broader library communities on professional matters and ethical concerns, and
7. Advocating for the continued acceptance of the principles outlined in the Association of College and Research Libraries *Joint Statement on Faculty Status of College and University Librarians* (See Appendix 1).

B. Shared Governance Roles
1. Participating actively in the development of the Libraries' policies, strategic plans, and overarching budget allocation principles,
2. Participating actively in the selection of library faculty,
3. Participating actively in the development of criteria and processes employed in the annual reviews of library faculty and participating in those annual reviews as required by the University Handbook for Appointed Personnel (UHAP) (See UAHP Policy Number UHAP 4A.2 at http://policy.arizona.edu/employmenthuman-resources/annual-performance-reviews-continuing-status-and-continuing-eligible)
4. Developing and maintaining policies and procedures for library faculty continuing status and promotion,
5. Participating actively in the development of criteria and processes employed in the development and implementation of library faculty compensation and reward systems and processes, and
6. Participating actively in the selection and evaluation of the Dean of Libraries and other library administrators according to University policies and procedures.

C. Name: Library faculty with half-time or more continuing or continuing-eligible appointments and retired library faculty with Emeritus status are voting members of the General Faculty of the University of Arizona (See the "Faculty Constitution" link on the UA Faculty Senate page: http://facultygovernance.arizona.edu/faculty-senate). Examples of position titles for library faculty include Librarian, Specialist, and other Academic Professionals as appointed. The collegial governing body for library faculty members and retired library faculty with Emeritus status at the University of Arizona Libraries is called the Library Faculty Assembly.

D. Context and Background
1. Faculty Status
   a. Library faculty with continuing or continuing-eligible appointments at the University of Arizona Libraries are appointed as Academic Professionals and are governed by the Arizona Board of Regents Policy Manual and by Chapter 4A of the UHAP. Academic professional employees are defined in the Arizona Board of Regents' Policy Manual 6-302. The Constitution of the General Faculty of the University of Arizona includes academic professionals who hold half-time or more continuing or continuing-eligible appointments as members of the General Faculty. See Article VIII, Section 3 of these Bylaws for detailed information about continuing status.
2. Shared Governance
   a. The faculty role in shared governance is mandated by Arizona Revised Statute 15- 1601B (https://www.azleg.gov/FormatDocument.asp?inDoc=/ars/15/01601.htm&Title=15&DocType=ARS), passed June 24, 1992, which states that faculty share responsibility for

academic and education activities and matters related to faculty personnel and that elected faculty representatives shall participate in the governance of their universities

    b. The University of Arizona formalized its implementation of shared governance through the *Guidelines for Shared Governance: Memorandum of Understanding entered into by the Faculty and the Administration of the University of Arizona (SGMOU)*, approved by the UA Faculty Senate on April 4, 2005, and signed by each subsequent UA President and Provost. (See the "Shared Governance Memorandum of Understanding" link on the Shared Governance at the UA" page: http://facultygovernance.arizona.edu/shared-governance-ua.)The scope of shared governance at the University of Arizona includes a) budget and strategic planning, b) academic (includes the library equivalent of teaching and research) and academic personnel policies, c) hiring and evaluation of administrators and department heads, and d) faculty position searches. The SGMOU states that the principles of shared governance shall be fostered within colleges and units on campus in forms that are appropriate and consistent with the aims and objectives of shared governance.

3. Relationship of LFA to the Dean of Libraries and other Administrators

    a. The Dean of Libraries is appointed by the University President upon recommendation of the Provost. A search committee appointed by the Provost recruits, interviews, evaluates and recommends candidates for the position. In the hiring and evaluation of academic deans, the UA SGMOU directs that the faculty of the college be represented through members appointed by the Provost from an elected slate and that faculty from the University Libraries and the University of Arizona must comprise half or more of each search or review committee.

        i. Five-year reviews of administrators are conducted according the procedure required by University Handbook for Appointed Personnel (UHAP) 5.3 Five-year Reviews of Administrative Personnel (http://policy.arizona.edu/employmenthuman-resources/five-year-reviews-administrative-personnel). LFA nominates members using the process described in the Handbook.

        ii. In the selection or retention of a head or academic unit director, The UA SGMOU directs that the position of the faculty shall be determined through procedures determined by the faculty of the respective department or unit.

        iii. Reviews of academic department heads are conducted according to procedure required by UHAP 5.3.03 Five-year Review Process for Administrative Personnel. LFA will nominate members using the process described in the Handbook.

4. Relationship of LFA to the Libraries' Cabinet

    a. Cabinet is the UA Libraries' leadership group. It establishes direction and vision for the Libraries, sets policies and allocates the budget.

        i. The LFA Chair serves as the library faculty representative on Cabinet.

Article II: MEMBERSHIP

A. LFA membership shall comprise

1. All currently employed academic professionals with half-time or more continuing or continuing-eligible appointments,

2. Faculty with Emeritus status retiring June 30, 2015 or later will be voting members as defined by the UA Faculty Constitution. Faculty with Emeritus status who retired prior to June 30, 2015 will be voting members unless they decline membership.

Article III: OFFICERS AND OTHER ELECTED POSITIONS

A. Election Protocol
   1. Voting shall be by secret ballot.
B. The following officers will be elected by the membership following processes prescribed in the
   Standing Rules (APPENDIX 1). *[Note: LFA will continue to have a full "voting" member on Cabinet; the*
   Chair will serve in that role rather than having a separately elected LFA member of Cabinet.]
   1. Chair
      a. Duties: Serve as the LFA member of Library Cabinet; serve as primary spokesperson for LFA; lead the LFA Executive Committee; appoint, in consultation with the Executive Committee, members of ad hoc committees or task forces and other "as needed" committees, LFA members to search committees and recommend LFA members to other library or campus groups requesting library faculty members; issue annual report at the end of their term of office.
   2. Vice Chair/Chair Elect
      a. Duties: Distribute meeting agendas developed by the Executive Committee; schedule and lead LFA meetings; serve on LFA Executive Committee; fill in when Chair is absent and unavailable and timely actions are required.
   3. Secretary
      a. Duties: Maintain current versions and archive of LFA documents including Bylaws, Standing rules and other documents as deemed appropriate; maintain and publish roster of current LFA members (including their status (continuing-eligible/continuing) and rank); take, publish and archive minutes of LFA meetings; supervise the updating of relevant LFA web resources; monitor meeting attendance to determine if a quorum is present; and serve on LFA Executive Committee.
   4. Executive Committee At-Large Member
      a. Duties: Represent the LFA membership as a whole on the Executive Committee and participate fully in all work of the Committee; manages the committee nomination process for all appointed committees including Awards, Sabbatical Review, ad hoc, search and committees not covered elsewhere.
   5. Liaisons to Other UAL Governance Groups (i.e., Library Council of Appointed Professionals [LCAP] and the Staff Governance Association [SGA])
      a. LFA will elect one member to serve as liaison to each of the other formal governance organizations for employees of the University Libraries.
      b. Duties: Liaisons serve as communication links between LFA and other library governance groups; they are expected to report on items or issues of interest to LFA and to the group with whom they liaise.

Article IV: LIAISONS TO LFA

LFA invites the Libraries' other governance groups to elect or appoint up to two liaisons, at their discretion, from each organization to LFA. These liaisons are invited to attend and participate in discussion at all LFA meetings. However, they are not members of LFA, cannot vote, and cannot serve on LFA committees.

Article V: MEETINGS

A. Time, Place, and Authority
   1. The Library Faculty Assembly must meet at least five times per year. It may meet more frequently as needed. It will also meet in special sessions at the request of the Chair, the Dean of Libraries, upon written request of three members of the Faculty, or as otherwise stipulated by the LFA Bylaws and Standing Rules.
   2. Time and place of the meetings shall be determined and announced by the Vice Chair/Chair Elect.
   3. The conduct of the meeting will follow the spirit of the current edition of Robert's Rules of Order for voting, determining a quorum, motions, and related procedural issues.
      a. A summary of applicable Robert's Rules will be posted online and readily available to all members. When needed, the Chair will appoint a temporary Parliamentarian, for the duration of the meeting, to resolve questions of process and interpretation of Robert's Rules.
      b. A quorum is a majority (more than half) of the LFA membership. Emeritus members are not counted when establishing a quorum for meetings.

Article VI: COMMITTEES

The number and type of members of standing committees shall be specified in the Standing Rules. Ad hoc (temporary) committees may be established as needed. Members of the standing committees will be selected, as specified in the Standing Rules. Ad hoc committees will be appointed by the Chair, in consultation with the Executive Committee, as specified in the Standing Rules. Unless otherwise specified in the Standing Rules, standing committee membership shall be for one year. Standing committees must present a written annual report to the Chair.

A. Standing Committees
   1. Executive Committee
      a. Duties: Advise the Dean on issues involving or related to library faculty; advise the Chair on appointments to ad hoc committees, search committees, or other groups needing faculty members; consult with the Vice Chair/Chair Elect on agenda topics and organization and scheduling of meetings, meet regularly with the Dean of Libraries or the Dean's designee to

discuss topics raised by the Dean and items of interest to LFA, consult with the membership and provide advice to the UAL administration on compensation, other rewards and recognition issues, resolve questions of interpretation of the Bylaws and Standing Rules, and address any other issues raised by the membership or the UAL administration that are not in the purview of other LFA committees.

2. Continuing Status and Promotion Committee
   a. Duties: Advise the Dean of Libraries on any matter concerning retention, continuing status, and promotion. The Committee also advises on the assignment of rank and, if applicable, setting of the clock for mandatory review.
   b. For additional information, see Article VIII. Appointment, Retention, Continuing Status, and Promotion, including Section 4. Implementation and Procedures.
3. Elections, Bylaws and Standing Rules Committee
   a. Duties: Conduct all officer and committee elections and all other votes. Review the LFA Bylaws and Standing Rules annually to ensure that all information is current and consistent. Receive written petitions from any LFA member for Bylaws and Standing Rules amendments, present all petitions to the LFA membership for discussion, and make recommendations for amendments to the Bylaws and Standing Rules. Monitor and update the Bylaws and Standing Rules as voted on by LFA membership.
4. Peer Review Committee
   a. Duties: As part of the annual review process and in accordance with the University Handbook for Appointed Personnel (UHAP Chapter 4.A2), provide a fair and accurate annual assessment of continued library faculty members' accomplishments/job performance and scholarly and service contributions. Acknowledge and commend excellence, point out areas that may need development, and offer meaningful suggestions and advice.
5. Awards Committee
   a. Charge: Review and award SOAR Grants and the Olsrud Library Faculty Excellence Award based on the procedures and criteria that have been developed for those awards.
6. Mentoring Committee
   a. Charge: Manage LFA's mentoring program and work to ensure that appropriate mentoring support is made available to all library faculty.

B. Ad hoc Committees
1. Sabbatical Review Committee
   a. Charge: Review all applications for sabbaticals and supporting documentation and recommend approval or disapproval to the Dean of Libraries or their designee.
2. Other Committees
   a. Charge: to be defined in a formal charge written by the LFA Chair for each committee.

Article VII. AMENDMENTS

A. These Bylaws may be amended by a two-thirds vote of ballots cast. Each member shall receive a written copy of any proposed amendment, with notice of voting deadline, at least seven days prior to the day votes are due.

B. A proposal to amend these Bylaws may be initiated by written petition from any member. Petitions shall be submitted to the Elections, Bylaws and Standing Rules Committee which will present them to the membership for discussion and voting.

ARTICLE VIII. APPOINTMENT, RETENTION, CONTINUING STATUS, AND PROMOTION

Section 1. Appointment

A. General Criteria for Appointment

Members of the Library Faculty shall hold a relevant professional degree, e.g., a Master's degree from a library school accredited by the American Library Association, or other relevant Graduate degree as deemed appropriate by the Dean and the selection committee.

At the time of hire, the Dean of Libraries, in consultation with the Continuing Status and Promotion Committee, will assign rank and title, and set the calendar for the retention and continuing status review. These will be determined by comparable library and/or related professional experience, and will be based on demonstrated professional achievements at a level consistent with Library Faculty rank definitions.

B. Ranks for Library Faculty

The ranks for library faculty are intended to recognize professional and scholarly growth. The structure is divided into three ranks. Appointment or promotion to each rank is determined according to the following definitions:

Assistant

Appointment at this rank requires expectation of successful overall performance in the three main areas of library work – position effectiveness, scholarship, and service to the University and the profession. The library faculty member demonstrates an understanding of appropriate library methods, tools and systems and exhibits knowledge appropriate to the position. Such an individual possesses the ability to perform a variety of professional tasks and the ability to function independently within a unit(s).

Associate

Appointment at or promotion to this rank requires excellent overall performance at the Assistant level. In addition, the Associate library faculty member demonstrates special knowledge and skills necessary to perform complex work, qualities of leadership and initiative, and the ability to assume considerable responsibility in assigned areas, evidence of scholarship, and participation in professional activities with every expectation of continuing contributions at the level of excellence for this rank.

Full

Appointment at or promotion to this rank requires outstanding performance in all aspects of assigned responsibilities as well as widely recognized achievements and contributions to the profession. Appointment at or promotion to the Full rank is not a reward for long service but a recognition of superior contributions with every expectation of continuing contributions at the highest level of professional standards.

Section 2. Developmental/Retention Reviews

A. Third Year Review

While an individual's progress towards continuing status can be reviewed at any time, each library faculty member who is classed as continuing eligible shall be formally reviewed by the Continuing Status and Promotion Committee in the third year. This review shall be similar to the continuing status review but normally shall not require outside letters of reference. Documentation shall include: a) the curriculum vitae; b) job description(s); c) the candidate's personal statement; d) letter(s) from the individual's immediate administrative head [definition below in Section 3.A.], and e) input from other Libraries employees. For an individual whose supervisor is not the immediate administrative head, the immediate administrative head shall consult with that individual's supervisor in creating the letter. Other documentation may be included as deemed appropriate by the CS&P Committee. The review shall take into consideration position effectiveness and development in the areas of scholarship and service. A letter on an individual's progress toward achieving continuing status and a decision to retain as continuing-eligible shall be sent to the individual by the Dean of Libraries or their designee. The retention decision is based on the recommendation and documentation submitted by the Continuing Status and Promotion Committee to the Dean or designee. The recommendation will be discussed with the candidate during a meeting with the Dean/designee, a member of the CS&P Committee and the appropriate immediate administrative head.

B. Calendar

In accordance with the provisions of UHAP Chapter 4, individuals will be notified before the end of their sixth year whether continuing status is to be granted or a terminal contract will be issued. Length of service is determined as follows: individuals whose initial appointment is during the period July 1 through December 31 will be considered as serving a full fiscal year; individuals whose initial appointment is during the period January 1 through June 30 will have service calculated from the following July 1. That is, service less than six months prior to the beginning of the new fiscal year on July 1 will be ignored in determining the year of review for continuing status reviews.

Retention/developmental reviews will be conducted in the third year prior to the mandated continuing status review year. Appropriate adjustments will be made to this schedule to accommodate approved changes to the CS&P review calendar.

Section 3: Continuing Status and Promotion

A. Definitions

1. Continuing status is an institutional commitment to continuous employment to be terminated only by retirement, resignation, release for budgetary reasons or reorganization, dismissal for just cause, or as a result of educational policy change as outlined in the UHAP Chapter 4A.4.06 and ABOR Policy Manual 6 302. The purpose of continuing status is to protect the professional and intellectual freedom of the library faculty member and to provide a staff whose professional competence will ensure the continued relevance and value of the Library. As defined by ABOR Policy Manual 6 301, "'Professional and intellectual freedom' shall mean the right and responsibility to exercise judgment within the standards of the employee's profession.

   Continuing status is not granted lightly or automatically upon completion of the probationary period but is based on excellent performance and the promise of continued excellence and professional growth. Excellence at the University of Arizona Libraries is characterized by a breadth of knowledge and skills in an area of librarianship or applied specialization. An excellent library faculty member is one who succeeds in a wide variety of responsibilities and who displays leadership both within the candidate's unit, on committees and in other collaborative tasks. It is also critical that the library faculty member demonstrates qualities that extend beyond the requirements of a particular job and which support the University's curricular and research needs, as well as provide service to the library, the University, and the profession.

2. Promotion in rank for library faculty follows the traditional academic progression, using the titles of Assistant, Associate, and Full. Promotion in rank is awarded on the basis of professional accomplishments in position effectiveness, scholarship, and service, as described below. As with continuing status, promotion in rank is not granted lightly or automatically upon completion of the probationary period but is based on excellent performance and the promise of continued excellence and professional growth.
   a. For continuing-eligible Assistant library faculty, promotion to the Associate rank is awarded simultaneously with continuing status.
   b. Continuing-eligible Associate library faculty appointed at the Associate rank, retain the Associate rank when they achieve continuing status.
   c. Promotion to the rank of Full is based on achievement rather than years in rank. It requires sustained excellence over a period of years and the promise of continued excellence, and is based on the candidate's record of continuing professional growth since being promoted to the rank of Associate.
   d. Promotion to the rank of Full requires outstanding performance in all aspects of assigned responsibilities as well as widely recognized achievements and contributions to the profession. Candidates must show a higher level of accomplishment than was required at the Associate level and will be evaluated using the criteria outlined below for position effectiveness, scholarship, and service.

3. Immediate administrative head: For faculty members who are not in department head or dean-level positions, the immediate administrative head is the faculty member's department head. If the faculty member is a department head or dean, the immediate administrative head is the supervisor.

B. Criteria

Library faculty shall be evaluated for continuing status in three interrelated areas: 1) Position effectiveness; 2) Scholarship; 3) Service. Of these, position effectiveness is foremost. Contributions in scholarship and service are also important and should demonstrate continuing professional development and growth. In all areas, the focus is on quality and impact.

1. Position Effectiveness

   For promotion to or appointment at the rank of Associate, in addition to the criteria described in Section 1 B. above, the primary requirement for continuing status is performance at an excellent level in assigned responsibilities. The criteria for an individual candidate are to be applied in relation to specific responsibilities as detailed in the position description(s). In recommending a candidate for continuing status, the appropriate criteria listed below are to be considered. Emphasis will be placed on how the candidate has contributed to the work of the unit on which they have served and to the Libraries as a whole.

   For promotion to or appointment at the rank of Full, in addition to the criteria described in Section 1 B. above, candidate shall demonstrate mastery of a major area of librarianship or specialization and the highest degree of independent responsibility. Substantive contributions will have been made to the Libraries.

   a. It is expected that every candidate will demonstrate excellence in the areas below appropriate to their assigned responsibilities:
      i. Collection development and information resources management which may include, but is not limited to, appraisal, selection, negotiating, acquiring access to resources, preservation and curation of archival materials and information resources and, as appropriate, removing items from the collection.
      ii. Ensuring ongoing accessibility to unique content and primary research materials and to the institution's research data and scholarly output.
      iii. Optimizing discovery and access Information via systems organization and control which may include, but is not limited to, systems development, metadata creation and management, and management of digital initiatives.
      iv. Developing strong relationships with University units and other stakeholders, as appropriate, and performing regular environmental scans to identify new opportunities and challenges and to better understand and meet user and other stakeholder needs.
      v. Collaboration with faculty to incorporate course-integrated content and instruction into curricular programs; instructional design; delivery of instruction (in person or online) and assessment of learning outcomes; evaluation and assessment of instructional technology.
      vi. Research support including, when appropriate, research collaborations with University units and other stakeholders, as appropriate.
      vii. Providing consultative and in-depth customer assistance; developing and managing online tools that promote user self-sufficiency; providing training for library staff to provide front line assistance.
      viii. Supporting the University's land grant mission via outreach programs and community engagement; advancing external collaborative endeavors and other partnerships.
      ix. Curation and creation of exhibits and digital presentations that showcase important content and promote awareness and support of the Libraries and its collections.

  x. Communicating the Libraries' mission; marketing and promoting library collections, products, and services.

  xi. Promoting innovations in scholarly communications; assisting the Libraries and the University in interpreting and applying laws and policies related to copyright and fair use, licensing, and intellectual property.

  xii. Planning, managing, and assessing library projects, operations, units, personnel, programs, and/or services.

  xiii. Cultivation of donor relations; fundraising; and grantsmanship and grant proposal writing.

b. Personal and Interpersonal Competencies
It is expected that all candidates will have demonstrated professional growth and development achieved through relevant continuing education and learning activities.

In addition, the following professional and interpersonal skills must be considered in judging a professional's position effectiveness:

  i. Ability to accept and delegate authority and responsibility, including taking leadership roles in Libraries work.

  ii. Ability to work effectively with others in a diverse, inclusive and collaborative environment.

  iii. Flexibility; ability to grow and contribute in a changing environment.

  iv. Effective communication at all levels.

  v. Analytical skills and ability to contribute new thoughts. Creativity, originality, and ingenuity in the many technical and human situations encountered in professional service.

  vi. Ability to instruct and coach others fairly.

  vii. Ability to give and accept constructive criticism.

  viii. Independence of judgment and initiative.

  ix. Active contributions to the Libraries' planning and decision-making processes, where appropriate.

2. Scholarship

The candidate's scholarly record must include a focus on the theoretical or applied aspects of librarianship and/or scholarship outside of the field of librarianship that reflects the candidate's duties and job description and expertise at UA Libraries. Scholarship is defined as publishing or otherwise formally disseminating results of research, or applications of knowledge to work, that adds to and enhances the knowledge base of the profession or the knowledge base of other discipline(s) when the candidate's expertise as a library faculty member was an essential contribution to the scholarship.

a. Contributions can be produced independently or in a collaborative effort.

b. The candidate's scholarship record will include multiple publications, for which there are established indicators of quality – such as having been reviewed and accepted through a peer review or editorial process and/or having yielded demonstrable impact.

c. All media chosen to communicate the work are acceptable.

d. Written materials (including electronic or paper research guides, finding aids, and similar materials) and/or oral presentations (including lectures, panel discussions, and other invited

presentations) and/or exhibits which were developed as part of assigned library work and that are focused on a campus audience or affiliates, should not be listed in the Scholarship section of the CV. If it is helpful to do so, a candidate's personal statement would be the place to address the significance of these materials.

 e. Written materials and/or oral presentations, or exhibits which were not part of assigned work, and which were done for University of Arizona students or faculty or an organization affiliated with the University, should be listed in the Service section of the CV.

For promotion to or appointment at the rank of Associate, contributions in scholarship should demonstrate continuing professional development and growth.

For promotion to or appointment at the rank of Full, nationally recognized activity and impact are required. Examples include books or chapters of books, articles in refereed journals or journals with national circulation; organization and interpretation of major exhibits; presentation of formal papers at national meetings; editorship; or similar creative projects that significantly benefit the profession and/or other fields as a result of the candidate's work in their assigned areas.

In all cases, the quality and impact of the scholarship and its validation by independent peers, editors, or established practitioners is more important than the quantity.

Examples of scholarship include:
 a. Contributions can be produced independently or in a collaborative effort.
 b. Editing of books and special issues of journals
 c. Published analytic bibliographies or reviews of significant length which reflect critical thinking
 d. Presentations at conferences and meetings (including poster sessions and similar activities)
 e. Other creative projects that benefit the profession and/or other fields as a result of the candidate's work in their assigned areas.

3. Service

There is an expectation that candidates will demonstrate a level of service to the University of Arizona and/or the University of Arizona Libraries, as well as to librarianship and/or to service outside the field of librarianship.

For promotion to or appointment at the rank of Associate, contributions in service should demonstrate continuing professional development and growth.

For promotion to or appointment at the rank of Full, contributions must demonstrate sustained service to the University, and the profession. It requires outstanding contributions to the University, and to professional organizations at the regional or national level.

 a. Service to the Libraries may include active participation in Library Faculty Assembly offices and committees, in other library committees, or in similar activities not assigned in the job description.
 b. Service to the University of Arizona includes activities which benefit the University and which are not a part of assigned work. Examples include:

      i.   Active participation as an officer/chair or member of an administrative or shared governance committee or comparable body outside the Libraries, at the University, college, or departmental level; and

      ii.   Preparation and delivery of written materials (including reports, position papers, and similar materials) and/or oral presentations (including lectures, panel discussions, and other invited presentations) to University classes, committees, or other faculty or student groups when these are not part of an individual's assigned work.

  c. Service to professional literature of the field should be listed here instead of under scholarship when it is descriptive. Examples in this category would include directories, brief book reviews, indexes or abstracts of books, and editorship. Analytic writings should be listed under scholarship.

  d. Service to the profession may include active participation at the international, national, regional, state, or local level in professional and learned societies. Examples of this are as an officer, as a committee chair, or a committee member; moderator of an electronic discussion list; consulting; service as a member of a team of experts, task force, review committee or similar body; public appearances in the interest of the profession.

  e. Service to the community is limited to activities directly related to the individual's role as a member of the University of Arizona Libraries faculty. It may include such areas as serving as a librarian, curator or archivist for a community organization; giving lectures or presentations to groups; and teaching continuing education courses in the community. Community service is not geographically confined.

Section 4. Implementation and Procedures

In general, the procedures for appointment, reappointment, promotion, granting continuing status, dismissal, or nonretention of a library faculty member shall follow the guidelines as stated in the UHAP Ch. 4, and the ABOR Policy Manual 6.302.

A. Continuing Status and Promotion Committee

The Library Faculty shall elect a standing committee of five to advise the Dean of Libraries on any matter concerning retention, continuing status, and promotion. The Committee shall also advise on the assignment of rank and, if applicable, setting of the clock for mandatory review. The Committee shall base its recommendations for retention, continuing status and promotion on a review of all evidence submitted in accordance with Section 4.B and other evidence as the Committee may deem appropriate. Such deliberations must be made by a minimum of three persons.

1. For composition and selection of the Continuing Status and Promotion Committee, see LFA Standing Rules. Section 3. B. 2. Continuing Status and Promotion Committee.

2. Operating Rules

After its election, the Committee shall establish its own internal guidelines for voting. The documentation solicited by the committee and/or submitted to it in the process of retention, continuing status and promotion reviews is to be treated as confidential material not available to the candidates or to other library faculty or staff except members of the Library Administration. Documentation will be kept by the Libraries' human resources unit in

accordance with legal obligations and University regulations.

In cases where a conflict of interest exists, the committee member shall recuse him/herself from the decision-making process.

B. Evidence in Support of Deliberations on Retention, Continuing Status and Promotion.

The Continuing Status and Promotion Committee each year will provide detailed instructions on what data will be required for its deliberations based on the Provost's Guidelines. Candidates should consult the Provost's Office website for the annual memo initiating the review process for promotion, tenure and continuing status, the required template for the materials to be included in dossiers, including the format to be followed in curriculum vitae, and additional information.

1. In general, the following evidence must be provided by the candidate in support of recommendations for retention, continuing status, and promotion:
   a. An up-to-date curriculum vitae, including:
      i. position description(s) covering the period of evaluation
      ii. an itemization of one's scholarship
      iii. an itemization of one's service
   b. Candidate's personal statement, which should include a report on significant projects achieved or in progress and make the case for why the candidate contributions have been valuable
   c. Other information or documents deemed germane by the candidate may be supplied.

2. For continuing status and promotion reviews, the Committee will solicit evaluations of the candidate's job performance, scholarly attainments, and service from the candidate's immediate administrative head peers within the Libraries, other University of Arizona personnel, and qualified individuals at other universities, businesses, or government agencies. For an individual whose supervisor is not the immediate administrative head, the immediate administrative head shall consult with that individual's supervisor in creating the evaluation letter. During the review of any individual who reports directly to the Dean or Associate Dean, in place of an immediate administrative head's letter, a letter will be solicited from the most appropriate administrator.

3. For continuing status and promotion reviews, the following evidence may also be considered:
   a. Annual performance review documents (optional). Annual performance reviews are informative only, not determinative, as noted in UHAP 4A.2.01.
   b. Other information as deemed relevant by the committee.

University of Arizona Libraries

LIBRARY FACULTY ASSEMBLY STANDING RULES

Section 1: MEETINGS, QUORUM, AND PROXY VOTING

A. Open and Closed Meetings.
  1. All meetings of the LFA shall be open to attendance by non-members, except when a majority vote, at or prior to, a meeting of the LFA shall specify that a meeting be closed to attendance by non-members.
  2. Individuals who are not members of LFA may be invited to attend an LFA meetings or may ask to attend. In the latter case, the person should contact the chair in advance to verify that the meeting has not been closed.

B. Quorum
  1. LFA members on leave for longer than sixty calendar days will not be counted in determining a quorum, beginning with the first day of such leave.
  2. The Secretary will be responsible for determining that a quorum as defined by LFA exists when a vote is called at a meeting.

C. Voting by Proxy
  1. When a voting member cannot be present at a meeting, voting by proxy is permitted when the following requirements are fulfilled:
     a. An assignment by proxy must be given to the secretary in written form and must include the date of assignment, the name the assignee, and the signature of assignor.
     b. The permission to cast a proxy vote must specify the issue(s) for which the proxy is assigned: if there are two or more matters upon which the assignee may vote, each must be specified.
  2. A proxy shall be counted toward a quorum only for the particular issue(s) specified in the assignment of proxy.
  3. No person may cast more than two proxy votes on any single issue.

Section 2: ELECTED POSITIONS

The Bylaws, Standing Rules, and Elections Committee is responsible for handling the mechanics involved in the annual election of the LFA Chair, Vice Chair/Chair Elect, Secretary, At-Large Executive Committee member and members of elected committees. (See Section 4: ELECTIONS (below).

Officers and Other Elected Positions

All officers and other elected positions must be filled by members of LFA. The Dean, Vice Dean(s), Associate Dean(s), Assistant Dean(s), and members with emeritus status are not eligible to serve as LFA officers or as members of standing committees. Department heads are not eligible to serve as elected officers. Terms of service for officers are from July 1 through June 30.

A. OFFICERS
1. Chair
   a. Term of office: one year as Chair; will have served previous year as Vice Chair/Chair Elect. b. Eligibility requirements: must be an LFA member, must be continued; must have been employed by the University Libraries for a minimum of two years
2. Vice Chair/Chair Elect
   a. Term of office; one year; automatically becomes Chair for the following year. b. Eligibility requirements: must be an LFA member; must be continued; must have been employed by the University Libraries for a minimum of two years
3. Secretary
   a. Term of office: one year
   b. Eligibility requirements: must be an LFA member; must have been employed by the University Libraries for a minimum of one year
4. Executive Committee At-Large Member
   a. Term of office: one year
   b. Eligibility requirements: Must be an LFA member. Must have been employed by the University Libraries for at least one year.

B. OTHER ELECTED POSITIONS
1. Liaisons to Other UAL Governance Groups: LFA will elect one member to serve as liaison to each of the other formal governance organizations for employees of the University Libraries.
   a. Term of office: one year
   b. Eligibility requirements: LFA liaisons must be LFA members; must have been employed by the University Libraries for a minimum of one year.

Section 3: COMMITTEES

A. General Rules.
1. No LFA member may serve concurrently on more than two standing LFA committees.
2. When a standing committee is created LFA must vote to approve a charge, specify its size and whether its members are elected or appointed.
   a. If appointed, LFA must specify whether the LFA Chair, the appointed committee itself, or some other LFA entity as responsible for appointing members.
   b. If an LFA committee is elective, the Bylaws, Standing Rules, and Elections Committee will conduct the election.
3. All ad hoc committees will be appointed by the LFA Chair, in consultation with the Executive Committee, who will determine the composition of the committee. The chair will create a written charge for all ad hoc committees.

B. Standing Committees
1. Executive Committee
   a. Composition and selection: The elected officers including the Chair, Vice Chair/Chair Elect, Secretary, At-Large Member, and Liaisons to the other governance groups will comprise the LFA Executive Committee.
2. Continuing Status and Promotion Committee

a. Composition and selection:
   All five members shall have continuing status. Three shall hold the rank of Full and two shall be Associate. All shall be elected to serve staggered, two-year terms. Members are not eligible to serve more than two consecutive terms unless there are not enough other eligible members to fill the vacancies. All Library Faculty with continuing status must stand for election to the Committee. Associate library faculty who have received official notification of promotion to Full by the time ballots are developed and distributed for the Continuing Status and Promotion Committee will be included on the ballot with the promoted rank. The following LFA members are excluded from the ballot:
   i. Associate library faculty members who are planning to go up for promotion to Full during the year that the election is held.
   ii. LFA members who are, or will be, on sabbatical or other extended leave during the year that they would be called upon to serve.
   iii. Any LFA member who is currently serving on the University Advisory Committee on Continuing Status and Promotion is ineligible to simultaneously serve on the UA Libraries Continuing Status and Promotion.
   iv. The Dean of Libraries, Vice Dean(s) and Associate Dean(s) of Libraries are not eligible to serve on the Continuing Status and Promotion Committee.

b. As required by UHAP 4A.3, only members of the Committee holding the rank of Full shall review the documentation and vote on promotion to the rank of Full.

c. In the event that there are not three library faculty with Full rank eligible to serve on the Standing Committee, and an Associate library faculty member has applied for promotion to Full, then the Arizona State Museum Library, the UA Law Library, or other UA units with continuing faculty with Full rank should be approached to fill the ad hoc committee. The CS&P Committee will consult with the Executive Committee to identify external faculty member(s) who will be asked to serve on the ad hoc committee.

d. See also Article VIII.

3. Elections, Bylaws and Standing Rules Committee
   a. Composition and selection: 3 to 5 elected members
   b. See also Article VI.A.3.

4. Peer Review Committee
   a. Composition and selection: 5 members selected by the LFA Chair and the Dean (or the Dean's designee) of the Libraries from a slate of 10 LFA members elected by LFA. All continued library faculty will run in the election, excluding the Dean, Vice Dean, Associate Deans, LFA Chair, LFA Chair-Elect and current members of the LFA Continuing Status & Promotion Committee.

5. Awards Committee
   a. Composition and selection: 3 members appointed by the LFA Chair in consultation with the Executive Committee. All LFA Members are eligible.

6. Mentoring Committee
   a. Composition and selection: Four members appointed by the LFA Chair in consultation with the Executive Committee. All LFA Members – including recently hired faculty – are eligible. Whenever possible, there should be at least one Assistant faculty member and one Associate faculty member on the committee. Generally, the term will be for two years. To the extent possible, terms should be staggered to promote continuity of effort. Accordingly, sometimes one or more one-year terms may be necessary to initiate or maintain term staggering.

C. Ad hoc Committees
   1. Sabbatical Review Committee:
      a. Number of Members: 3
      b. Composition and selection: Appointed when needed by the LFA Chair in consultation with the Executive Committee. Sabbatical candidates must notify the LFA Chair of intent to apply for a Sabbatical at least six weeks prior to the Sabbatical deadline to provide adequate time for a Sabbatical Review Committee to be appointed.
      c. Member composition: At least one member must have been employed at the UAL for six years or more. The other two members must have been employed at the UAL for at least three years.
         d. The Committee will follow University of Arizona guidelines and use the application form posted on the Vice Provost for Faculty Affairs site (http://facultyaffairs.arizona.edu/sabbatical-leave). Copies of the guidelines will be provided to each Sabbatical Review Committee member.
   2. Other ad hoc Committees: Will be appointed as needed by the Chair in consultation with the Executive Committee.

Section 4: ELECTIONS

A. The Bylaws, Standing Rules, and Elections Committee is responsible for conducting elections for the
   LFA officers, other elected positions, and members of elected committees.
   1. The process for the election of LFA officers must conclude no later than June 15.
   2. Election of the Continuing Status and Promotion Committee must conclude no later than May 15.
   3. The Bylaws, Standing Rules, and Elections Committee is responsible for following election procedures which must include:
      a. Reviewing of the LFA roster to determine who is eligible to serve for each elected LFA position and recruiting of eligible members to run for office. The Bylaws, Standing Rules, and Elections Committee will employ a nomination process that permits self-nominations and well as nomination of others to stand for election.
      b. Validating the election results to ensure that each individual elected receives more than half of the votes cast.
      c. Notifying individuals of their election within three days and notifying the full membership as a whole within five days of the results of all elections.
   4. The election results of each office must be maintained by the Bylaws, Standing Rules and Elections Committee until the next annual election.
   5. Elected officers and those in other elected positions take office July 1 and serve through June 30.
   6. Unless specified otherwise, members of elected committees take office on July 1 and serve through June 30.

Section 5: VACANCIES

A. If the office of Chair is vacated before the end of the elected term, the Vice Chair/Chair Elect will fill the position for the rest of the original term and for the following year.

B. If the position of Vice Chair/Chair Elect becomes vacant more than eight weeks before the end of the elected term, the Committee on Elections, Bylaws and Standing Rules will hold a special election to fill the position. If the remainder of the term is less than eight weeks, the Chair will, in consultation with the Executive Committee, appoint a temporary Vice Chair/Chair Elect to serve out the remainder of the term.

C. If the position of Secretary becomes vacant more than eight weeks before the end of the elected term, the Committee will conduct a special election to fill the vacancy. If the remainder of the term is less than eight weeks, the Chair, in consultation with the Executive Committee, will appoint a temporary Secretary to serve out the remainder of the term.

D. If the office of At-Large Executive Committee Member becomes vacant more than eight weeks before the end of the elected term, the Committee will conduct a special election to fill the vacancy. If the remainder of the term is less than eight weeks, the other Executive Committee members will appoint a temporary At-Large member to serve out the remainder of the term.

E. If a position of Liaison to another UAL governance group becomes vacant more than eight weeks before the end of the elected term, the Committee will conduct a special 19 election to fill the vacancy. If the remainder of the term is less than eight weeks, the Chair, in consultation with the Executive Committee, will appoint a temporary Liaison to serve out the remainder of the term.

F. When a vacancy occurs on any standing committee, the following process shall be followed to determine if it is necessary to fill the vacancy prior to the next regularly scheduled election. Committees and LFA officers shall handle discussions of vacancies with discretion to balance individuals' needs with LFA responsibilities.
   1. The Chair of the committee with a pending or actual vacant position will notify the LFA Chair when it is known that a vacancy will occur.
   2. The members of the committee shall discuss the issue and provide their input as to whether or not the vacancy needs to be filled to the LFA Chair within seven working days of notification to the Chair of the actual or pending vacancy.
   3. The LFA Chair will consult with the Executive Committee within seven working days of receiving the committee's recommendation. The LFA Chair will decide, based on input from the committees, if the vacancy should be filled prior to the next regularly scheduled election.
   4. The LFA Chair will immediately announce the vacancy and the decision regarding whether or not the position will be filled to the membership.
   5. If a special election must be held to fill the vacancy, the election process must begin, if time permits, one month before the position becomes vacant. Otherwise, the election process to fill the vacancy will begin as soon as possible after the decision.

Section 6: ADOPTION, SUSPENSION, AMENDMENT, AND RESCISSION OF STANDING RULES

A. A Standing Rule may be adopted, suspended, amended or rescinded by means of a written ballot by a majority vote, OR

B. A Standing Rule may be adopted or suspended by a majority vote or amended or rescinded by a two-thirds vote at any business meeting of LFA without previous notice if a quorum is

present. If notice of the proposed action was given at a previous meeting or in the call for this meeting, it may be amended or rescinded by a majority vote if a quorum is present.

C. The Bylaws, Standing Rules, and Elections Committee is responsible for maintaining the official list of Standing Rules and making them available to the entire membership. Each Standing Rule must receive a number in sequence within the appropriate topical section.

APPENDIX 1: Association of College and Research Libraries Joint Statement on Faculty Status of College and University Librarians

The statement that follows was prepared by the Joint Committee on College Library Problems, a national committee representing the Association of College and Research Libraries, the Association of American Colleges (now the Association of American Colleges and Universities), and the American Association of University Professors. The statement was endorsed by the board and annual meeting of the Association of College and Research Libraries, a division of the American Library Association, in 1972. It was reaffirmed by the ACRL board in June 2001 and 2007. It was adopted by the Council of the American Association of University Professors in April 1973 and endorsed by the Fifty-ninth Annual Meeting. Additional revisions were made by a subcommittee of the ACRL along with representatives of the AAUP in June 2012 and approved by the ACRL Board of Directors in October 2012.

As the primary means through which students and faculty gain access to the storehouse of organized knowledge, the college and university library performs a unique and indispensable function in the educational process. This function will grow in importance as students assume greater responsibility for their own intellectual and social development. Indeed, all members of the academic community are likely to become increasingly dependent on skilled professional guidance in the acquisition and use of library resources as the forms and numbers of these resources multiply, scholarly materials appear in more languages, bibliographical systems become more complicated, and library technology grows increasingly sophisticated. The librarian who provides such guidance plays a major role in the learning process.

The character and quality of an institution of higher learning are shaped in large measure by the nature and accessibility of its library resources as well as the expertise and availability of its librarians. Consequently, all members of the faculty should take an active interest in the operation and development of the library. Because the scope and character of library resources should be taken into account in such important academic decisions as curricular planning and faculty appointments, librarians should have a voice in the development of the institution's educational policy.

Librarians perform a multifaceted role within the academy. It includes not only teaching credit courses but also providing access to information, whether by individual and group instruction, selecting and purchasing resources, digitizing collections, or organizing information. In all of these areas, librarians impart knowledge and skills to students and faculty members both formally and informally and advise and assist faculty members in their scholarly pursuits. They are involved in the research function and conduct research in their own professional interests and in the discharge of their duties. Their scholarly research contributes to the advancement of knowledge valuable to their discipline and institution.

In addition, librarians serve and contribute to university governance through their service on campus-wide committees. They also enhance the reputation of the institution by engaging in meaningful service and outreach to their profession and local communities.

Where the role of college and university librarians, as described in the preceding paragraphs, requires them to function essentially as part of the faculty, this functional identity should be recognized by granting of faculty status. Neither administrative responsibilities nor professional degrees, titles, or skills, per se, qualify members of the academic community for faculty status. The function of the librarian as participant in the processes of teaching, research, and service is the essential criterion of faculty status.

College and university librarians share the professional concerns of faculty members. Academic freedom is indispensable to librarians in their roles as teachers and researchers. Critically, they are trustees of

knowledge with the responsibility of ensuring the intellectual freedom of the academic community through the availability of information and ideas, no matter how controversial, so that teachers may freely teach and students may freely learn. Moreover, as members of the academic community, librarians should have latitude in the exercise of their professional judgment within the library, a share in shaping policy within the institution, and adequate opportunities for professional development and appropriate reward.

Faculty status entails for librarians the same rights and responsibilities as for other members of the faculty. They should have corresponding entitlement to rank, promotion, tenure, compensation, leaves[2], and research funds.

Librarians should be offered the opportunity to have either academic-year appointments with salary and benefits commensurate with those of other faculty members or calendar-year appointments with additional compensation for summer work as is customary for faculty members who take on summer teaching assignments. As with faculty members in other academic departments on campus, librarians should be responsible for the development of their promotion and tenure criteria. Because of the special teaching role of librarians, criteria and standards may differ from traditional classroom faculty, but they must be comparable in rigor and content. Promotion and tenure guidelines should be approved by whatever faculty body is responsible for the establishment of promotion and tenure procedures and policy. Faculty librarians should go through the same process of evaluation as other faculty members.[1]

On some campuses, adequate procedures for extending faculty status to librarians have already been established. These procedures vary from campus to campus because of institutional differences. In the development of such procedures, it is essential that the general faculty or its delegated agent determine the specific steps by which any professional position is to be accorded faculty rank and status. In any case, academic positions that are to be accorded faculty rank and status should be approved by the senate or the faculty at large before submission to the president and to the governing board for approval.

With respect to library governance, it is to be presumed that the governing board, the administrative officers, the library faculty, and representatives of the general faculty will share in the determination of library policies that affect the general interests of the institution and its educational program. In matters of internal governance, the library will operate like other academic units with respect to decisions relating to appointments, promotions, tenure, and conditions of service.

Notes
1. *"1940 Statement of Principles on Academic Freedom and Tenure"*
   http://www.aaup.org/AAUP/pubsres/policydocs/contents/1940statement.htm

   "1958 Statement on Procedural Standards in Faculty Dismissal Proceedings"
   https://www.aaup.org/report/statement-procedural-standards-faculty-dismissal-proceedings

   "Statement of Principles on Leaves of Absence" (1972), 317–18; in AAUP, *Policy Documents and Reports,* 11th ed. (Baltimore: Johns Hopkins University Press, 2015)

2. American Council on Education, AAUP, and Association of Governing Boards of Universities and Colleges, "Statement on Government of Colleges and Universities" (1966)
   https://www.aaup.org/report/statement-government-colleges-and-universities

Source: http://www.ala.org/acrl/standards/jointstatementfaculty [viewed 2/8/2018]

Chronology of Amendments to LFA Bylaws & Standing Rules

December 2015
    Passed by 2/3rds LFA vote: Do you approve of the following amendments to the LFA Bylaws
    & Standing Rules?

    [page 5 - Article VI: Committees; A. Standing Committees]

    6. Mentoring Committee
        a. The Committee is charged with managing LFA's mentoring program and working to
            ensure that appropriate mentoring support is made available to all library faculty.

    [page 19 - Standing Committees]

    6. Mentoring Committee
        a. Composition and election: Four members appointed by the LFA Chair in consultation
            with the Executive Committee. All LFA Members – including recently hired faculty –
            are eligible. Whenever possible, there should be at least one Assistant Librarian and
            one Associate Librarian on the committee. Generally, the term will be for two years.
            To the extent possible, terms should be staggered to promote continuity of effort.
            Accordingly, sometimes one or more one-year terms may be necessary to initiate or
            maintain term staggering.

April 2018
    All proposed changes were approved by a greater than 2/3rds vote of LFA members.

    List of changes:
    -Addition of a table of contents.
    -Standing Rules removed from an appendix and placed at the same level and immediately
        after the Bylaws.
    -URLs were added for Bylaws references to UHAP, Faculty Senate, Arizona Revised Statutes,
        the Vice Provost of Faculty Affairs web site and UA Shared Governance documents, and
        for Appendix 1. (ACRL Joint Statement on Faculty Status) references to cited AAUP
        documents.
    -Article III.B.3.a. LFA Secretary's duties relating to the maintenance and publishing of the
        roster of current LFA members to include LFA member status and rank information.
        Wording relating to the updating of "the LFA web site, Box or other archives" changed to
        "relevant LFA web resources."
    -Article III.B.5. Names of the UAL LCAP and SCA governance groups spelled out: Library
        Council of Appointed Professionals and Staff Governance Association.
    -Article VI. and in Standing Rules. Labels relating to the election of committee members
        changed to "selection." Accompanying content clarifies whether a committee's members
        are elected, appointed, or ex-officio.

-Article VI.A.2.b. A cross-reference to Article VIII. pertaining to the Continuing Status and Promotion Committee was added.

-Article VI.A.3.a. The following Elections, Bylaws and Standing Rules Committee duty was removed as it no longer conformed to current practice: Appoints chairs of standing committees except where otherwise specified in the standing rules.

-Article VI.A.4.a. A general statement of the Peer Review Committee's duties was added.

-Article VI.A.5.a. and elsewhere. The grammatical format of statements relating to committees' charges was standardized.

-Article VI.A.5.a. A reference to the Awards Committee's charge clarified that its work is "based on the procedures and criteria that have been developed for those awards." [Although not spelled out in the Bylaws, it was agreed at the 2/8/2018 LFA meeting that the Bylaws Committee will work with the LFA Executive Committee to create an LFA folder for placing current versions of LFA-related policy and procedures documents so that these documents are easier for LFA members to locate.]

-Article VIII. Section 2.A., Article VIII. Section 3.A.3, and Article VIII. Section 4.B.2. "Immediate administrative head" is defined and when an LFA member's immediate supervisor is not his or her immediate administrative head, there is an instruction relating to that LFA member's third year and continuing status and promotion reviews regarding the requirement of consultation between the immediate administrative head and the LFA member's immediate supervisor.

-Article VIII. Section 4.A. The incorrect reference to the "Standing Committee on Continuing Status and Promotion," corrected to "Continuing Status and Promotion Committee."

-Article VIII. Section 4.A.1. Information relating to the composition and selection of the CS&P Committee moved to the Standing Rules (where the same sort of information if found for other LFA committees).

-Standing Rules. The Bylaws has had its Standing Rules Appendix removed and the Standing Rules now stand immediately after and on the same syntactical level as the Bylaws.

-Standing Rules. Section 2. The title of this section was changed from "Elections" to "Elected Positions" to distinguish it from "Section 4. "Elections"

-Standing Rules. Section 3.B.4.a. Composition and selection information for the Peer Review Committee has been added.

-Standing Rules. Section 3.C. "Other Committees (Appointed As Needed)" changed to "Ad hoc Committees"

-Appendix 1. What was formerly Appendix 2 (the ACRL Joint Statement on Faculty Status) became Appendix 1 as a result of the Standing Rules being moved out of Appendix 1.

October 23, 2018

All proposed changes were approved by a greater than 2/3rds vote of voting LFA members in August 2018.

1. Replaced existing CSP scholarship language in bylaws FROM:

The candidate's scholarly record must reflect a focus on theoretical or applied aspects of librarianship or be related to expertise the candidate contributed as a librarian in scholarly endeavors with collaborative partners outside of the field.

TO approved CSP scholarship language:
The candidate's scholarly record must include a focus on the theoretical or applied aspects of librarianship **and/**or scholarship outside of the field of librarianship that reflects the candidate's duties and job description and expertise at UA Libraries.

2. REPLACED existing CSP service language FROM:
This component includes professional and scholarly service to the University of Arizona, and the library profession or the community. It goes beyond activities that are in the domain(s) of Position Effectiveness and Scholarship as described above.

TO approved CSP service language:
There is an expectation that candidates will demonstrate a level of service to the University of Arizona and/or the University of Arizona Libraries, as well as to librarianship **and/**or to service outside the field of librarianship.

February 06, 2020

All proposed changes were approved by greater than 2/3 vote of voting LFA members in December 2019.

1. **Modified language/terminology used for pronouns to make it gender neutral.**
   - If the subject's gender was irrelevant, the pronoun/s were changed to "they", "them", or "their" as a singular pronoun.

2. **Modified language/terminology referencing library faculty to be more inclusive of the diverse library faculty types at UA Libraries. The following are highlights of nature of the changes made:**
   - The definition of library faculty was clarified by adding the following sentence in Article 1C of the Bylaws and Standing Rules:
     "Examples of position titles for library faculty include Librarian, Specialist, and other Academic Professionals as appointed. "

   - Where the term "librarian" was used in a statement, we modified the language/terminology to state "library faculty" as needed to more inclusively reflect all types of "library faculty" OR "library faculty member".

- Where "librarianship" was used to convey a point, additional wording was added to refer to the work that other library faculty, who are not librarians, may do.

- In the CS&P criteria, language/terminology was also changed.   Where the term "librarian" was used the language was changed to "library faculty" OR "library faculty member". When referencing rank, the term "librarian" was removed so that referenced ranks used were: "Assistant", "Associate", and "Full" or "Assistant library faculty member", "Associate library faculty member", and "Full library faculty member".   Where the term "librarianship" was used it was replaced by "library work" or additional language was added to reflect the work of non-librarian library faculty.