University of Washington
Faculty Council on University Libraries
March 14th, 2018
2:30 p.m. – 4:00 p.m.
Suzzallo 5th Floor Conference Room East

Meeting Synopsis:

1) Call to order
2) Review of the minutes from February 14th, 2018
3) Faculty status for librarians (Judith Henchy, ALUW representative, Laura Lillard, Director, Libraries HR)
4) Open Educational Resources grants for faculty (Chelle Batchelor, Director of Access Services)
5) Loan limits (Chelle Batchelor)
6) Good of the order
7) Adjourn

1) Call to order

The meeting was called to order at 2:30 p.m.

2) Review of the minutes from February 14th, 2018

The minutes from February 14th, 2018 were approved as written.

3) Faculty status for librarians (Judith Henchy, ALUW representative, Laura Lillard, Director, Libraries HR)

Judith Henchy (Librarian, University Libraries) and Jessica Albano (Associate Librarian, University Libraries) were present to update the council on the ongoing initiative on behalf of the Association of Librarians of the University of Washington (ALUW) to change the status of librarians from “academic personnel” to “faculty” by way of Class A legislation adding Librarian as a title within the Faculty Code. Henchy and Albano explained they are co-chairs of the ALUW Status Committee. Two exhibits were shown as part of the presentation (Exhibit 1) (Exhibit 2).

Overview

Currently, there are four ranks of librarians defined via the Librarian Personnel Code, some of which include the possibility of tenure. Albano made some comments concerning the value of librarians to the institution, and a list of those consulted on the proposed status change was also shown (Exhibit 1).

Henchy explained a number of provisional documents have been developed as part of the initiative. The ALUW plans to implement the change via Class A legislation sponsored by the Faculty Council on Faculty
Affairs (FCFA). Legislative language has been developed and was formerly submitted to the FCFA for review during spring of 2017. The legislative proposal is now available online for review by ALUW members and other interested parties.

**Complications**

Henchy explained FCFA responded and made note of some complications relating to codifying the changes necessary to include librarians under the Faculty Code. Some of the complications relate to the intersection of the Librarian Personnel Code (which is planned to be utilized to a degree following the change) with the Faculty Code. Another complication stems from the sick leave/vacation model currently in place for librarians under which they accrue leave (unlike UW faculty), and the fact that librarians, under the Faculty Code, would exist under the faculty leave model. This is of concern to a number of librarians, specifically senior members who have accrued leave during their careers. In response to this issue, the ALUW is seeking that librarians be exempted from certain Faculty Code provisions and instead retain applicable terms of employment as defined under the Library Personnel Code. At least one FCFA member did not think this proposal would be easily accepted by the Faculty Senate or full voting faculty.

Another open question relates to a Faculty Code stipulation that faculty must belong to a department or college, raising the question of which academic unit librarians would belong to following the change. It was noted it is assumed that the UW Libraries, following the status change, would become an academic, credit-awarding unit of the university. It was noted some members of the UW Information School expressed disapproval for this idea, given potential overlap in academic offerings between the School and UW Libraries.

Another question relates to the UW rank of Senior Assistant Librarian, which currently has no apparent equivalent within the UW faculty ranks (as defined in the Faculty Code). Henchy explained a recent vote held by the ALUW membership cemented that the rank (Senior Assistant Librarian) would be eliminated following a status change.

Other discrepancies exist between the current faculty and librarian employment structures at the university. Librarian employment contracts are typically for 12 months (year-round), while most faculty appointments are 9 or 11 months in duration, for example. Council members were asked for their feedback on the initiative.

**Council feedback**

A member noted highlighting trends among peer institutions relating to librarians possessing faculty status is a good argument to use during vetting of the proposal. In Washington State, for example, librarians possess faculty status at each of the five public baccalaureates other than the UW.

It was noted all employment processes for librarians are already administered by UW Academic Human Resources (similar to for faculty), as librarians are currently classified as “academic personnel.” It was noted the librarian salary raise system is also similar to the system in place for faculty, as well, which is expected to reduce overhead costs related to administering the change.
It was noted no definitive answer has been given on the question of if librarians must exist under the model for faculty leave as defined within the Faculty Code or if they may retain their current structure for leave. It was noted if it is determined the faculty model must be adopted, several librarians would likely no longer support the status change.

It was noted librarians could be better represented in committees at UW Seattle and on the other campuses by being full participants in the governance of the institution. Another member pointed out that the status change would add considerable membership to the Faculty Senate.

A member recommended the ALUW work with the Faculty Council on Tri-campus Policy (FCTCP) to vet the idea with persons present from all three campuses.

A member asked why opposition is expected for the initiative on the part of faculty. A member noted it is likely faculty will become hung up on the details of implementing the proposal, the nature of making substantive changes to the Faculty Code, the resulting voting bloc added to the Faculty Senate, and the fact that terminal degrees are generally not required for librarian positions.

A member recommended keeping the emphasis (during review of the legislation) on what will be gained by librarians by implementing the status change. Another member agreed and explained the evolving role of the UW Libraries is another selling point for the change, as that role has shifted considerably in recent years, and the new designation is fitting for the changing role.

**Conclusion**

Henchy explained next steps for the initiative include further revising the legislative proposal in consultation with the FCFA and coordinating review of the initiative on behalf of the Senate Executive Committee (SEC) at the earliest opportunity. Hill thanked the guests for presenting, and asked that FCUL continue to be kept informed on the evolving initiative.

**4) Open Educational Resources grants for faculty (Chelle Batchelor, Director of Access Services)**

Chelle Batchelor (Director, Access Services, Research & Learning Services, University Libraries) noted she is the co-chair of a steering committee that considers Open Educational Resources (OER) a component of pedagogy at the UW. She explained a grant was received for funds to conduct a pilot to provide grants to faculty who create OER materials, and more specifically, open textbooks. During that pilot an open textbook was developed, which is now currently being used in several courses at the university.

Batchelor explained another round of grants has been received for faculty to develop OER/new open textbooks. The funds are earmarked for adding either significant amount of content to an existing open educational resource, or for creating wholly new open textbooks for use at the UW. The request for faculty grant applications will be sent out to all UW faculty shortly.

**5) Loan limits (Chelle Batchelor)**
Batchelor explained she is the chair of the UW Libraries Access Services Committee, a body charged with coordinating development of and recommending uniform policies and procedures of Libraries circulation, reserve, access and collection maintenance functions. The Committee is considering recommending new policies relating to loan of UW Library materials for review by FCUL.

Policy changes

Batchelor noted the UW Triennial Survey of 2016 surfaced comments from UW community members that late fees for library materials were too high/costly. After evaluating practices at other institutions, it was found many do not fine for loan materials that include an option for renewal. Batchelor explained due to this as well as comments from the Survey, the policy was changed to make it so many materials will no longer accrue a daily fine resulting from late return.

Batchelor explained another new policy was implemented in the fall of 2017 restricting UW Libraries visitors (non-members of the university) to checking out no more than 30 items at one time. There was no formal limit before this policy was implemented, only a limit inherent to the system used (capped at 999). She explained similarly, the policy in place for UW faculty, staff, and students currently places no restrictions on the number of materials that may be checked out at one time. Library usage data shows the vast majority of patrons typically check out 1-10 items at one time (Exhibit 3). Batchelor explained another proposed policy change includes a new loan limit of 300 items at one time for UW faculty, staff, and students.

After some discussion, FCUL expressed overall approval for adding a 300 item limit. Batchelor was thanked for presenting the policy changes to the council.

6) Good of the order

Nothing was stated.

7) Adjourn

Hill adjourned the meeting at 4:00 p.m.

Minutes by Joey Burgess, jmbg@uw.edu, council support analyst

Present: Faculty: Trent Hill, Michael Kucher, Betty Bekemeier  
Ex-officio reps: Susanne Redalje, Ellen Barker  
Guests: Cynthia Fugate, Judith Henchy, Jessica Albano, Chelle Batchelor  
President’s designee: Betsy Wilson

Absent: Faculty: Richard Furman, Randall Leveque  
Ex-officio reps: Navid Azodi, Alanna McAuley, Kate O’Neill
Exhibits

Exhibit 1 – aluw_facultystatus_1.pdf
Exhibit 2 – aluw_facultystatus_2.pdf
Exhibit 3 – numberofloans_usergroup_libraries.pdf
June 1st 2017

TO: Faculty Council on Faculty Affairs  
FROM: Association of Librarians of the University of Washington (ALUW) Executive Board  
SUBJECT: Proposal to Change Academic Personnel Status of Librarians to Faculty

We are requesting that the Senate consider Class A legislation approving a change in the status of librarians to faculty. This memorandum of request introduces the accompanying revisions to the Faculty Code and includes the following justifications:

a. The contribution of librarians, justification for this change and the institutional benefits that will result from changing the status of librarians to faculty  
b. Current demographics of librarians by rank  
c. Steps taken so far by ALUW  
d. Proposed timeline  
e. Budget  
f. Sick leave and benefits  
g. Faculty Code revisions

The Role of the University Libraries

The mission of the University Libraries is to advance intellectual discovery and enrich the quality of scholarly life by connecting people with knowledge. As the intellectual and physical commons of the University, the Libraries advances discovery and encourages the growth of knowledge, meeting the information needs of its diverse communities. The Libraries prepares students for success in life as information smart global citizens.

As the University's premier information resource, the Libraries enhances and extends students' classroom and laboratory experience; facilitates the research conducted by faculty, staff and students; and enables high quality clinical care. The University Libraries is an integral part of the University's mission to sustain an atmosphere in which information and ideas are readily accessible and freely exchanged.

The Contribution of Librarians

Librarians contribute to the academic and scholarly excellence of the University through developing local library resources and collections, providing access to cutting-edge information resources world-wide, and facilitating use by students, faculty and staff of this
accumulation of the world's knowledge. Librarians serve as the link between the University's instructional, research, and clinical programs and the Libraries' resources by providing reference and information services, offering instruction and information management training, and creating electronic and digital knowledge resources. Librarians present and publish research; teach; do program assessment; serve as editors of scholarly journals; manage grants as principal investigators; create exhibits; and are invited speakers at conferences and community events. Beyond the responsibilities associated with their assigned positions, librarians contribute to the administration of the University and share in the shaping of University Libraries policies. They serve on University, Libraries and departmental committees, councils and task forces. Librarians are full-fledged partners in the academic enterprise and learning community.

The Current Status of Librarians

Librarians hold appointments as academic personnel at the University of Washington; this is the same status afforded teaching, research and clinical faculty. The chief academic officer, the Provost, is responsible for the interpretation and implementation of University policies and procedures for academic personnel and has delegated to the Vice Provost for Digital Initiatives and Dean of University Libraries the responsibility for administering the Librarian Personnel Code which parallels the Faculty Code in personnel administration. For example, librarians make progress toward promotion and permanent appointment (i.e., tenure) using a peer review process which includes rigorous external review. As members of the Associated Librarians of the University of Washington (ALUW) librarians serve on Faculty Councils but do not hold membership in the Faculty Senate.

Institutional Benefits from a Change in Status

Given the role librarians play in advancing the University's mission and to teaching, research, and clinical care, it is appropriate that librarians have faculty status. While the contribution of librarians to teaching, research and clinical care is the essential criterion of faculty status, there are several collateral benefits that would accrue from a change in status:

- Recognition that the extraordinary intellectual, research, educational, and service contributions made by librarians locally, nationally, and internationally are in line with faculty requirements and expectations
- Acknowledgment of the critical contribution librarians make to the knowledge base of library and information science through research, publications, and presentations. UW Librarians ranked first in the number of professional published articles for the 2011-15 period [http://dx.doi.org/10.1080/0194262X.2016.1195784]
- Alignment of the status of UW librarians with faculty librarians at the other five public baccalaureates in the State
- Enhancement of the status of credit courses taught by librarians under the auspices and authority of affiliated academic departments. Illustrative topics include research
methods, information literacy, data management, global librarianship, library assessment, and archival practice

- Greater participation in shared governance and policy development by individuals who have a broad University perspective
- Facilitation of recruitment and retention of qualified foreign nationals with desired language expertise and global experience
- Simplified management of academic personnel processes and policies for the Office of the Provost.

**ALUW Status Study**

ALUW conducted a comprehensive examination of librarian status at peer institutions outside of Washington State, using the peer groups recommended for comparison by the UW’s Office of Planning & Budgeting. Librarians in seven of the Global Challenge State Peers have faculty status with tenure. The seven are University of Colorado at Boulder, University of Colorado at Denver, University of Maryland at College Park, University of Maryland at Baltimore, and Rutgers University at three campuses, New Brunswick, Camden and Newark.

Librarians have faculty status with tenure at nine of the 23 Washington State Higher Education Coordinating Board peer institutions. They include Ohio State University, Texas A&M University, University of Arizona, University of Cincinnati, University of Hawaii, University of Illinois at Chicago, University of Kentucky, University of New Mexico, and University of Utah. Of the seven Washington State Office of Financial Management peer schools, librarians have faculty status at the University of Arizona and University of Illinois Urbana-Champaign. More details are available at [http://academic-librarian-status.wikispaces.com/](http://academic-librarian-status.wikispaces.com/).

ALUW consulted standards and endorsements for faculty status for academic librarians by library and university professional associations. The Association of College and Research Libraries, the Association of American Colleges and Universities, and the American Association of University Professors agree that librarians should have faculty status: “Where the role of college and university ... requires them to function essentially as part of the faculty, this functional identity should be recognized by granting 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 participating in the processes of teaching, research, and service is the essential criterion of faculty status.”

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Current Demographics of UW Librarians by Rank

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<th>Current Status</th>
<th>Status Equivalent</th>
<th>Number</th>
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<td>Non-tenure track</td>
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<td>WOT by reason of funding</td>
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<tr>
<td>Librarian</td>
<td>Permanent</td>
<td>Tenured</td>
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</table>

Steps Taken by ALUW Status Committee

- Faculty status for librarians at the University of Washington has been discussed by librarians, faculty, and the university administration for the past 60 years.
- ALUW has engaged the Faculty Council on University Libraries, the Faculty Council on Faculty Affairs, the Executive Vice President for Academic Affairs, the Secretary of the Faculty, the Vice Provost for Academic Personnel, and the Vice Provost for Digital Initiatives and Dean of University Libraries in discussion.
- The Faculty Councils have indicated their support for librarians holding faculty status.
- ALUW conducted a comprehensive examination of librarian status at peer institutions using the peer groups recommended for comparison by the UW’s Office of Planning & Budgeting.
- ALUW consulted standards and endorsements for faculty status for academic librarians by library and university professional associations.
- UW librarians voted overwhelmingly to pursue faculty status for librarians in 2011 and reaffirmed their commitment to the process in 2015. The most recent vote, in May 2017, received 83.1% approval for moving forward.
- ALUW presented the Proposal to Change Academic Personnel Status of Librarians to Faculty to the Faculty Council on Faculty Affairs (FCFA) in January 2016. FCFA unanimously voted to approve moving forward with the proposal.

Timeline for Change

1. Review by Faculty Council on Faculty Affairs – late Spring 2017
2. Review by Senate – Fall 2018
3. Implementation will take effect beginning Fall 2019, allowing time for any necessary revisions to the existing Librarian Personnel Code to bring it in harmony with the Faculty Code.
   a. Phase-out of Senior Assistant Librarian rank (approved in principle by Dean)
b. Review of Librarian Personnel Code to ensure harmonization of timeline and procedures stipulated by the Faculty Code. For instance:
   i. **Section 24-52** Procedure for New Appointments
   ii. **Section 24-53** Procedure for Renewal of Appointments
   iii. **Section 24-54** Procedure for Promotions

**Budget**

We anticipate that the proposal will be revenue neutral.

**Sick Leave and Annual Leave**

Librarians have sick leave and annual leave policies that differ from Faculty. Those policies will remain in place under this request.

**Faculty Code Revisions**

We are proposing that Librarians be added to the Faculty Membership (Section 21-31) as voting members. The accompanying Faculty Code revisions add Librarian as a faculty title, subject to the same conditions and rights. In cases where code language is not appropriate to the Librarian title, these differences are noted.

The major proposed revision is the inclusion of a Librarian title under Chapter 24-34 Section B for named titles.

A list of sections impacted by these changes is as follows:

- **Section 21-31** Membership of the Faculty
- **Section 21-32** Voting Membership in the Faculty
- **Section 23-43** Campus, College, and School Faculties other than the Graduate Faculty: Powers and Duties
- **Section 23-45** Campus, College, and School Faculties: authority to determine organization and procedure
- **Section 24-34** Qualifications for Appointment at Specific Ranks and Titles
- **Section 24-40** Faculty Without Tenure By Reason of Funding (WOT)
- **Section 24-45** Appointment of Part-Time Professors and Librarians

See accompanying document for proposed Faculty Code revision.
Standards for Faculty Status for Academic Librarians


In order to recognize formally the importance of faculty status for academic librarians, ACRL endorses these standards. Institutions of higher education and their governing bodies are urged to adopt these standards.

To implement these standards, ACRL shall:

- publicize these standards to college and university administrators and governing bodies, academic libraries, library education programs, library organizations, and agencies that accredit institutions, and
- seek to have these standards formally adopted or endorsed by the appropriate groups listed above.

The academic librarian makes unique contributions to the academic community and to higher education itself. These contributions include developing collections, providing bibliographic access to all library materials, and interpreting these materials to members of the college and university community.

Specific services include instruction in the use of print and online library resources and the creation of new tools to enhance access to information available locally, regionally, nationally, or internationally.

Librarians contribute to the sum of knowledge through their research into the information process and other areas of study. Service improvements and other advances in the field result from their participation in library and other scholarly organizations.

1. Professional responsibilities
Librarians must be able to exercise independent judgment in the performance of professional duties. There must be a regular and rigorous review of their performance based on a stated set of institutional criteria. A necessary element of this review is appraisal by a committee of peers who have evidence pertaining to the performance, service, and scholarship of those being evaluated, subject to appropriate institutional policy.

2. Library governance
College and university librarians should adopt an academic form of governance similar in manner and structure to other faculties on the campus.
3. College and university governance
Librarians should be eligible for membership in the faculty senate or equivalent governing body. They should have the same degree of representation as other academic units on all college or university governing bodies.

4. Compensation
Salaries and fringe benefits should be comparable to and within the range of those paid to faculty of equivalent rank. Salary scales should be adjusted in an equitable manner to contract period. All librarians should have written contracts or agreements consistent with institutional policy.

5. Tenure
Librarians should be covered by a stated tenure policy.

6. Promotion
Librarians should be promoted in rank based on their professional proficiency and effectiveness (performance, service, and scholarship) consistent with stated campus standards. The peer review system should be an integral part of procedures for promotion.

7. Leaves and research funds
Sabbatical and other research leaves should be available to librarians consistent with campus standards. Librarians should have access to funding for research projects and professional development consistent with campus standards.

8. Academic freedom
Librarians must have the same protection of academic freedom as all other faculty. Censorship of any type is unacceptable whether individual or organizational. All librarians must be free to provide access to information regardless of content.

9. Grievance
Librarians should have access to the same grievance process as other faculty which include a list of grievable issues, procedures to be completed within specified timeframes, safeguards against repercussions by the institution, and abuse of the policy by the grievant. The process must be consistent with institutional regulations and contracts.

10. Dismissal
Termination of an appointment may be made for adequate cause and through academic due process. The process for the dismissal of librarians should be consistent with university policy for other faculty dismissals.
## Number of Loans by User Group

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