

# COUNCIL OF LIBRARIANS BY-LAWS/RULES OF PROCEDURES

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# I. NAME OF ORGANIZATION

Council of Librarians of the GW Libraries<sup>1</sup>

# II. OBJECT/POWERS/AUTHORITY

The purpose of the Council of Librarians is to:

**RULE 1:** Provide a venue for librarians and Library administration to interact and to discuss issues of substance that affect the services we provide to the public, the collections we build, and the liaisons we build with the University academic departments.

**RULE 2:** Provide a formal structure for the librarians as a whole to participate proactively in the Strategic Planning process.

**RULE 3:** Provide a forum supporting professional development and the exchange of ideas on matters that impact us as professional librarians within the GW Libraries, as well as within the wider profession.

**RULE 4:** Define the requirements and procedures for personnel actions affecting librarians in the GW Libraries. These include appointment, reappointment, promotion, performance review, grievance, and termination. The Council of Librarians also defines the professional responsibilities and general conditions of work for librarians in the GW Libraries.

Where the Dean of Libraries and Academic Innovation (herein referred to as the Dean) and a committee of the Council cannot reach agreement, the Council of Librarians serves as an advisory body to the Dean concerning the disputed issue(s).

The Council is authorized to establish rules of procedure and organization for carrying out its purposes. In all its deliberations and actions, the Council is governed by the provisions of this Code, and by current University regulations and policies regarding equal opportunity and affirmative action. The results of Council actions are also subject to grievance procedures as established by these By-Laws.

# III. MEMBERSHIP

The Council of Librarians is composed of all regular librarians on the staff of the GW Libraries. The Dean is a regular member ex officio, although they are exempt from the jurisdiction of the Council. Others holding the title of librarian but exempt from the jurisdiction of the Council and retired librarians may participate in Council meetings without voting rights and may not serve on

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<sup>1</sup> All libraries reporting to the Dean.

Council committees (e.g. Grievance, LRDC, and Code & By-Laws) nor on search committees (revised June 2013).

**RULE 1:** Librarians on the Dean's Staff are regular members of the Council.

## IV. OFFICERS

The officers of the Council of Librarians are the Chair, Vice-Chair/Chair-Elect, Secretary and Parliamentarian.

**RULE 1:** Offices are held for a period of one year. (Vice-Chair/Chair-Elect becomes Chair the following year.) Election results are announced at the May meeting. Each takes office following the July meeting.

**RULE 2:** The Dean and Librarians I are not eligible to serve as Chair or Vice-Chair/Chair-Elect of the Council of Librarians.

The Vice-Chair/Chair-Elect serves as Chair in the absence of the current Chair. In the absence of both Chair and Vice-Chair/Chair-Elect, the order for serving as Chair is Chair of Code and By-Laws Review Committee, followed by Chair of Librarian Review and Development Committee, and Chair of Grievance Committee. The Chair notifies members of meetings and conducts meetings.

**RULE 3:** The Vice-Chair/Chair-Elect shall be elected by a majority vote of the Council from nominations by the Nominating Committee.

**RULE 4:** The term of office for Vice-Chair/Chair-Elect is one year followed by one year as Chair.

The Secretary shall prepare and distribute to the membership minutes of proceedings and record votes cast at Council meetings.

**RULE 5:** The Secretary shall be elected by a majority vote of the Council from nominations by the Nominating Committee. There is no limit on number of one (1) year terms in office.

**RULE 6:** Minutes of meetings are filed in the Office of the Dean, and distributed to members of the Council.

The Parliamentarian advises the Chair, Vice-Chair/Chair Elect, Secretary, committees, and members on matters of parliamentary procedure. They also call to the attention of the Chair any error in the proceedings that may affect the substantive rights of any member or may otherwise do harm. In making the final ruling, the Chair may follow or disregard the advice of the Parliamentarian.

**RULE 7:** The Parliamentarian shall be elected by a majority vote of the Council from nominations by the Nominating Committee. There is no limit on number of one (1) year terms in office they may serve.

## V. COUNCIL EXECUTIVE COMMITTEE

The Council Executive Committee shall consist of the Chair, Vice-Chair/Chair-Elect, Secretary, Parliamentarian, and Chairs of standing committees.

The Council Executive Committee is responsible for establishing the agenda for the Council of Librarians.

## VI. MEETINGS

Regular meetings of the Council shall normally be held bi-monthly, beginning in September.

**RULE 1:** It is the responsibility of the Chair to send written notification of regular meetings to each member at least two (2) weeks in advance, and to send written notification of special meetings as they are scheduled.

**RULE 2:** It is the responsibility of the Council Executive Committee to establish the agenda for each meeting and to send written notification of the agenda no less than one (1) week in advance.

**RULE 3:** Special meetings may be called by the Chair for the purpose of electing Search and Screening Committees and for contingency or emergency purposes.

A quorum requires the presence of fifty-five (55) percent of the membership of the Council.

**RULE 4:** Absentia voting is allowed: in case of an emergency absence a Council member may designate a proxy to vote by their instructions, to be confirmed later in writing; in all other cases of absence a sealed written ballot on questions previously announced must be submitted to the Secretary not later than one (1) hour before the meeting, and will be opened and counted at the time of counting the vote. A separate sealed ballot must be submitted for each vote. If received by mail, there should be a covering written note bearing the member's signature.

This note and the mailing envelope should be destroyed before the meeting, and after verification that the person submitting it is a member of the Council eligible to vote.

Each member, including the chair, exercises one (1) vote. The appropriate method of balloting will be determined in each case by the Council.

## VII. COMMITTEES (GENERAL STATEMENT)

The Council may establish either standing or ad hoc committees as needed to accomplish its purposes. All members of Council committees must be regular active status librarians (Code, I. B. 1.). Council committees will establish rules of procedures where they are not specified in these By-Laws/Rules. Such rules will be approved by the Council of Librarians prior to their application and become addenda to these By-Laws/Rules.

## VIII. SPECIFIC COMMITTEES

### **Search and Screening Committees**

Search and Screening Committees operate under the general guidance of the Council of Librarians, and the Council may offer specific suggestions on a position at the time of choosing a committee.

A special Search and Screening Committee is formed for each non-administrative librarian vacancy as it occurs.

**RULE 1:** The Council of Librarians shall elect the Council members and the Chair of each Search and Screening Committee may appoint additional members in consultation with the Council, as follows:

1. Each Search and Screening Committee shall consist of:
    - a. The Chair, as appointed by the appropriate Associate Dean(s).
    - b. Two (2) Council of Librarians members.
  2. In addition, the committee may include:
    - a. The Dean, ex officio, at the Dean's discretion.
    - b. No more than one (1) other Council librarian.
    - c. No more than one (1) additional non-council member.
    - d. Non-voting Human Resources representative, ex-officio.
- No more than one (1) additional non-voting committee member.

The Committee Chair, with the assistance of Library Human Resources, shall determine which candidates meet the minimum requirements for the position, and shall delegate responsibility for initial telephone screening as appropriate. Library Human Resources shall assist the Committee Chair in the preparation of position descriptions, shall advertise through appropriate recruitment channels, shall be responsible for Equal Opportunity and Affirmative Action initiative and compliance, writing for references, contact with candidates, travel arrangements, and related matters; and, in so doing, shall clear all advertising and letter copy with the Committee Chair in advance of sending; shall report regularly all actions; and shall stay in close consultation with the Committee Chair throughout the selection process.

**RULE 2:** The Dean and Associate Dean(s) are ineligible for election or appointment to Search and Screening Committees for non-administrative positions.

**RULE 3:** Candidates to be interviewed, scheduling of interviews, number of candidates to be interviewed, and related matters shall be determined, in consultation with the Dean, by the entire Search and Screening Committee.

**RULE 4:** The Committee shall recommend no more than five (5) candidates for appointment to the Dean. The recommendations should include initial rank and FTE months of equivalent service at rank of each candidate. Should the Dean not accept the recommendation, they must so inform the Committee and indicate the reasons therefor. (See By-Laws, Article II if further action is required).

The Search and Screening Committee is responsible for choosing and recommending candidates for the position and shall stay constituted until the position is filled. The final act of this committee shall be to send to the Code & Bylaws Committee any recommendations for changes to the Code / Bylaws identified during the search, after which it shall disband.

### **Code and By-Laws Review Committee**

The Code and By-Laws Review Committee is a standing committee. It shall consist of four (4) Council of Librarians members.

**RULE 5:** The election of two (2) members of the Committee shall be announced to the Council at the May meeting in even numbered years, and they shall take office immediately following the July meeting. The election of two (2) members of the Committee shall be announced to the Council at the May meeting in odd numbered years, and they shall take office immediately following the July meeting. Term of office is two (2) years. In the event that a member resigns from the committee before their term expires, the Council will elect a new member at a special meeting called for that purpose. The new member will serve for the remainder of the Committee year. Annually, the Committee will elect a Chair from among its members.

**RULE 6:** The Dean is not eligible to serve on the Code and By-Laws Review Committee.

The responsibilities of the Committee are:

1. To give serious consideration during the year to matters governed by the Code, including responsibilities and general conditions of work.
2. To initiate, and/or receive and review, written suggestions for amendments to the Code and to the By-Laws. The Committee presents recommendations, if any, to the Council Executive Committee for placement on the January meeting agenda. Within two (2)

weeks after the January meeting, a ballot with the proposed amendments is distributed to the members of Council. The balloting period is fourteen (14) calendar days. Ballot results are announced as soon as the ballots are tallied. A formal announcement is also made at the March meeting of the Council of Librarians. Following the vote, amended versions of the Code and By-Laws are forwarded for review and approval by the Dean and the Provost.

3. Function as a Nominating Committee (See By-Laws, VIII. Nominating Committee).

### **Librarian Review and Development Committee**

The Librarian Review and Development Committee is a standing committee. It shall consist of:

1. Five (5) Council of Librarians members who serve as regular members.
2. One (1) other member of the Council of Librarians who serves as an alternate.

**RULE 7:** The election of three (3) regular members and the alternate shall be announced to the Council at the May meeting in even numbered years, and they shall take office immediately following the July meeting. The election of two (2) regular members and the alternate shall be announced to the Council at the May meeting in odd-numbered years and they shall take office immediately following the July meeting. Term of office is two (2) years for regular members and one (1) year for the alternate. Annually, the Committee will elect a Chair from among its regular members.

In the event that a member resigns from the Committee before their term expires, the alternate will fill the remainder of the Committee year and the Council will elect a new alternate. The new alternate will serve for the remainder of the Committee year. At the next regular election of Committee members, if necessary, a new member will be elected to serve out the rest of the vacated term. A minimum of four (4) members of the Committee must be present to conduct business. The alternate will participate in all deliberations but will vote only as a substitute for a regular member who disqualifies himself/herself from participation in a particular review.

**RULE 8:** The Dean, Librarians I, and librarians who are members of the Dean's staff are not eligible to serve on this Committee.

Regular members may not serve successive terms. The alternate may be elected as a regular member and may serve successive terms as alternate.

The Committee recommends reappointment, promotion, and termination of librarians and reviews their performance in professional rank and their requests for research or professional development leave. In rendering its recommendations, the Committee will consider only the time period for which the applicant has been requested to submit materials. Should the Dean not accept the recommendations, they must so inform the Committee and indicate the reasons therefor. The Dean will then consult with the

Committee until a decision acceptable to both is reached. If an acceptable decision cannot be reached, the Dean will consult with the Council of Librarians.

A librarian serving on the Committee whose reappointment, promotion or termination is being considered by the Committee is excluded from the vote on their own case, although the Committee may invite the librarian to be interviewed.

In cases of termination for cause (See Code, Articles V and XI) the supervisor may, at their discretion, call upon the Librarian Review and Development Committee to act as a consulting body.

**RULE 9: Timetable for Reappointment and Promotion**

- a. **Human Resources documents and tracks information reflecting the status of each librarian, including the most recent contract start and end dates, time in rank, and other data specific to each librarian's appointment status. LRDC uses this information to determine eligibility for reappointment, promotion, and research and professional development leave.**

Annually, between August 1 and September 15, Human Resources shares the updated librarian status information with the Chair of LRDC. LRDC reviews the information for accuracy and then shares it with Council librarians to ensure all information is correct. LRDC will send follow up communication to librarians up for reappointment at the appropriate time notifying them of the timetable, and solicit required submission documentation. Regarding promotion, in September after eligibility for promotion is determined, the Committee Chair shall send out a form inquiring as to whether those librarians want to be considered for promotion. Based on a positive response, the Dean, in consultation with the Committee, shall send a letter to these librarians requesting an updated resume, job description, and any other documents or information the librarian may wish to submit for the consideration by the Committee.

The Librarian Review and Development Committee shall also send a letter to the appropriate supervisor(s) in each instance, asking for their written recommendation.

- b. The supervisor(s) (or recommending senior librarian) may be invited to the Committee meeting for the purpose of presenting their recommendation(s).

The Committee may invite the librarian being evaluated to be interviewed. Any librarian whose reappointment, promotion, or termination is under consideration may request in writing, to the Chair, an interview with the Committee before the



discussion and vote on their case. Other supporting material may be solicited by the Committee for the purpose of making its final determinations.

- c. The final written recommendation or evaluation for each librarian considered shall be submitted to the Dean along with any documentation approved for transmission by vote of the Committee. Anything not officially transmitted by the Committee in support of the written recommendation or evaluation shall be returned to the originator, informing the originator that it was considered and that it was not included as part of the Committee's recommendation.

This disposition shall become a matter of record.

All documentation submitted by the Committee to the Dean shall be entered in the file record of the librarian concerned, and may upon request be examined by that librarian. A photocopy of any documentation in their file will also be provided upon request to a librarian in accordance with procedures established by the Dean's office.

- d. In all cases, the results of the evaluation are confirmed and made known to the librarian reviewed by written communication from the Dean.
- e. In accordance with the Code (Articles IV and V), librarians are evaluated by the Librarian Review and Development Committee for purposes of reappointment or promotion according to the following schedule:

Librarian I is evaluated for reappointment. Initial appointments made in mid-fiscal year for Librarian I will be normalized to run for a calendar year, plus the number of additional months necessary to coincide with the fiscal year. Librarian I has the option to be reviewed for promotion in the first reappointment period.

Librarian I must be reviewed for promotion in the second reappointment period. If not recommending promotion in the first reappointment period, the Committee will advise the librarian concerning their progress towards promotion. If in the second reappointment period, the Committee recommends and the Dean concurs that the librarian not be promoted, the Dean will issue a one (1) year terminal contract for the next fiscal year. (revised June 2013)

At the time of appointment, a review for reappointment and promotion schedule will be established in consultation with the candidate, the Librarian Review and Development Committee, and the Dean.

Librarian II or III is reviewed for the initial reappointment during the second year of a three (3) year appointment. Subsequent reviews take place during the

penultimate year of each appointment. Librarian IV is reviewed for reappointment during the penultimate year of each appointment.

Initial appointments made in mid-fiscal year for Librarians II, III, and IV will coincide with the fiscal year.

Librarian II may, at their request, be reviewed for promotion in the spring of their sixth year of professional library experience. Librarian III may, at their request, be reviewed for promotion in the spring of the eleventh year of their professional library experience.

- f. Promotions take effect at the beginning of the fiscal year following review. Promotions may take effect within an appointment period and reappointment to the full term of the new rank is automatic, regardless of the number of years completed in the librarian's current appointment period, unless otherwise recommended by the Librarian Review and Development Committee and the University. (See Code IV. A.1f).
- g. A one-year extension of a reappointment period shall be granted to requesting librarians who become new parents and apply within one year of becoming new parents by submitting a request to the relevant academic officers setting forth their reason for requesting the extension. "New parents" for purposes of this provision are Council members who become parents of a newborn or adopted child. The reappointment extension may be elected regardless of whether the librarian takes a full or partial parental leave in connection with becoming a new parent. However, no such request shall be granted if made after September 30 of the fiscal year in which the reappointment decision would have been made by the Librarian Review and Development Committee absent the extension requested. If a librarian becomes a new parent a second time, a second reappointment extension may be granted at the discretion of the Vice Provost for Academic Affairs, after consultation with the relevant Associate Dean(s) and Dean of Libraries and Academic Innovation. Other requests for reappointment extensions for family related purposes may be granted at the discretion of the Vice Provost for Academic Affairs, after consultation with the relevant Associate Dean(s) and Dean of Libraries and Academic Innovation.

Leaves for study toward a degree, leaves for military or for personal reasons, and defense leave shall not be included in this period. A partial leave for family or medically related purposes of sufficient duration may justify an appropriate partial extension of the reappointment period, granted at the discretion of the Vice Provost for Academic Affairs, after consultation with the relevant Associate Dean and Dean.

#### **RULE 10: Dean's Role**

- a. In no case shall the Dean submit a supervisor's recommendation, either as an Associate Dean's supervisor or in instances where a supervisor's position is vacant.
- b. Should a supervisor's position be vacant, the Librarian Review and Development Committee, and the candidate shall negotiate one of two alternative procedures: (1) where feasible a letter of recommendation may be solicited from the former supervisor; or (2) a librarian, either a member of the Librarian Review and Development Committee or not, to be selected by the Librarian Review and Development Committee from a list of names submitted by the candidate, will read the candidate's performance appraisals for the relevant period and write a summary of them for the Committee. The appropriate Associate Dean(s), or the Dean, will append a statement to the summary attesting whether or not the summary is an accurate one. This summary will not contain a recommendation.
- c. When the candidate for reappointment or promotion is an Associate Dean, a librarian, either a member of the Librarian Review and Development Committee or not, to be selected by the Librarian Review and Development Committee from a list of names submitted by the candidate, will be charged with reading the candidate's performance appraisals for the relevant period and writing a summary of them for the Committee. The Dean will append a statement to the summary attesting whether or not the summary is an accurate one. The summary will not contain a recommendation.

**RULE 11: Consideration of Requests for Research and Professional Development Leave**

- a. Librarians are eligible for Research Leave as defined by the Code (section VI. D). The Dean shall notify librarians of eligibility and set forth the procedures for application, as defined by the committee, in writing six months in advance of eligibility. After the initial notification, the Dean shall send annual notification to all librarians who continue to be eligible. (revised April 2014)
- b. The maximum time period provided for by this section is six months of full time leave or prorated equivalent at less than full time. Should the proposed leave require less than the maximum period, the balance will remain available for use in future proposed leave(s) during the same five and one-half year period and subject to the same guidelines and provisions as those governing the initial leave. In no case will the leave be cumulative; any remaining leave balance within the defined maximum not used during a period of five and one-half years from the time the initial leave begins is forfeit. Normally, a librarian will apply for leave at least three (3) months prior to the beginning of the semester when the

anticipated leave would begin. The leave ordinarily will not exceed six (6) months.

- c. The Committee will review all applications and may solicit other supporting material for purposes of making its final recommendation. For guidance, consult the Research and Professional Development Leave Implementation Procedures.
- d. The final written recommendation for each librarian considered shall be submitted within twenty-five (25) calendar days to the Dean along with any documentation approved for transmission by vote of the Committee.

The recommendation shall include:

- 1) the Committee's assessment of the benefit to be obtained by the librarian and by the Library should the leave be granted;
- 2) the number of months of leave and percentage of salary to be paid during leave, recognizing that full salary will not be paid for leave extending beyond six (6) months; and
- 3) any additional conditions that seem warranted.

Anything not officially transmitted by the Committee in support of the written recommendation shall be returned to the originator, informing the originator that it was considered and that it was not included as part of the Committee's recommendation. This disposition shall become a matter of record.

All documentation submitted by the Committee to the Dean shall be entered in the personnel file record of the librarian concerned, and may upon request be examined by that librarian. A photocopy of any documentation in their file will also be provided upon request to a librarian according to procedures established by the Dean's office.

- e. In all cases, the Dean, with the approval of the Provost will confirm and make known to the librarian by written communication the decision on the application including reasons for denial or any conditions associated with the granting of leave. A librarian who has been granted leave must accept or reject the offer in writing within fifteen (15) days.

### **Grievance Committee**

The Grievance Committee is a standing committee. It shall consist of:

- 1. Three (3) Council of Librarians members who serve as regular members.
- 2. One (1) Council of Librarians member who serves as an alternate.

**RULE 12:** The election of two (2) regular members and the alternate shall be announced to the Council at the May meeting in even-numbered years, and they shall take office immediately following the July meeting. The election of one (1) regular member and the alternate shall be announced to the Council at the May meeting in odd-numbered years and they shall take office immediately following the July meeting. Term of office is two (2) years for regular members and one (1) year for the alternate. Neither the Committee members nor the alternate shall at the same time serve as members of the Librarian Review and Development Committee. Annually the Committee will elect a Chairperson from among its members.

In the event that a member resigns from the Committee before their term expires, the alternate will fill the remainder of the Committee year and the Council will elect a new alternate. The new alternate will serve for the remainder of the Committee year. At the next regular election of Committee members, if necessary, a new member will be elected to serve out the rest of the vacated term.

A minimum of three (3) members of the Committee must be present to conduct business. The alternate will participate in all deliberations but will vote only as a substitute for a regular member who disqualifies himself/herself from participation in a particular review.

If the Committee has time-sensitive business that must be conducted before a replacement can be elected, the chair of the Nominating Committee will notify the chair of the Council of Librarians, who will then make a special appointment from eligible Council members. This appointment would be for the purpose of allowing the current time sensitive business to be conducted expeditiously, and would not supersede the election of a replacement Committee member.

A Council member so appointed will be considered a temporary member of the Committee for the duration for the specified grievance. Once that grievance has been adjudicated, the specially-appointed member will stand down and the newly-elected member will join the Committee.

**RULE 13:** The Dean, Associate Dean(s), Librarians I and librarians who are members of the Dean's staff are not eligible to serve on this Committee. Regular members may not serve successive terms. The alternate may be elected as a regular member and may serve successive terms as an alternate.

To maintain a grievance, the complaining party must allege a violation of professional rights or privileges concerning academic freedom, promotion, reappointment, dismissal, conflict of interest or professional leave, arising from:

- 1) acts of discrimination prohibited by Federal or local law;
- 2) failure to follow the Code, By-Laws and other rules, regulations and procedures established by the University;

- 3) arbitrary and capricious University actions; or arbitrary and capricious applications of Federal or local statutes and regulations; or
- 4) University action motivated by prejudicial malice or retaliation for exercise of Code-protected rights.

**RULE 14: Proceedings:**

- a. Before instituting any grievance proceeding, the aggrieved librarian should discuss the grievance with their supervisor and/or department head and, if the grievance involves the GW Office of Equal Employment Opportunity & Access (EEOA), with that office, and should exhaust all reasonable efforts to achieve a resolution of the situation.
- b. If informal consultation fails to resolve the matter (as specified in By-Laws VIII. Rule 14. a.), the aggrieved party shall refer the dispute to the Grievance Committee within thirty days of the informal consultation by means of a letter addressed to the Chair, or designate, of the Committee. The complaint shall set forth with particularity the nature of the dispute, the remedy sought, and the reasons alleged to justify the remedy. (revised June 2013)
- c. Within ten (10) business days of receipt of such a letter, the Chair, or designate, of the Committee shall set up a meeting or meetings of the Committee to:
  - 1) Determine if any Committee member is disqualified;
  - 2) Meet with the grievant to determine if all reasonable avenues to achieve a resolution have been exhausted; and
  - 3) Determine whether there is a possibility for a formal grievance proceeding. (revised June 2013)
- d. If it is determined that there are grounds for a formal grievance proceeding, the chair shall:
  - 1) Notify the Dean in writing of the matter;
  - 2) Notify the other party or parties in the dispute in writing;
  - 3) Arrange for a formal hearing within twenty (20) calendar days after notifying the Dean and all parties involved;
  - 4) Proceed in the manner specified in By-Laws VIII. Rule 14. e. - Rule 14. k. (revised June 2013)
- e. If it is determined that there are not sufficient grounds for a formal grievance proceeding, the chair shall so notify the grievant within ten (10) business days after the Committee's decision. (revised June 2013)

- f. If the vote of the Committee is not unanimous, the written report submitted in accordance with By-Laws VIII. Rule 14. I. shall include a description of any minority opinions. (revised June 2013)
- g. Throughout the proceedings, confidentiality is of great importance. Committee members will not discuss matters pertaining to the case outside the Committee. Papers pertaining to the case will be kept in a locked file. (revised June 2013)
- h. A member shall be disqualified and replaced for the duration of the proceedings whenever conditions exist which affect, or would reasonably appear to an independent observer to affect, the member's objectivity in rendering an impartial judgment. (revised June 2013)
- i. The aggrieved librarian may select one (1) person to assist or advise them and to observe the hearings. This person may, but need not be, an employee of the University. If the advisor is not an employee of the University, the grievant at least one business day in advance of the grievance hearing shall submit to the Chair of the Grievance Committee the name and relationship of the advisor to the grievant. The adviser may not speak on behalf of the grievant or otherwise participate directly in the grievance hearing. (revised June 2013)
- j. The Grievance Committee shall listen to statements and have the opportunity to question all parties to the grievance. The proceedings shall be in all respects under control of the Chair and shall not be subject to legal rules of evidence or procedure.
- k. The Committee shall then deliberate and reach its decision in closed session within one (1) week. The vote of a majority shall be determinative.
- l. The Committee shall present its findings and recommendations in a written report to the Dean, except when the Dean is party to the grievance (See o.)
- m. The Dean shall act on the recommendation of the Committee within one (1) week and shall communicate in writing their decision with reasons to the grievant.
- n. If the grievance has not been resolved, the aggrieved librarian may, within five (5) working days of the receipt of the decision, submit an appeal in writing to the Provost. The Provost will consider the appeal and respond within ten (10) working days or as soon thereafter as possible. The decision of the Provost shall be final. This is the final step in the Termination for Adequate Cause proceedings. (revised June 2013)
- o. If the Dean is party to the grievance, the committee shall present its findings and recommendations to the Provost within ten (10) days.

- p. After the case has been decided and the time to submit an appeal, as specified in By-Laws VIII. Rule 14. n., has expired, the records of the case shall be given to Human Resources for filing and maintenance in a separate grievance file.  
(revised June 2013)

**RULE 15:** Procedures for Termination of a Librarian for Adequate Cause (revised June 2013)

Decisions to terminate a librarian for adequate cause under Article V.C. of the Librarian's Code shall be made by the Dean, in consultation with the Provost's designee and the Vice President for Human Resources' designee. A librarian dismissed for adequate cause may thereafter grieve the dismissal in accordance with Rules 13 and 14, except that the Committee's findings and recommendations will be submitted to the Provost, and any appeal will be submitted to the Vice President for Human Resources.

### **Nominating Committee**

In February of each year the members of the Code and By-Laws Review Committee will function as a Nominating Committee to solicit nominations and prepare a slate listing at least one (1) candidate for each of the following positions: Vice-Chair/Chair-Elect, Secretary, Parliamentarian, members of the standing committees.

**RULE 16:** The Nominating Committee should strive for a diversity of backgrounds and experience in developing the slate.

**RULE 17:** The slate will be distributed to all voting members of the Council of Librarians at least two (2) weeks prior to its March meeting. At the meeting nominations will be taken from the floor and two (2) persons whose names are not on the ballot will be appointed as tellers.

Ballots are distributed to all voting members of the Council no later than March 25. Results of the election are announced in writing as soon as the ballots are tallied. A formal announcement is also made at the May meeting of the Council of Librarians. The balloting period is fourteen (14) calendar days. In the case of tied elections, the committee prepares another ballot and allows another balloting period of fourteen (14) calendar days.

## **IX. ADMINISTRATIVE APPOINTMENTS**

The Dean may, at their discretion, appoint a Search Committee for the recruitment and selection of librarians to hold administrative appointments, and will present appointees for department heads for Librarian Review and Development Committee determination of professional rank beyond the rank of Librarian I (Code, IV. D).



In cases where a department head relinquishes administrative duties, the Librarian Review and Development Committee becomes responsible for the librarian's reappointment, etc.

## X. PERSONNEL RECORDS (revised Jan 2023)

The files of unsuccessful librarian applicants submitted in response to advertised vacancies shall, in accordance with University policy, be retained for a period of at least two (2) years from the date of application (See the After Recruitment section of the Manager's Toolkit and both the Wrap-Up: Closing a Search section and the Screening Interview and Selecting Finalists>Documentation section of the Search Committee Procedures for Librarian Searches)

Supervisors are encouraged to retain files relevant to librarians they supervise for a period of seven (7) years in a GW-managed secure storage environment.

For matters not covered in this section regarding the management of personnel records for librarians, procedures will be as described in the Manager's Toolkit or will follow the University Records Management Policy and University Records Schedule.

## XI. AMENDMENTS

Any librarian governed by the Code may submit recommended amendments in writing to any member of the Code and By-Laws Review Committee at any time.

Amendments will be considered according to the following schedule: Anything submitted to the Code and By-Laws Review Committee by December 1 will be presented with recommendations by the Code and By-Laws Review Committee to the next year's January meeting of the Council of Librarians.

Recommendations for amendments to the Code or amendments to the By-Laws require, for approval, a two-thirds majority of the total membership of the Council eligible to vote (two-thirds of the membership as defined in these By-Laws, Article III.).

Recommendations for amendments to committee Rules of Procedure require a simple majority of the total membership of the Council eligible to vote for approval.

## XII. PARLIAMENTARY AUTHORITY

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Council in all cases to which they are applicable and in which they are not inconsistent with the Code, these By-Laws, and any special rules of order the Council may adopt.

## ADDENDUM I. EXPLICATION OF THE MINIMAL CRITERIA FOR LIBRARIAN RANK

### 1. Librarian effectiveness:

Librarian effectiveness is the primary consideration in evaluating rank and reappointment.

- a. Effective performance in position's functional responsibilities:
  - Contributes to the organization's mission through day-to-day responsibilities;
  - Demonstrates increasing development of one's own expertise and knowledge;
  - Demonstrates work that positively impacts the success of those the organization serves including, but not limited to, faculty, students, staff, and institutional partners;
  - Demonstrates initiative in moving the organization forward by improving ways of working and achieving strategic goals.
- b. Effective engagement with others toward fulfilling the organization's mission:
  - Contributes to the achievement of organizational, team, and individual goals through teamwork, sharing knowledge, and cooperation with others;
  - Leads and participates on projects and teams; demonstrates ability to shift roles within and across projects and teams;
  - Helps cultivate leadership at all levels of the organization through teamwork, collaboration, and mutual support;
  - Elevates and amplifies the work of others and contributes to a work culture that fosters creativity, inclusion, and innovation;
  - Effectively manages the work of direct reports and develops direct reports' potential, facilitating their success.
- c. Continual learning and development:
  - Demonstrates efforts to learn and develop skills through formal opportunities such as conferences, workshops, tutorials, or coursework;
  - Learns through application of new skills and techniques via experimentation, prototyping, testing, or pilots;
  - Participates in the profession through involvement in conferences, professional organizations, and other opportunities to engage with others in learning;
  - Shares highlights and outcomes from professional development activities with others.

### 2. Scholarly or creative productivity may be demonstrated by:

- a. Outstanding creative or innovative professional performance in the area of primary responsibility. The work may grow out of the primary area of responsibility, but must go beyond that by relating the activity to research and/or practice in the broader professional community.
- b. Substantive published works, including books, articles, chapters in books, major contributions to exhibit catalogs, etc.
- c. Presentations, including presenting papers and posters, serving as a panelist, and delivering webinars. Presentations may be in the field of librarianship or in other subjects related to the academic mission of the University.
- d. Developing and delivering curriculum (beyond one's functional responsibilities) to GW, academic, and professional audiences, either in-person or online.
  - Instructorships which involve teaching/co-teaching courses or workshops at GW or other universities, especially as related to the profession.
  - Developing teaching materials and delivering workshops and curriculum for the professional community.
  - Publishing tutorials and other instructional content for the professional community.
- e. Ongoing or occasional scholarly contributions:
  - Contributing to scholarly publications as an editor, columnist, consultant, or compiler;
  - Peer-reviewing for academic publications;
  - Book or product reviews designed to advise researchers;
  - Blog posts on topics of professional interest.
- f. Contributions of software and code to the broader professional community:
  - Contributing code or documentation to open source software projects;
  - Publishing code notebooks of use to those beyond the library;
  - Publishing technical tutorials.

Additional examples of scholarly or creative productivity:

- Creating documentation for a novel approach, such as innovative teaching practices, shared for effective use beyond the organization.
- Creating and sharing a methodology for evaluating an existing activity.
- Authoring documentation for open source software and/or community-wide cultural heritage resources.
- Developing and sharing a methodology useful to others beyond the organization to achieve an aspect of library work, such as monitoring the accuracy of serials records as they are migrated from one system to another.
- Contributing to professional scholarship on practical, theoretical, and ethical issues critical to the profession.
- Writing substantive grant proposals, preferably successfully awarded.

**3. Service to The George Washington University, librarianship, academia, and society may include:**

- a. Participation on committees, councils, task forces, etc., involved in the administration of the University. Effective representation of library interests to campus groups, committees or institutional officers, or other academic groups.

Examples:

- Service on Faculty Senate committees
- Participation in advisory groups to campus departments, including non-academic departments such as admissions, sponsored projects, information technology

- b. Participation on committees, councils, and task forces in the profession, especially in a leadership role. Includes contributions of a professional nature to groups or organizations not listed above.

Examples:

- Serving on a WRLC committee or task force, especially in a leadership role
- Serving on advisory boards for relevant non-profit organizations, vendors, or grant-funded projects
- Organizing professional conferences, workshops and/or events
- Serving on grant review panels or as initial reviewer of grant proposals
- Participation in advisory meetings for professional, vendor community, and/or grant-funded projects.

- c. Engagement with the University community through service to student groups and other recognized University organizations.

Examples:

- Serving as an advisor or in an ongoing advising capacity to a student group;
- Serving as a judge in campus competitions.

**Implemented 9/91**

## ADDENDUM II. CONFLICT OF INTEREST POLICY FOR PROFESSIONAL LIBRARIANS

It is the purpose of this policy to define reasonable approaches to potential conflicts of interest which may face librarians in the normal course of performance.

The basis for this policy is the Code for Librarians, especially the Statement on Professional Ethics; Section II, Academic Freedom; and Section III, Professional Responsibilities. This policy is supplementary to the Code and is considered as incorporating the above statements and sections.

Activities conducted under the librarians' "primary responsibility of devoting their time, thought, and energy to the service of the University" (Code, III. D.) and under the librarians' responsibility

to "strive for the advancement of knowledge in their fields by individual research and by participation in the activities of professional associations" (Code, III. C.) shall be conducted in a manner that avoids conflicts of interest.

Conflicts of interest which may require review are those in which the University is deprived of any of the following which properly belong to the University:

Substantial compensated time and effort

Example:

- Accepting obligations that regularly conflict with public service schedules or other professional responsibilities.

Human or material resources

Example:

- Using University equipment, supplies, personnel, facilities or other resources for activities which benefit financially only the librarian

Objectivity in carrying out the librarian's professional and academic responsibilities

Example:

Allowing outside financial incentives, or personal or institutional outside relationships, to influence the direction or content of activities such as collection development or information delivery.<sup>2</sup>

Freedom of action of colleagues

Example:

Exerting pressure, upon colleagues' activities or goals, which is generated by any outside incentive or relationship, personal or institutional; particularly if the colleague is in a position to be evaluated by the librarian.

Appropriate financial rewards

Example:

Within the framework that the library's activities benefit the University, allowing any form of benefit to accrue elsewhere, as to an outside individual or organization.

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<sup>2</sup> Reasonable utilization of vendors' services offered impartially to all conference attendees, or discussion in open forum, with representatives of each present (e.g. publishers or systems vendors and librarians) of professional issues (e.g. future trends and development), or attendance at openly available presentations or training activities focused upon specific information products, shall not be construed to constitute conflict of interest.

At the same time librarians may be faced with conflicts of interest which may arise from inadvertent pressures from the University. Those which may require review are those in which librarians are deprived of freedom of action in carrying out professional and academic responsibilities.

Examples:

- 1) Allowing external financial incentives to override a librarian's judgment of sound practices and scholarly considerations in deciding upon appropriate formats or content of purchased library materials.
- 2) In an effort to increase the financial wellbeing of the institution, the University might encourage the pursuit of activities which will generate income at the expense of freely chosen disinterested research and scholarship.

### Implementation

Any University staff member shall inform the Provost, through the appropriate channels, of any outside obligations or other instances that may represent conflicts of interest.

Funded research projects will follow guidelines established by the Office of Sponsored Research. The Grievance Committee of the Council of Librarians shall serve as a Consultation Committee in matters of potential or reported conflicts of interest. (By-Laws VIII, Grievance Committee)

When an individual consults the Committee on a confidential and informal basis, such consultations shall be advisory only and nonbinding.

Minor conflicts shall be resolved through individual discretion or informal administrative adjustment.

Should formal action be needed, Grievance Committee procedures will be followed. For the purpose of conflict of interest, the "aggrieved librarian" may be acting in an administrative capacity with regard to a reported conflict of interest among their constituency.

The University Conflicts Resolution Panel may be queried on an informal basis for guidance in questions of policy or procedures.

Librarians shall be kept informed by the Grievance Committee at suitable and timely forums or seminars of potential conflict of interest issues and remedies. (revised June 2013)

## ADDENDUM III. GRIEVANCE COMMITTEE PROCEDURES

**1. Elections:**

At the last meeting before new members are elected, the Committee will decide which of the continuing members will call the first meeting of the new Committee, during which a chair will be elected. (revised June 2013)