

Rutgers, The State University of New Jersey
SCHOOL OF COMMUNICATION AND INFORMATION
Department of Library and Information Science
Bylaws

Last amended December 20, 2022

1. Preamble

1.1. Vision, Mission and Goals of the Department

1.1.1. VISION: Information makes a difference in the lives of people and of society.

1.1.2. MISSION: To make a significant contribution to the social development and quality of human life by understanding the links among people, information, and technology in the context of promoting the values and freedoms of a diverse democratic society.

1.1.3. GOALS: To understand the value, role and transformative nature of information in all of its forms in the lives of people (as individuals, groups, organizations, societies); to understand how systems and circumstances enable people's access, interactions and uses of information in achieving their goals, tasks, and solving problems. This is accomplished through: an integrated discipline of library and information science that provides a coherent program at the undergraduate, graduate and doctoral level; an interdisciplinary and international research program that focuses on the interrelationships of people, information and technology; and a culturally and intellectually diverse faculty and student body.

1.2. Adoption and Amendment

These bylaws shall constitute the rules and procedures governing the affairs of the Department of Library and Information Science (LIS) at Rutgers University. These bylaws, and any succeeding amendments or changes shall be consistent with all applicable sections of University Regulations and of the duly approved School of Communication and Information (SC&I) Bylaws and shall supersede any previous decisions of LIS faculty relating to procedures described herein. These bylaws become effective when approved by a vote of at least two-thirds of the voting members of the faculty of the LIS department.

2. The Programs of the Department

A. The department participates in four academic programs. The department appoints a separate director or coordinator for each of these, as detailed below:

i. The Information Technology and Informatics (ITI) undergraduate program.

ii. The Master of Information (MI) graduate program.

iii. The Ph.D. program in Communication, Information, and Library Studies.

B. LIS courses may be offered on-campus, online, and in hybrid formats.

- C. Any change to the list of programs herein shall be made in accordance with the LIS bylaws.
- D. Cooperation and coordination with other SC&I programs and University programs shall be in accordance with University, School, and Department bylaws.

3. Amendments to these Bylaws

All changes in these bylaws shall require an affirmative vote of at least two-thirds of all the voting members of the LIS faculty as defined in Section 4.1.B of these bylaws. Proposed changes in the bylaws shall be distributed in writing to all voting members (as defined in Section 4.1.B) no less than five working days prior to the time of balloting.

4. The Faculty

4.1. Faculty Membership

A. The full faculty of the department shall consist of the Dean of SC&I (ex officio); LIS tenured, tenure track and non-tenure track professors, associate professors, assistant professors, faculty on approved leave, faculty persons holding joint appointment, graduate and/or teaching assistants, and such other officers of the University as the faculty may designate.

B. The voting members of the LIS faculty shall include only: a) any person whose primary faculty, research, or administrative appointment occupies a regularly budgeted line in the School and who devotes more than 50% of a full-time appointment to the affairs of the department, including the doctoral program; b) any such other persons that are elected to be voting members at a regular faculty meeting, for a term of one year by the regular voting members of the department as defined in herein.

C. Special appointments to the faculty including joint appointments with other University departments, courtesy appointments, and visiting faculty may be approved by a simple majority vote of the voting members of the LIS faculty.

4.2. Duties and Powers of the Faculty

"The duties and powers of the Faculty shall include jurisdiction over all matters of faculty governance and the educational process of students, except as limited by University regulation, and, when applicable, subject to the review of the University Senate." (SC&I Bylaws, October 2016, section V. C).

A. The faculty shall establish policies on admissions, attendance, examinations, grading, scholastic standing, graduations, and other matters pertaining to standards of instruction.

B. The faculty shall adopt regulations governing the procedures of the LIS Department.

C. The faculty shall make recommendations to the University Senate and New Brunswick Faculty Council on matters pertaining to the University through: (1) the SC&I representative to the University Senate, and (2) through the department representative to the New Brunswick Faculty Council, OR by action approved by the LIS Faculty and transmitted by the LIS Department Chairperson or the Dean.

In addition, the faculty shall be responsible for setting policy relating to any other academic matters within the department, program objectives, and student services, including advisement, discipline, and placement.

- D. Responsibilities of the faculty include those enumerated in SC&I Bylaws (V.C.2):
- i. "Determination of special requirements for admission to the curriculum offerings and determination of eligibility for continuance in the curricula.
 - ii. Determination of curricula for academic work in the departments and programs of the School, and providing for the schedule of courses.
 - iii. Encouragement of research and scholarly endeavors by faculty members and advanced students.
 - iv. Participation in annual performance reviews.
 - v. Adoption and enforcement of additional regulations regarding attendance, examinations, grading, scholastic standing, honors programs, and other matters affecting the quality of education.
 - vi. Determination of specific requirements for degrees.
 - vii. Certification of all graduating students following recommendation by the directors of the programs."
- E. The department shall be responsible for initiating the hiring and/or promotion of members of the LIS Faculty whether on tenure-track or non-tenure track contracts.

5. Department Meetings

- A. The department shall meet at least three times a semester. Special meetings may be held at the call of the Dean of SC&I or the Chairperson of the LIS Department.
- B. The Chairperson shall call a special meeting of the faculty on written request of 25% of the voting members of the LIS faculty. A special meeting shall be called no sooner than 72 hours from, and no later than 2 weeks from the time of the Chairperson's receipt of the request, unless the Chairperson declares a state of emergency.
- C. The Chairperson or some member of the faculty designated by the Chairperson shall be the presiding officer at the departmental meetings unless the Dean of the School is present and elects to preside. Should no one be so designated, the faculty shall elect a presiding officer for that meeting.
- D. All resolutions, reports, and motions that will commit the department to any policy position must be distributed in written form to each voting member of the faculty, as defined herein, at least five working days before the meeting at which a decision is to be taken. Motions or resolutions of policy that have not been so distributed may be brought to the floor and debated provided two-thirds of the voting members present so agree.

E. To adopt a matter of policy, a quorum must be present, and a majority of votes must be in the affirmative. A quorum shall consist of one more than half of the voting members of the faculty as defined in these bylaws.

F. A request for a secret ballot by any voting member of the faculty shall be sufficient to mandate that procedure.

G. Observers, especially an agreed upon number of student representatives, are welcome to attend and to participate in faculty meetings. However, voting faculty as defined in these bylaws may, by majority vote, close a meeting to all except those voting members of the faculty as defined in these bylaws.

H. The Standard Code of Parliamentary Procedure (formerly Sturgis Rules of Order) shall be the parliamentary authority at all meetings of the department.

6. Department Officers

6.1. The Chairperson

Nomination and Appointment: Department faculty members with voting privileges as specified herein shall by ballot select one or more nominees at or above the rank of tenured associate professor for recommendation to the Dean (of SC&I) for appointment as department Chairperson when a vacancy is expected to occur through expiration of term or otherwise (University Policy 50.1.7). The election balloting process shall be in accordance with SC&I Bylaws (Section VI.D.1 dated October 2016). "The nomination election shall be conducted by the Faculty Secretary and the Rules of Procedure/Elections & Nominations Committee will certify and announce the results of the election. All Professors and Associate Professors who hold appointment to more than 50% of a faculty line in a department shall be placed on the nomination ballot, unless they remove their names by written request." (SC&I Bylaws VI.D.1c) The nomination process shall commence at least four months prior to a vacancy in the Chair. "Results of the departmental election should be distributed to all members of the department faculty. The name of the individual elected shall then be forwarded to the Dean for appointment consideration." The SC&I Dean shall appoint a Chairperson of LIS for a term of three (3) years.

6.2. Duties and Responsibilities

"Under the Dean or director of the academic unit of which the department is a part, it shall be the duty of a department chairperson to have general administrative responsibility for the program of the department; to plan with the members of the department ongoing improvements in the department's programs, to evaluate continuously the instructional, research, and administrative processes of the department, and to make appropriate recommendations to the Dean; to evaluate periodically members of the department, and report the evaluations as required; in consultation with the members of the department on indefinite tenure to recommend appointments, reappointments, promotions, non-reappointments, and dismissals in accordance with University policies and regulations; to see that adequate supervision, advice, and training are afforded new members of the department and other members who might profit thereby; to collect and maintain thorough records of each member's teaching, scholarship and service, taking particular care to measure teaching effectiveness objectively and continuously by such means as peer reviews and student evaluations; and generally to promote the effectiveness of the department, college and University by every appropriate means" (University Policy 50.1.7.B).

The Department Chairperson shall deliver an annual written charge to each of the standing committees in September and shall report to the faculty on the previous year's activities in May.

The Chairperson is the individual responsible for reports and activities regarding MI program reaccreditation by the American Library Association.

The Chairperson may constitute an Executive Committee of LIS Program Chairs to coordinate activities across those several programs.

7. Program Directors

7.1. Program Directors

As specified in the SC&I bylaws (VI.D.3): "Program directors are nominated by their constituent faculty bodies to serve for a designated period of time and are appointed by the Dean. Duties of program directors are determined by their respective faculty bodies and by the Office of the Dean."

7.1.1. MI Director

7.1.1.1. Nomination and Election

The MI Program Director shall be selected by result from faculty nomination and balloting at least four months prior to that person's assuming the directorship.

7.1.1.2. Duties and Responsibilities

i. The Program Director for the MI program shall report to the Department Chair and will report to faculty at scheduled faculty meetings on ongoing matters in the MI area.

ii. The MI Program Director will deliver an annual written charge to each of the appropriate faculty committees of the MI program, in September and will report to the faculty on the previous year's activities in May.

iii. The MI Program Director is responsible for MI admissions decisions, coordinating curriculum activities, scheduling courses, recommending appropriate individuals to teach specified MI courses, coordinating with other University units on instruction and curriculum, and, with the Department Chairperson, assessing teaching evaluations. The MI Program Director is also responsible for assisting the Chairperson with activities related to ALISE reports and ALA accreditation requirements and reports.

7.1.2. ITI Director

7.1.2.1. Nomination and Election

The ITI Program Director shall be selected by result from faculty nomination and balloting at least four months prior to that person's assuming the directorship.

7.1.2.2. Duties and Responsibilities

i. The Program Director for the ITI program reports to the Department Chairperson. The ITI Program Director will report to faculty on ongoing matters in the ITI program.

ii. The ITI Program Director is responsible for selecting those to be admitted as ITI majors, coordinating curriculum activities, scheduling courses, recommending appropriate individuals to teach specified ITI courses, coordinating with other University units on instruction and curriculum, and, with the Department Chairperson, assessing teaching evaluations in the ITI program.

iii. The ITI Program Director will charge each of the appropriate faculty committees supporting the ITI program, in September and will report to the faculty on the previous year's activities in May.

7.2. LIS Area Director for the Ph.D. Program in Communication, Information and Library Studies (CILS)

7.2.1. Nomination

The LIS Area Director shall be nominated from among the full members of the Ph.D. faculty who are also voting members of the LIS Department. (See Ph.D. Bylaws IV.2.a.i)

7.2.2. Election

The LIS Area Director shall be elected, for a two-year term by majority vote of the members of the Ph.D. faculty who are also voting members of the LIS Department.

7.2.3. Responsibilities

The LIS Area Director shall serve on the Ph.D. Executive Committee and is responsible for representing the views of the faculty to the Ph.D. program and for coordinating and scheduling the review of Ph.D. applicants in the LIS area and the annual progress review of continuing Ph.D. students in the LIS area. The LIS Area Director shall report to the faculty at regularly scheduled faculty meetings on the status of the program and any matters of interest.

8. Nominations and Elections to LIS Committees, SC&I Committees, and University Bodies

A. Election of faculty representation to committee and other elective positions with terms beginning in September shall take place no later than the previous May meeting. Election for service beginning in January shall take place no later than the December meeting.

B. A list of anticipated vacancies and continuing members shall be distributed to all faculty members at least two weeks in advance of the meeting at which elections are to be held. Nominations for committee membership should be given to the Chairperson at least one week in advance of the meeting.

C. Special elections shall be held to fill unexpired terms.

9. Committees of the Department of Library and Information Science

9.1. Records of Committee Meeting

Faculty are responsible for recording and distributing minutes of department and committee meetings. Copies of records of meetings will be provided to the SC&I Office of the Dean, and are to be archived, once approved, on a designated archival server.

9.2. Structure of LIS Committees

Standing Committees. There shall be standing committees of the department as specified in Section 9.3 Except for standing committees mandated by University regulations, any standing committee may be established, continued, or disbanded by action of the faculty.

Ad Hoc Committees. To further the work of the department, the faculty or the Chairperson may from time to time establish ad hoc committees. After a committee has functioned ad hoc for two consecutive years, the committee can, by action of the faculty, be disbanded, extended for one-year period, or have its concerns and responsibilities assigned to an appropriate standing committee.

Committee Membership. Committees shall be composed of voting faculty members who are elected by the faculty or asked to serve by the Chairperson.

Ex Officio Membership. All members of committees serving ex officio shall be non-voting members. The Chairperson or the Chairperson's designated representative shall be an ex officio member of all departmental committees, with the exception of the Personnel Committee, of which the Department Chairperson is committee chair as specified by the University Bylaws.

Designation of Committee Chairs and Convenors. The Department Chairperson shall facilitate the designation of a committee chair, in consultation with the LIS Faculty. The Chair of each committee shall be responsible for addressing the charges presented to the committee by the Department Chairperson, for the effective operation of the committee and for presenting actions to the LIS Faculty on behalf of the committee. The Chair convenes the committee for meetings and facilitates communication among its members.

Quorum. A quorum shall consist of a majority of the members eligible to vote in the committee, unless that committee establishes a different quorum and registers the changed rule with the Department Chairperson.

Ideally, committee actions do not require unanimity and should include any minority views if the report or recommendation is contended.

Records. The Chair of each committee shall be responsible for producing the record of the committee work and communicating committee decisions to the LIS Faculty.

Reporting. All standing committees and ad hoc committees shall report at least annually to the faculty. Recommended policy changes, curriculum changes, and other significant actions shall be presented to the full faculty for their approval at the next faculty meeting. Each year, each committee not mandated by University regulations or by SC&I Bylaws shall recommend to the faculty whether that committee should be continued or disbanded.

9.3. Standing Committees

9.3.1. Personnel Committee

Responsibilities: The department Personnel Committee shall be responsible for the initial consideration of all appointments, reappointments, and promotions within the department. The Department Chairperson shall convene and chair the committee and be responsible for guiding the review process in accordance with current University policy and relevant current contractual commitments. The Personnel Committee shall coordinate with the Planning and Governance Committee to designate an ad hoc Search Committee from the LIS Faculty for recruitment of new faculty. The Personnel Committee shall poll the LIS Faculty and shall provide its recommendations to the Dean on new faculty appointments.

All tenured, tenure track and non-tenure track faculty members of the department shall be consulted on all new appointments to the department, regardless of rank, prior to the making of said appointments. Such consultation does not obviate the requirement that the tenured members at or above the rank of the individual nominated for appointment must formally act on the recommendation for appointment.

The department shall develop a procedure involving all tenured and tenure-track members to advise the Dean of SC&I prior to the decision to reassign a faculty member from another academic department or unit to membership in the department.

The Personnel Committee may meet, during the summer months, either in person or via a video-conferencing mechanism such as Skype, to consider job offers, job invitations, and appointments.

Membership: The membership of the Personnel Committee is all those voting faculty members (as defined in these bylaws) who are on indefinite tenure.

9.3.2. The (Adhoc) Search Committee

The Search Committee shall be responsible for identifying, inviting and recruiting new faculty applicants and candidates. Following the search and review of the candidates and a poll of the LIS Faculty, the Personnel Committee shall provide its recommendations to the Dean regarding new faculty appointments.

9.3.3. Student Affairs, Admissions and Recruitment Committee

Responsibilities: The department Student Affairs Committee shall be responsible for (1) admissions and admissions policy; (2) recruitment and interviewing of prospective students; (3) monitoring the status of non-matriculated students during their first twelve credits; (4) liaison to Beta Phi Mu, the graduate alumni of SC&I and other constituencies as directed by the Department Chair; (5) regular reports to the faculty and an annual report each May; (6) review of admissions statistics, patterns, and trends to recommend changes if necessary; (7) development of policies and recommend actions related to recruitment of new students.

Membership and term of service: Four faculty members, each to serve for three years, their terms beginning in May. Provisions shall be made to ensure continuity on the committee from year-to-year.

9.3.4. Curriculum Committee

Responsibilities: The Curriculum Committee shall be responsible for (1) development and evaluation of curriculum and its design; (2) review and recommendation of new courses to the department; and (3) coordinate curricular planning with appropriate internal and external constituencies; (4) monitor and

assess of course quality, program outcomes, and achievement of student learning outcomes; (5) assess and recommend appropriate venue for course offerings, on campus, online, or hybrid; (6) coordinate with Professional Development Studies in areas of mutual concern; (7) serve as liaison to other degree programs at SC&I and within the University for purposes of curriculum and policy; (8) serve as liaison with program director in consultation with concentration coordinators, faculty or Chair to determine and approve academic credit acceptable for student matriculation; (9) provide regular reports to the faculty and an annual report each May.

Membership and term of service: Four faculty members, each to serve for three years, their terms beginning in May. Provisions shall be made to ensure continuity on the committee from year-to-year.

9.3.5. Planning and Governance

Responsibilities: The Planning and Governance Committee shall be responsible for (1) assistance to the Department Chairperson and LIS Program Directors in administrative matters and policy development; (2) development of long-range plans for departmental teaching, research, and service initiatives; (3) planning and conduct of faculty recruitment and search initiatives; (4) receiving nominations and managing elections; (5) liaison with the Associate Deans and the Deans' administrative councils, the SC&I Research Development Committee, and relevant professional associations and discipline societies; (6) maintenance of department bylaws; (7) regular reports to the faculty and an annual report each May.

Membership and term of service: Four faculty members, each to serve for three years, their terms beginning in May. Provisions shall be made to ensure continuity on the committee from year-to-year. Student members, elected by peers, from LIS degree granting programs can be designated to serve for one year.

9.3.6. Research Development

The Research Development Committee shall be responsible for organizing seminars and inviting distinguished scholars to make presentations of interest to the LIS faculty. The Chair of the Research Development Committee shall serve as the elected LIS member of the SC&I Research Development Committee.

9.3.7. Scholarships

The Committee on Scholarships shall be responsible for carrying out policies on financial aid and decisions related to the award of scholarships. The Department of Library and Information Science will establish the policies and priorities for the expenditure of the funds over which it has direct oversight.

9.3.8. Scholastic Standing

The Committee on Scholastic Standing shall be responsible for review and evaluation of department policies related to scholastic standing; the interpretation and application of department policies in cases where a student's scholastic standing is in dispute and where questions and issues are uncertain, not clear, or otherwise unresolved; decisions on student appeals of scholastic standing issues or cases previously decided by a department or SC&I officer.

10. Faculty Representatives

The faculty shall provide advice to the Chairperson with regard to the appointment of individuals who are deemed to represent the faculty and/or the department to any organization or committee whether within or outside of the university.

11. Governance of Departmental Funds

The Chairperson is signatory on departmental fund accounts, and shall report at the end of each semester on the status of those accounts, the income and expenses of that semester to date, and the uncommitted balances of all departmental funds.

Disbursement. The Chairperson may convene ad hoc committees to advise on disbursement when appropriate. There shall be at least one annual report made by the Chairperson to the faculty about the fund's assets, expenditures and balances.

12. Amendments

Any change to these bylaws shall require an affirmative vote of at least two-thirds of the departmental faculty as defined in these bylaws. Proposed changes to these bylaws shall be distributed in writing to all voting members (as defined in these bylaws) not less than five working days prior to the time of balloting.

Approved as revised on September 19, 2012. Amended: April 16, 2014; April 12, 2017.