Committee Charter

Name of Committee: Library Faculty Council

Name of Committee Sponsor: University Librarian, Library

Date: June 4, 2007; Revised November 14, 2007; Revised January 2008; Revised March 5 2010, Revised March 29, 2016, Revised December 16, 2016

Mission:

The Library Faculty Council will take on most of the roles of Faculty Councils as described under the Post-Secondary Learning Act excepting those ultra vires due to its university status.

Background:

Mount Royal University is mandated by the Government of Alberta through the Post-Secondary Learning Act to establish a bicameral governance model that was implemented in 2008.

Bicameral governance substantially increases faculty influence and responsibility over academic matters in that the academic governing body, General Faculties Council (GFC), is constituted mostly of faculty, with lesser representation by administration, support staff and students. This model is extended to Faculties/Schools/Library with the implementation of Faculty Councils that make recommendations to GFC. Faculty Councils involve faculty in academic decision-making at the Faculty level and provide a forum for discussion of and communication about any academic issues.

Roles and Responsibilities:

The Library Faculty Council, a creation of General Faculties Council, is the deliberative body responsible for the academic affairs of the Library and expresses its collective will. It approves and/or recommends submissions of courses and programs, assessment and outcomes, program admission requirements and academic standing, and all other matters pertaining to academic governance.

Membership:

University Librarian, Library (chair)
Assistant University Librarian, Library (vice-chair)
Chair of GFC (Ex-Officio)
Vice-Chair of GFC (Ex-Officio)
All full-time faculty in the Library
All part-time faculty in the Library
All contract faculty
Student representatives: two to be appointed by the SAMRU or designates.
Student-at-large representative(s): up to three appointed by the University Librarian.
Two full-time staff members elected by Library staff.
  ● Elected staff representatives will serve for staggered two year terms.
Any other person appointed to the Library Faculty Council by General Faculties Council on the recommendation of the Library Faculty Council.

Meetings:

The Library Faculty Council will meet at least four times each academic year and may need to meet more often to comply with business requirements and deadlines. The quorum at meetings shall be 50% of the serving voting membership (vacant positions do not count towards quorum). A special meeting may be called at any other time during the academic year by the chair or by the written request of one-half the number of members required for a quorum.

In the event that no student members are able to attend a Library Faculty Council meeting, the University Librarian shall send the student members a copy of the minutes as soon as possible after the meeting and the student member(s) may raise matters or motions arising from those minutes at the next Library Faculty Council meeting.

The Vice-Chair of the GFC shall be scheduled to address each Library Faculty Council at least one meeting per year, with additional invitations as required.

Meetings are open to non-members from within the University community. Agendas will be distributed to members of the Provost’s Advisory Council. Non-member attendees may participate in Library Faculty Council discussions but shall not vote.

Expected Activities:

The business of Library Faculty Council will include, among other things:
  ● Meeting to approve new course, program, and calendar submissions from the Library recommended to it by its Standing Curriculum Committee;
  ● Selecting any other Standing or Ad Hoc Committees it wishes to create and deliberating their recommendations;
- Devoting, from time to time, some of its meetings to panel discussions or fora on topics of major interest and concern without the necessity of immediate decisions but to offer guidance to the University Librarian and other committees for possible further action;
- Developing and maintaining its own charter, committee structure, terms of reference and procedures except where GFC requires consistent procedures for rendering decisions and reporting to GFC;
- Review relevant policies and provide recommendations to GFC;
- Review and recommend teaching, learning and scholarship initiatives that fall within the roles and responsibilities of the Library Faculty Council;
- Presenting an annual report that shall be subject to the same requirements as the annual reports of GFC standing committees/subcommittees.

**Resources:**

Administrative support will be provided by the Office of the University Librarian.

**Timeframe:**

The work of the Library Faculty Council is ongoing.