MEMORANDUM

August 19, 2015

TO: Irene Herold
   University Librarian

FROM: Library Senate Executive Board

VIA: Amy Carlson,
     Vice-Chair, Library Senate

RE: Recommendation Regarding the Department Head Appointment Process

The Library Senate Executive Board requested clarification from UHPA regarding the advice they provided to the Office of the Vice Chancellor for Academic Affairs regarding appointment of Library department heads. UHPA confirmed that a faculty member rank 4 or 5 is strongly preferred over a faculty member of a lower rank.

Additionally, Executive Policy EP 5.219, section III.B.1.e.1 allows for the appointment of a head from another member of the College, if no faculty member at rank 4 or 5 is available within the department.

However, neither UHPA’s response nor EP 5.219 seem to require the part of the process that was used during our recent round of Department head appointments that invited any interested librarian at rank 4 or 5 to place himself or herself up for consideration as a department head.

This step introduces an unnecessarily high level of uncertainty to the affected departments. The LSEB advises Library Administration to devise an alternative to this step, which we further advise should begin with consultation with the affected department, and continue with a selection process that prioritizes the interests and concerns of the department, and focuses its attention on the most appropriate candidates.

Cc: Ann Crawford, AUL for PAP
    Library Senate Executive Board

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