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Shared Governance Workshop – Documents Session Report
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DOCUMENTS – GENERAL [WORKSHOP SESSION]

This session of the Workshop reviewed document types that can be used to establish shared governance within an academic unit. These documents include Constitutions, Bylaws, Policies (standing rules), Guidelines and Memoranda of Understanding. Use of a particular document depends on the size, complexity and organization of the academic unit.

Constitutions are vague umbrella documents that are most appropriate for large, complex units. For other units Bylaws are sufficient, more detailed and more useful. You do not need both documents and if only one is chosen it should be Bylaws because Constitutions lack the detail needed for a unit to operate.

Policies are the most detailed document and are used to support Constitutions or Bylaws. Standing rules serve the same purpose. Guidelines and Memoranda of Understanding are designed for more specialized needs.

DOCUMENTS - UFLFA

UFLFA has a good start with its Bylaws and Standing Rules. However, these documents only concern our faculty and the Assembly. Our Bylaws are not a holistic document because they do not include the Libraries (that is, the administration, their responsibilities, or their integration with the faculty into a shared governance structure).

In creating our Bylaws we followed some recommendations in the *Report on the Implementation of Shared Governance Structure*, but there was a reluctance to follow all the recommendations in a comprehensive fashion. To do that, and to produce a holistic document, would require significant input from those in administrative positions cooperatively with the faculty. If we want to do this, it might be best to wait for the new Dean of Libraries and a better understanding of the Libraries new organizational structure before doing this.

Originally it was felt that a Constitution was not needed; however, I now think we need an umbrella document for the College in addition to a document just for the faculty assembly. Listed on the following page are recommendations for a College level Constitution that would be a comprehensive and holistic document with regard to shared governance. The Bylaws for the Faculty Assembly would be a subset of the Constitution detailing faculty roles and responsibilities. Also listed are shared governance elements that should be in either a Constitution or the Bylaws.

Content Recommendations for a Libraries Constitution

Governance of the College

- Governance in relation to the UF Constitution
- Shared governance within the College

Administrative Structure of the College

- Dean (Associate, Assistant Deans) : roles and responsibilities
- Chairs (Associate, Assistant Chairs) : roles and responsibilities

Faculty of the College

- Roles and responsibilities
- Appointment, promotion, tenure, rights
- Faculty Assembly [UFLFA **Bylaws**]

Staff of the College

- Roles and responsibilities

Committees and Meetings of the College

- College committees
- Faculty Assembly committees [UFLFA **Bylaws**]
- Meetings, reporting, and communication
- Shared governance conflict resolution

Shared Governance Elements Needed in Governing Documents

[From *Report on the Implementation of Shared Governance Structure*]

[X = not yet included in the document / ✓ = already included in the document]

SG Element	(Should be in:)	Constitution	Bylaws
Written statement on shared governance		X	
Administration responsibilities		X	
Faculty responsibilities			✓
Joint/collaborative processes for strategic planning		X	
Joint/collaborative processes for setting resource priorities		X	
Faculty appointment, promotion, tenure responsibilities		X	✓
Administration required to report on state of unit		X	
Faculty activity reports to administration			✓
College senators report to the faculty			✓
Committee organization and membership		X	✓
Meetings (calling, chairing, setting agendas)		X	
Communication and conflict resolution		X	✓
Documents on web page		X	✓