

## **University Libraries Advisory Committee (ULAC)**

(Page 1 of 2)

**CLASSIFICATION:** Faculty Senate Committee

**REPORTS TO:** Jointly to Provost and Chair of Faculty Senate

**CHARGE:** This Committee advises and makes recommendations to the Dean of University Libraries and the Provost regarding the short and long-term operations and planning of University Libraries. Matters within the purview of the Committee may include, but are not necessarily limited to, the following:

1. Collection development and budgetary issues
2. Service initiatives, evaluating existing services, creating new initiatives
3. Physical facilities (use and planning)
4. Assessment activities

**COMPOSITION:** This Committee consists of nine (9) voting members and three (3) ex officio, non-voting members.

The nine (9) voting members are:

- Six (6) faculty members appointed by Faculty Senate.  
At least one must be from the Regional Campuses.
- One (1) undergraduate student appointed by Undergraduate Student Senate
- One (1) graduate student appointed by Graduate Student Senate
- One (1) member of the University Libraries Faculty  
elected by the School Advisory Committee of University Libraries.

The three (3) ex officio, non-voting members are:

- The Dean of University Libraries
- The Associate Dean of University Libraries
- A representative of the Provost

**QUALIFICATIONS OF FACULTY MEMBERS:** Faculty members shall be full-time faculty. They should have an interest in the challenges and issues facing research libraries.

**QUORUM:** Quorum shall be six voting members of the Committee. No action can be taken without a quorum of voting members, but discussions on general items can be held.

**TERM:** Faculty members are appointed to the Committee for three (3) years. Two faculty members shall be appointed each year on a rotating basis. Terms shall begin on the first day of fall semester each year. Terms shall end on the last day of the summer semester (last day of Summer III) each year or as determined by the Committee. No faculty member may serve more than two terms in succession.

**MEANS OF APPOINTMENT:** Faculty members, with the exception of the University Libraries Faculty member, shall be appointed by the Chair of Faculty Senate from nominations submitted by the Committee on Committees. The Faculty member from University Libraries shall be appointed by the School Advisory Committee of University Libraries. The undergraduate student shall be appointed by the Undergraduate Student Senate. The graduate student shall be appointed by the Graduate Student Senate.

**ALTERNATES:** Faculty Senate shall appoint three alternates to the Committee, who each serve one year. The Undergraduate and Graduate Student Senates shall each appoint one alternate. Alternates are invited to attend all meetings.

**CALL:** The first meeting of the academic year convenes at the call of the Dean of University Libraries, following consultation with the Provost; this meeting should be convened no later than October 1. Regular meetings of the Committee are scheduled throughout the academic year and will be convened by the Chair in consultation with the Dean of University Libraries.

**University Libraries Advisory Committee (ULAC)**  
(Page 2 of 2)

**CHAIR:** The Committee shall elect, at the first scheduled meeting of each academic year, a Chair from among the faculty members of the Committee. The Chair shall be responsible for scheduling and setting the agenda of meetings in consultation with the Dean of University Libraries, conducting Committee meetings and ensuring that accurate minutes are kept. Copies of the minutes shall be kept on file in the Office of the Dean of University Libraries and the Office of the Provost. The Chair is to submit to Faculty Senate, the Provost and the Dean of University Libraries a written summary report of the Committee's work by May 25th of each academic year. The Chair, along with the Dean of University Libraries, may be invited by the Faculty Senate to present the summary at a meeting of the Faculty Senate.

Following the election of the Chair, the Committee will elect a Vice-Chair. The Vice-Chair will help set the agenda for meetings and, in the absence of the Chair, conduct meetings of the Committee.