

Charter for the Reauthorization and Strengthening of Shared Governance of the UTA Libraries by Associates of the Faculty

This charter formally reauthorizes the shared governance of UTA Libraries by all Librarians and Archivists at the University of Texas at Arlington under the leadership of the Dean of Libraries. It clarifies the role of the shared governance body within the Libraries, aligns its work with the Libraries' organizational structure and university-wide policies, and outlines updated procedures for communication, decision-making, membership, and performance evaluation.

These updates ensure that shared governance remains relevant, transparent, and effective at representing the professional interests of librarians and archivists while supporting UTA Libraries' mission and strategic goals.

1. Authorization and Alignment with University Governance

- The Dean of Libraries authorizes a recognized shared governance body within the University Libraries.
- This body shall operate in accordance with the University's shared governance policies and practices, including the Handbook of Operating Procedures (HOP).
- This charter ensures that the body's contributions are appropriately considered in the Libraries' decision-making processes.
- This group functions as a consultative body to the Dean, offering librarians and archivists perspectives on matters of professional, organizational, and institutional concern.

2. Communication and Decision-Making Protocols

• Engagement Between the Dean and the Body's Leadership

The Dean and Associate University Librarians (AULs) shall meet regularly with the body's leadership. The leadership group will be defined in the body's bylaws. These meetings will be no less frequent than once per academic month during long semesters. There will be at least one meeting during the summer.

- The shared governance body leadership shall act as the primary liaison between the body and the Dean.

- **Full Body Meetings**

The full shared governance body shall convene at least twice per long semester. Additional meetings may be requested by the Dean or a member of the body as defined in the bylaws.

- As the sponsoring authority of the body, the Dean may participate in general body meetings in a non-voting capacity.
- At least one of the two required meetings each semester will be held without the Dean or Associate University Librarians in attendance.
- The bylaws will include a procedure for determining conflicts of interest and establishing a procedure for participation of members with a conflict of interest to recuse themselves from select meetings.

- **Dispute Resolution**

The Dean retains final decision-making authority.

- In the event of disagreement between the body and the Dean on governance or policy matters, a timely written response with rationale shall be provided to the body.
- Cases involving administrative or personnel matters are governed by applicable institutional policies, including human resources procedures, confidentiality standards, and state and federal regulations.

3. Membership, Representation, and Capacity-Sharing

- **Preservation of Current Structure**

The shared governance body's bylaws establish its structure and govern its operations.

- Until updated bylaws are established, the current structure of the Associates of the Faculty Committee (AFC), including its standing committees and leadership, shall be retained.

- **Inclusion of AULs**

AULs shall be members of the shared governance body.

- **Representation on University Committees**

Librarians and archivists serving on university-level committees are expected to act in accordance with university governance expectations and report regularly to the shared governance body. The requirements and mechanisms for reporting will be specified in the bylaws.

- **Governance Alignment and Administrative Partnership**

The shared governance body operates under the UTA Libraries rules for committees, working groups, and task forces.

- The leadership of the shared governance body can establish task forces as governed by UTA library rules and the bylaws of the body.
 - A task force is defined as a cross-departmental team with a defined project scope and end date; members serve for project duration.
 - The elected leadership of the shared governance body may convene a Task Force without the Dean's approval but is encouraged to report the formation and any findings to the Dean and Libraries Administrative team.
- The shared governance body should collaborate with the Division of Organizational Excellence and other internal library units when possible and appropriate.

4. UTA Libraries Associates of the Faculty Performance and Promotion Review

- The shared-governance body will continue to establish and maintain a procedure for promotion of UTA archivists and librarians. The rules, criteria, and processes governing the promotion process are established in the bylaws of the shared governance body. These processes will be consistent with the UTA Handbook of Operating Procedures and any relevant UT System rules.
 - There will always be a standing committee within the shared governance structure to handle promotion evaluations of librarians and archivists.
 - Until updated bylaws are established, the Associates of the Faculty Promotion and Recommendation Committee (AFPRC) shall remain as a standing committee within the body's structure.
- **AUL Participation in AFPRC**

The Dean shall appoint one or more AULs annually to serve on the AFPRC to provide administrative perspective or expertise coverage for reviews.

5. Proposed Name Change

To reflect the evolving role and inclusive scope of the committee, it is recommended that the Associates of Faculty Committee (AFC) be renamed. The name change shall be reviewed and finalized through the appropriate bylaw revision process.

Conclusion

This charter affirms the vital role this body of all librarians and archivists in shared governance within the University Libraries. It formalizes the body's structure, clarifies its responsibilities, and strengthens its partnership with the Dean's Office. The Dean of Libraries charges the body with reviewing this charter, updating its bylaws accordingly, and implementing these provisions in the upcoming academic year.

Issued by:

Zheng Wang

Dean of Libraries

December 15, 2025

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History

- Initial Draft shared by Dean on Jun 23, 2025
- AFC leadership edits sent to Dean and Admin Exec team on Aug 25, 2025
- Comments from Mark Cooper (Provost's Office) and additional notes from Dean John sent to AFC leadership on September 24, 2025
- Listening Sessions held by AFC leadership with AFC members on Oct 8 & 14
- Full AFC + AULs + Dean meeting to discuss the charter held on October 23
- Revised Draft sent by AFC leadership to Dean and AULs on Nov 3
- Dean's comments sent back to AFC leadership on November 6
- Revised Draft shared with Dean on November 19
- Final draft shared with Dean on December 9th, 2025
- Voted on by AFC, December 15, 2025