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CHAPTER 1.   INTRODUCTION

1.1.   **History.** The School of Information and Library Science opened in 1931 as the School of Library Science with a Carnegie grant of $100,000. It was the fifth professional school established at the University of North Carolina at Chapel Hill. In 1932 the school received accreditation for its library science degree program by the American Library Association and has been continuously accredited by that body since. In 1987 the name was changed to its present form. The school has offered a Master of Science in Library Science since 1951, a Master of Science in Information Science since 1992, a Ph.D. degree since 1997, an undergraduate minor in Information Systems since 1997, and a Bachelor of Science since 2003. The Certificate in Advanced Studies (begun in 1988) was transformed into the Post-Master's Certificate in Data Curation in 2013. A Professional Science Master's in Digital Curation and Management was launched in 2018. The University is accredited by the Southern Association of Colleges and Schools. The Master of Science in Library Science and the Master of Science in Information Science degrees are accredited by the Committee on Accreditation of the American Library Association.

1.2.   **Mission of the School.** The School of Information and Library Science educates innovative and responsible thinkers who will lead the information professions; discovers principles and impacts of information; creates systems, techniques, and policies to advance information processes and services; and advances information creation, access, use, management, and stewardship to improve the quality for diverse local, national, and global communities.

   Faculty members further these goals by teaching and advisory work; by research and scholarly publication; and by service to the school, the University, and the profession and by engagement with local, state, and global communities.

1.3.   **The Faculty and its Mission.** A faculty statement of identity and mission was adopted on September 22, 1999, edited and reaffirmed September 11, 2019. It states:

   We are here to conduct inquiry devoted to information generation and use; to prepare reflective, adaptive information professionals for action in the present and the future, and to transfer to them an uncompromising advocacy for knowledge.

   We are, foremost, colleagues with multiple identities and perspectives on information. Through these identities, we share a common mission, working to understand all aspects of information and librarianship. We study the values of information in human life, how people construct information as they learn and work, and how the creation, management, and use of information empowers individuals in organizations, communities and societies.

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As information technology transforms us, we explore and shape its effects on individuals, organization and cultures, guided by questions about the future of knowledge, the direction of practice, and the value of change. We educate professionals and researchers to learn, teach, and inquire using both traditional professional knowledge and innovative tools. We expect our students and ourselves to design and improve systems that deliver information to diverse users, to evolve with technology, and, in an era of change, to understand the relationships between human beings and knowledge.

As a faculty, our primary task is to help shape the expanding domain of information. In research, each of us works to discover new knowledge about information creation, stewardship, dissemination, seeking, retrieval, and use, and to share that knowledge with our students and others. As educators, we are engaged by the challenges of integrating issues of theory and practice; assuring that themes of society, technology, and law are brought into the classroom; and assisting students to evaluate their experiences critically as they interact with information and other people.

We are constantly engaged in building and maintaining bridges of communication with our students, each other, and our colleagues in other disciplines, here and abroad. Among the expanding information professions, we strive to promote a collective conversation for mutual learning, toward understanding the scope of our discipline and its applications in practice. We nurture a curriculum that promotes the traditional values of service and scholarship while interpreting those values in the face of social, cultural, and technological transformations. As leaders in research and the applications of technology, we define and redefine these changes without sacrificing our rich continuities with the past.

1.4. **Amendment Procedure.** The school's bylaws comprise Chapters 1 and 2 of the *Bylaws, Procedures and Policies of the School of Information and Library Science* hereafter referred to as the *Bylaws*. They are to be reviewed annually by the dean and revised to comply with any changes in university governance and with changes within the school occurring as a result of formal action by the faculty during the preceding year or changes in policy issued by the dean. It is the responsibility of the dean to assure that an updated copy of the *Bylaws* incorporating all changes that have taken place the previous year is made available to the faculty at the beginning of each academic year. The changes that are made will be indicated on the new version.

The policies and procedures of the school are reproduced in Chapters 3 through 7 of the *Bylaws*. They are automatically amended to comply with any changes in university policies and procedures, and for changes in such policies and procedures initiated by the dean or by formal action of the university. It is the responsibility of the dean to keep these policies and procedures up-to-date. Policy changes initiated by the dean or mandated by the university are to be distributed to the faculty in written form and presented at a faculty meeting before becoming school policy and being incorporated in the *Bylaws*.

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CHAPTER 2. SCHOOL ORGANIZATION

2.1. **Dean.** The chief administrator of the School of Information and Library Science is the dean. The dean reports directly to the Provost, the chief academic officer of the university. Nomination for appointment or reappointment to this office is made by the chancellor after the receipt of the advice of the faculty [as defined under Article 6-1, Faculty Code of University Government], either directly or through designated delegates of the chancellor for this purpose, and after consultation with the Administrative Board of the School of Information and Library Science (hereafter referred to as the Administrative Board). The dean is appointed for a term of five years and may be reappointed.

The dean is responsible for the overall functioning of the school. The dean has the ultimate authority within the school over personnel matters. The dean appoints faculty, staff and students to standing and *ad hoc* committees. The Personnel Committee reports directly to the dean, as do *ad hoc* committees. Other standing committees make recommendations to the faculty. Those faculty recommendations are then forwarded to the dean. The dean makes the final decision on action to be taken after discussion with the faculty. Financial decision making in areas such as faculty raises, allocation of travel funds, summer school teaching and provision of graduate assistance is the dean's responsibility. The basis for these decisions is communicated to the faculty. In all matters, the dean acts as the responsible agent to ensure that the conduct of the school is in accord with the policies and procedures of the university.

The direct contact of the dean of the school with the provost, and through the provost with the chancellor, ensures that all goals, policies and actions of the school are consistent with the overall policies of The University of North Carolina at Chapel Hill and with those of the parent institution, The University of North Carolina.

The specific duties of the dean as defined in the *Faculty Code of University Government (https://facultygov.unc.edu/faculty-code/)* are to:

2.1.1. Initiate and implement educational programs and policies in cooperation with the faculty;

2.1.2. Administer, all curricular and degree programs, all regulations governing academic standards, and such other special functions as may be delegated to the school;

2.1.3. Convene the faculty at least once a semester for the purpose of approving or rejecting new courses, clarifying and interpreting rules and regulations, planning for the initiation of changes in educational policies and practices, establishing or revising criteria for faculty appointments, promotions, and tenure; and transacting any other business that requires action by or consultation with the faculty;

2.1.4. Call and preside over meetings of the faculty of the school ;

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2.1.5. Advise his or her administrative superior on any matter affecting the school;

2.1.6. Make recommendations for faculty appointments, promotions, and tenure and for faculty salary adjustments;

2.1.7. Supervise and evaluate the performance of support staff assigned to the school or college;

2.1.8. Prepare and transmit to the chancellor an annual administrative budget and an annual report of the school;

2.1.9. Prepare materials concerning the school for the university catalogs.

Some of the responsibilities of the dean may be delegated to the associate dean(s), to staff, to SILS committees, or to the faculty as a whole.

2.2. **Associate Dean(s).** The associate dean(s) share(s) with the dean responsibilities in the general areas of academic affairs and student services, finance and administration, and development. Other duties may be delegated by the dean. The associate dean(s) is(are) granted signatory authority for specific items on an as-needed basis by the dean.

2.3. **Administrative Board.** The members of the Administrative Board of the school are appointed to three-year terms by the chancellor upon the recommendation of the dean. The Administrative Board consists of seven members, four from the School's faculty (one of whom is the dean) and three from the faculty of the university outside the School. The dean serves as the chair of the Administrative Board and schedules the meetings. The Administrative Board must meet at least once a year. The Administrative Board performs the following functions, as defined in the *Faculty Code of University Government* subject to the powers of the faculty and the university faculty council:

2.3.1. Formulates, together with the dean, educational policies;

2.3.2. Advises the dean in handling administrative matters;

2.3.3. Reviews and approves new programs and curricula;

2.3.4. Examines and passes finally on all new courses proposed by the school;

2.3.5. Performs such other duties as may be delegated to it by the dean.

2.4. **Faculty.** The faculty have primary responsibility for establishing policies governing educational activities and the awarding of degrees. The faculty acts upon reports from faculty committees, from the dean and from other bodies and individuals. The faculty requests information and reports from the dean on matters affecting the life of the school. The school's recommendations for educational changes are referred to its Administrative Board and to the Graduate School's Program Review Board for approval.

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2.5. **Administrative Members of the School.** The school is a collegial body. For matters related to the internal structure and planning, decisions are made collectively. Other members of the School involved in governance are the following: the Associate Dean for Academic Affairs, Executive Associate Dean, the Associate Dean for Development, the Director of Information Technology, the School's Librarian, the Coordinator of Communications, the Executive Assistant to the Dean, the Career Services Coordinator, and the Student Services Coordinators. People holding these titles will be referred to below as the Administrative Group.

2.6. **Faculty Meetings.** Normally the faculty meets at least once a month during the academic year. Special meetings may be called by the dean or by the written request of twenty percent of the faculty members. Faculty meetings are conducted according to Robert's Rules of Order and are chaired by the dean or designee. In addition to the faculty as defined above in Section 2.4, attendees at faculty meetings include the school's Administrative Group as defined in Section 2.5, the Information and Library Science Student Association (ILSSA) Graduate President and Undergraduate President (or designee), and the Doctoral Student Association (DSA) Chair (or designee). The faculty extends a standing invitation to adjunct, part time, and visiting faculty members to attend. The dean or the faculty as a whole may invite other individuals to attend specific faculty meetings.

Each tenure-track and fixed-term faculty member has an equal vote in decisions. The ILSSA and DSA representatives may vote at faculty meetings. Faculty members unable to attend a meeting, but wishing to vote on a specific issue, may leave a written proxy vote to be cast by any other voting faculty member.

2.7. **Faculty Committees.** A central component of the administrative and decision-making structure of the School is its use of the committee process to aid in administration and policy formulation. The committee system consists of five interrelated committee types: an executive committee; standing committees; oversight committees; ad hoc committees appointed for specific tasks; and the committee of the whole (the Faculty). Terms of appointment are usually annual, except for ad hoc committees, which may be appointed at any time for a specified period of time. Faculty rotate membership on committees so that over time each faculty member has an opportunity to serve on each committee.

2.8. **Executive Committees.** One senior advisory group exists: a coordination committee. Its functions and membership are defined below.

    2.8.1. **Coordination Committee.** The coordination committee consists of all chairs of standing committees of the School and any associate deans. Its function is to identify tasks that require coordination or issues that cross committee boundaries and to provide a sounding board for the dean on various School matters. The committee is convened by the Dean at least once each semester or as needed.

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2.9. **Standing Committees.** There are five standing committees: Diversity, Master's, Personnel, Research and Doctoral, and Undergraduate. These committees are normally composed of a combination of faculty members and students. Students serve as voting members on all standing committees of the School except Personnel. Students have access to all information available to the committee except personal data about other students, i.e., no student has access to another student's or prospective student's personal file or answers on examinations. Although the Dean is technically a member of all committees ex officio, they normally attend a committee meeting only upon the invitation of the chair. No ex officio committee members have voting rights unless specifically granted by the dean. The general charges and composition of each of these committees follow:

2.9.1. **Inclusion, Diversity, Equity and Accessibility (IDEA) Committee.** This committee's primary responsibility is to serve as the SILS liaison with the University Office for Diversity and Inclusion and the Vice Provost for Equity and Inclusion, and Chief Diversity Officer, and to SILS student organizations (e.g., CheckedOut, Flourish), and alumni groups (e.g., SILS Alumni for Inclusion and Diversity). It is charged to document and foster diversity-related accomplishments within SILS in relation to faculty and staff recruitment and retention, student enrollment, curricula, research, and relationships with the professional and academic community.

The committee is composed of at least three faculty members, one alumnus, a doctoral student, a master's student and an undergraduate student.

2.9.2. **Master's Committee.** This committee's primary responsibility is to monitor the master's programs, the dual degree programs, the graduate certificates offered by SILS, and the Post-Master's Certificate (PMC) program to ensure that the courses and experiences offered within these programs are appropriate. To this end, the committee must:

- Review these programs and their curricula for needed changes uncovered by the committee or suggested by others, and recommend actions to the faculty based on this review
- Ensure that the SILS catalog and webpage descriptions of these programs are accurate

The committee assures that the student advising grids are up-to-date, accurate, and available to students and solicits new grids from faculty as needed.

The Master's Committee is responsible for reviewing policies for and adjudicating two student awards: the Elfreda Chatman Research Award and the Dean's Achievement Award.

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This committee is charged with assessing whether the learning outcomes of the master's degrees and PMC program are being met for the annual SACS accreditation report, using the results of the master's comprehensive exam.

The Master's Committee is composed of at least three faculty members, an MSLS master's student, and an MSIS master's student. The Coordinators of the MSLS, MSIS, Digital Curation and CHIP programs and the Graduate Student Services Coordinator are *ex officio* members of the committee.

2.9.3. **Personnel Committee.** This committee is charged with reviewing all faculty members for reappointment, tenure, and promotion. The committee also reviews all persons holding adjunct appointments for reappointment and promotion. Its recommendations are made to the dean. This committee also reviews policies and procedures on faculty personnel matters and makes recommendations for changes to the faculty. The Personnel Committee may be asked to serve as a search committee for new faculty, sometimes augmented by additional members.

This committee is composed of at least three faculty members and is usually chaired by a full professor. Preferably, the other members include one assistant professor (untenured) and one associate professor. A Ph.D. student, a master's student and an undergraduate student serve as liaisons. The Associate Dean for Academic Affairs and the Dean's Executive Assistant serve as *ex officio* members of the committee.

2.9.4. **Research and Doctoral Committee.** This committee has two primary responsibilities: to foster research at SILS and to oversee the doctoral program.

The committee fosters research by recommending and sometimes arranging colloquia on research topics, facilitating the development of research proposals, advising the Dean on faculty support relative to research activities (e.g., travel, research space, etc.), reviewing applications from visiting scholars, and other matters involving research.

The committee initiates changes in the doctoral program and the parts of the curriculum that support it, studies proposals for change to the program submitted by others, and recommends action to the faculty. The committee must assure that the set of courses and experiences offered by the school for its doctoral degree are appropriate and that their catalog description is accurate. The committee reviews all proposed changes to courses most appropriate to the doctoral program and recommends their approval or disapproval to the faculty in a timely manner. This committee also reviews applications to the doctoral program and makes admission recommendations to the dean.

This committee is also the responsible agent for ensuring that the School's practices are in accord with the university requirements governing the use of human subjects in research. As such the faculty members on it comprise the Human Subjects Review Committee (IRB) for the

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school. The committee is further responsible for considering the research activities of the School and developing ways to enhance the school's research profile.

This committee is composed of at least three faculty members and a doctoral student representative. The Director of Research, Coordinator of the Doctoral Program and the Graduate Student Services Coordinator serve as *ex officio* members of this committee.

2.9.5. **Undergraduate Committee.** This committee's primary responsibility is to monitor the undergraduate program, to initiate changes to the program and the parts of the curriculum that support that program, to study proposals for change submitted by others, and to recommend action to the faculty. Thus, the committee must assure that the set of courses and experiences offered by the school for its undergraduate program are appropriate and that their catalog descriptions are accurate. The committee is to review all proposed changes at the undergraduate level and recommend their approval or disapproval to the faculty in a timely manner.

The faculty members on this committee also comprise the review committee for applications for admission to the undergraduate program and make recommendations on admission to the dean. Additionally, the Undergraduate Committee oversees the publicity and publications relating to the program.

The Undergraduate Committee is composed of at least three faculty members and an undergraduate student. The Undergraduate Student Services Coordinator and the Undergraduate Program Coordinator are *ex officio* members of the committee.

2.10. **Oversight Committees.** Oversight committees are elective faculty committees established to review a particular aspect of school administration. The sole current oversight committee is the Salary Committee.

2.10.1. **Salary Committee.** This committee ensures that the written salary policy is on file and available for convenient review by the faculty. It receives from the dean normally by October 1 of each year a list of all faculty members, their salary increases and percentage increases for the current fiscal year. The committee reviews salary increases and consults with the dean about any trends that do not appear to follow the written salary policy and indicates to the dean any perceived inconsistencies. The committee appraises the dean's performance in implementing salary policies for which she/he has direct administrative responsibility as part of the regular evaluation of the dean and reports to the faculty the results of its review.

The faculty elects a committee of four, one from each rank of assistant, associate, full professor and fixed-term. Each member serves three years. The terms of appointment are such that each year one or two members of the committee rotate off. In the event that a member goes on leave, receives a promotion, or is otherwise unable to finish his or her term, a special election

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is held to fill the unexpired term. For all elections, the continuing members of the committee will call for nominations by the faculty. The two faculty members receiving the most nominations will be the candidates for the election. (See *Faculty Salary Policy*).

2.11. **Ad Hoc Committees.** Ad hoc committees may be appointed by the dean for specific tasks or for issues that require committee deliberation when the issue does not fall within the confines of any existing committee or when the work involved is too large to add to any existing committee's responsibilities. The composition of these committees will be determined on a case by case basis, but, in most cases, will have both faculty and student representatives as members. No ad hoc committee may exist for more than two years in a row without its charge and members being reconfirmed.

2.12. **Records and Reports.** The dean specifies in his/her annual charge to the committee any requirement for keeping minutes and other records of its meetings. A formal written report is made to the faculty at the final faculty meetings of the fall and spring semesters of the activities of their committee during that term.

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CHAPTER 3. FACULTY RIGHTS AND RESPONSIBILITIES

3.1. **Academic Freedom and Professional Ethics.** The faculty accepts the guidelines on faculty rights and responsibilities adopted by the Faculty Council of the University in November 1947 and amended to date. The faculty also accepts the definition of academic freedom found in the *Trustee Policies and Regulations Governing Academic Tenure in the University of North Carolina at Chapel Hill**, effective on June 18, 1976 and amended to date.

3.2. **Faculty Appointment, Reappointment, Promotion and Tenure.** The process for faculty appointment, reappointment, promotion, and tenure review are initiated by the dean. The dean has the ultimate authority within the school over personnel matters. The faculty have approved a detailed policies and procedures statement -- *Criteria and Procedures for Faculty Appointments, Reappointments, Promotion and Tenure*. This document is reviewed periodically to assure its continuing appropriateness.

3.3. **Working Conditions of the Faculty**

 3.3.1. **Salary.** Faculty have a nine-month or twelve-month service period. Salary is paid in twelve monthly installments the last day of the month. The university does not specify a salary scale; each starting salary is a matter of individual negotiation involving the appointee and dean, based upon the current salary range per rank in the department, national salary levels for the field and rank involved, and funds available.

 Salary increases are normally made once each year, subject to provisions of funds by the North Carolina General Assembly. The dean is usually informed by the provost of the amount available for salary increases in the school and then makes recommendations to the provost concerning its allocation to individual faculty members. Salary increases and recommendations are subject to review and approval by the chancellor. Salary increases normally become effective on July 1, but late action by the General Assembly may delay payroll adjustments so that increases (retroactive to July 1) may not be reflected in pay checks until a later date.

 The university has established a procedure for review of salary increases through an elected faculty committee to ensure that salary actions are in accord with the school's Faculty Salary Policy (See Appendix 2-A). The school's salary committee will ensure that the written salary policy is on file and is available for convenient review by the faculty.

 3.3.2. **Teaching Workload.** Under normal circumstances, tenure-track faculty members teach two courses a term (fall and spring). Fixed-term teaching faculty teach -three courses a term (fall and spring). In addition, each faculty member is expected to supervise master's papers, to conduct independent study courses, to supervise field experiences, , to advise students and to sponsor new doctoral students, to serve as member and/or

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chair of faculty and university committees and doctoral committees, to undertake special projects on behalf of the school, to participate in peer teaching evaluations and, in general, to participate in the life of the school. Tenure-track faculty members are also expected to carry out an active and focused research program as evidenced by grant proposals, refereed publications and presentations, and other publications, presentations, and knowledge products that influence the public good. All faculty members are expected to provide service to the school, the university, and/or the profession. Each faculty member is required to complete an annual report at the end of the academic year detailing workload in each of these categories for the current academic year.

3.3.3. **Summer Session Teaching.** All SILS faculty are eligible for summer teaching. Summer percentages of base pay are set in accordance with Summer School policies. The maximum teaching assignment in the summer is two courses. Faculty members on nine-month service appointments may teach summer school or accept summer employment outside the University of North Carolina at Chapel Hill without restriction. In the latter case, however, faculty must comply with the university's policy on conflicts of interest and commitment described in greater detail in Item 3.3.11 below.

3.3.4. **Code of Student Conduct.** Faculty have specific responsibilities in the administration of the Student Judicial System. These responsibilities include informing students at the beginning of each course that the Honor System is in effect, identifying notes or other materials that may and may not be used for exams, requiring students to sign a pledge on all written work that the Honor System has been adhered to, avoiding, when possible, the reuse of instructor-prepared examinations unless they have been placed on reserve in the library for all students and reducing the possibility of cheating on graded work. Additionally, faculty must report any instance in which there are reasonable grounds to believe that a student has given or received unauthorized aid in graded work. A complete description of faculty responsibilities is given in the Instrument of Student Governance (http://instrument.unc.edu/), which includes in Appendix B a statement of faculty responsibilities (http://instrument.unc.edu/instrument.text.html#appendicesb).

3.3.5. **Examinations.** The University has a stated policy, approved by the faculty council, pertaining to the administration of examinations. All undergraduate courses numbered 001-699 are required to have final examinations unless exempted by the Associate Dean for Academic Affairs. Examination times are published each term on the registrar's website. Examination dates and times cannot be changed without the prior written approval of the provost. Take-home examinations may substitute for in-class examinations if they are due on the date of the scheduled final examination. Each year the Provost's Office issues a detailed statement regarding the administration of final examinations.

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3.3.6. **Grading.** The faculty is responsible for assigning grades. The faculty council of the university approves the policies and procedures for the administration of final exams and for the grading system. The University Registrar's Policy Memo #24 describes administration of the grading system.

3.3.6.1. **Graduate Grades.** Graduate students may receive the following grades: H (High Pass), P (Pass), L (Low Pass), and F (Fail), unless the faculty has approved an alternative grading system for a specific course. Temporary grades of AB (absent from the final examination) and IN (work incomplete) may also be given; these grades revert to an administrative F (F*) unless replaced by a permanent grade by the last day of classes for the same term a year later. The university policy on graduate grading is available in the Graduate School Handbook.

3.3.6.2. **Undergraduate Grades.** Undergraduate students may receive the following grades: A, B, C, D, F. Grades of A-, B+, B-, C+, C- and D+ are also possible and will be recorded on the student's transcript with quality point value assigned. Temporary grades of AB and IN (described above) may also be given; these grades revert to an F* at the end of eight weeks into the next semester unless the student makes up the incomplete work. The university policy on the undergraduate grading system is available in the Undergraduate Catalog.

3.3.6.3. **Equivalency between Graduate and Undergraduates Grades.** In classes containing both graduate and undergraduate students, the following equivalency between the two grading systems holds:

        H A

        P   A-, B+, B, B-

        L   C+, C, C-

        F   D+, D, F

3.3.6.4. **Grade Appeals.** Students wishing to appeal a course grade should first address his/her concerns to the instructor who assigned the grade. If the instructor finds that there is a calculation error, a grade change form should be executed with the correct grade. An instructor may not initiate a change of course grade as a result of reevaluating the quality of the student's performance or for additional work performed by the student. If the student is not satisfied after consultation with the instructor, the student may appeal the grade to the Associate Dean for Academic Affairs. The appeal must be in writing and signed and must show that "an impermissible element existed in the instructor's evaluation of the student's coursework, and that element influenced the grade assignment to the detriment of

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the student." If the outcome of the first level of appeal is not satisfactory to the student, they may lodge an appeal of the Associate Dean's decision in writing to the Dean. Appeals of the Dean's decision must be made in writing to the Graduate School. Decisions of the Graduate School are final and cannot be appealed.

[Section 3.3.6. revised and approved by faculty 2010-04-27]

3.3.7. **Service Responsibilities of the Faculty.** In addition to teaching and research, faculty are expected to serve on one or two school committees. Faculty are also expected to attend faculty meetings, normally held at least once a month. They may also be elected or invited to serve on university-wide committees, administrative boards of other schools, the faculty council, or other university service commitment.

3.3.8. **Office Hours.** An additional responsibility of faculty is to provide office hours for their students. Although SILS has no formal policy on the number of office hours to be offered each week, it is expected that faculty will be available to students beyond office hours consistent with their other teaching, research and service obligations. Faculty members should announce and post their office hours at the start of each teaching term.

3.3.9. **Faculty Absences.** When a faculty member knows in advance that they will not be able to meet a class, the SILS office should be informed. Similarly, the SILS office should be informed of absences of three days or longer.

3.3.10. **Consulting Work.** Consulting work must be reported to the Dean if the faculty member receives a fee for their work. Requests should be submitted on-line (*Notice of Intent to Engage in External Professional Activities for Pay –* https://unc.policystat.com/policy/6641401/latest/) must be filled out by the faculty member at least ten days prior to the time the work is to be performed. A detailed explanation defining the *appropriate use of university resources in consulting activities** is given in the chancellor's memo of October 6, 1993 (Appendix 3-F). The *Board of Governors' Policy Statement on External Professional Activities for Pay and the chancellor's memorandum of July 1, 1993** define university policy on this matter (Appendix 3-G).

3.3.11. **Conflicts of Interest and Commitment.** The university has a *Policy on Conflicts of Interest and Commitment** last updated September 12, 2012 (https://unc.policystat.com/policy/4490547/latest/). One requirement of that policy is that faculty file an annual report on activities. This report must be filed by all faculty regardless of whether conflicts of interest and commitment existed or not. Each year the Office of Institutional Integrity and Risk Management distributes to each faculty member the required forms for reporting.

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3.3.12. **Leaves and Course Reductions.** Faculty who wish to apply for any type of university-mandated, non-compensated or grant-supported leave or course reduction that involves time away from regular teaching and administrative duties must submit a leave form to the dean for approval (See *SILS Academic Leave Request or Course Reduction Request* – available through the Faculty Handbook). Faculty should submit the form at the earliest possible opportunity, and no later than nine-twelve months prior to the start date of the requested leave. Granting of all leaves or course reductions is subject to the school's ability to meet teaching and administrative needs. The number of faculty members who can be on leave or course reduction in a given semester is limited. Also see .

3.3.12.1. **University-Mandated Semester Leaves.** It is a university policy that untenured faculty members will be granted a one-semester leave sometime prior to their review for tenure. The purpose of the leave is to allow the faculty member to focus on research and publication in a more concentrated fashion.

3.3.12.2. **SILS Semester Leaves.** Whenever possible, the school supports periodic research leaves for tenured faculty throughout their service at SILS. The university-mandated leave constitutes one such leave. The faculty member is eligible to apply for a second leave seven years after the first five years of tenure-track service. Thereafter, tenure track faculty are eligible to apply for a leave every seven years. The school will maintain a calendar of eligible leave dates; however, specific dates may need to be modified depending on teaching or other needs in the school. The following chart gives guidance by rank:

- Associate Professors (tenured) and Full Professors: Leave every seven years.

- Associate Professors (non-tenured): Leave sometime during the first four years in this rank. The next leave would occur seven years after the first five years of tenure-track service.

- Assistant Professors: Leave sometime during the first five years in this rank. The next leave would occur seven years after the first five years of tenure track service.

- Instructors: No leave is accrued during the period of these appointments.

The dean has the responsibility to examine each faculty member's work record, leave history and leave plan prior to making decisions about granting leaves. The university does not grant sabbaticals, but a semester leave may be granted by the dean at their discretion (with approval from the provost for off campus leaves).

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The dean will consult with the associate dean for academic affairs to ensure that teaching and administrative needs can be met prior to approving leaves.

3.3.12.3. **Non-Compensatory and other Grant Supported Leaves.** Normally, leaves are granted to pursue research, but leaves may also be granted for other activities if justification is sufficient. Uncompensated or grant-supported leaves of longer than one semester may be considered.

Faculty members on uncompensated or grant-supported leave are responsible for ensuring that their benefits are appropriately arranged. Should the faculty member receive a university grant such as a Pogue or a national fellowship such as a Fulbright, financial arrangements will be worked out among the dean, the faculty member and the university. Supplementation by SILS of the amount provided by the funding body will depend upon the candidate's work record, leave history and leave plan, as well as the availability of funds.

3.3.12.4. **SILS Course Reductions.** Course reductions may be granted by the dean in cases where there are funds available from an outside source or when the faculty member takes on major administrative or other duties in the school. The cost of a course release is $16,000. In exceptional circumstances, two course reductions per academic year will be considered if teaching needs can be met. ; When planning and preparing a grant proposal the faculty and the Dean are encouraged to discuss the various ways that SILS can provide matching funds, cost sharing and/or teaching loan arrangements to support the grant. Examples of budget components the Dean is willing to negotiate include matching salary, reduced rates for a course release, reduced teaching loads, increased travel funds and an increased percentage of indirect costs returned to the faculty.

Faculty members having a reduced teaching load for several consecutive semesters will remain eligible for administrative leaves and other special leaves (e.g., Fulbrights).

The dean will consult with the associate dean(s) to ensure that teaching and administrative needs can be met prior to approving a course reduction. The form requesting a course reduction should be submitted at the earliest possible opportunity, but no less than six months prior to the requested course reduction.

Faculty members with reduced teaching loads have an obligation to work with the associate dean(s) to ensure that an appropriate instructor can be found for their course and to offer course materials and other support to the instructor as needed.

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3.3.13. **Requests for Curriculum Changes.** It is essential that courses offered by the faculty be consistent with the description of those courses as printed in the UNC Catalog. Special topics courses (INLS 490, INLS 690, or INLS 890) may be offered once or twice at the discretion of the associate dean. After a second offering of such a course, faculty must vote on whether to add the course to the curriculum. Faculty members wishing to add a new course to the curriculum on a continuing basis should submit a "*Request for Curriculum Change Form*" (Faculty Handbook) to the appropriate committee having responsibility for the program most affected by the proposed course. That committee reviews the proposal and brings it, accompanied with a recommendation, to the full faculty for a vote.

3.3.14. **Graduate Assistants.** Assistant professors are normally assigned graduate assistants, provisional on funding. Faculty members may request additional graduate assistance time from the dean for special projects. The dean will allot the hours for each faculty member based on the total amount of hours available and on the faculty member's needs.

3.3.15. **Travel Support.** Faculty may request travel support to attend professional meetings or to carry out school or other professionally related duties. Travel support is subject to the availability of funds.

All faculty leaves and request for travel support must be approved in advance by the dean or proxy. The *SILS Travel Policy* can be found in the Faculty Handbook. The *SILS Conference or Professional Activity Leave and Travel Request* form (available in Faculty Handbook) is found on the G drive in the SILS Bylaws folder. Reimbursement payments can be electronically deposited to the traveler's bank account. See policy information regarding university travel at *UNC-CH Travel Accounting** and *Travel Accounting Office Section of UNC-CH Business Manual**.

3.3.16. **Parking.** Parking on the UNC-Chapel Hill campus is a limited resource and the availability of a parking space is not assured. Parking requests for the faculty are submitted to the Executive Assistant to the Dean each spring. Parking allocations are assigned before the fall term for the following academic year. Preference for parking slots is usually based on longevity of service with the University of North Carolina at Chapel Hill. Occasionally special needs may alter the normal preference practice. Note that parking assignment decisions incorporate staff longevity and needs into the overall allocation.

3.3.17. **Special Needs.** The Equal Opportunity/ADA Office of the university manages a Central Fund which is available to assist units in purchasing services and/or equipment for disabled students and employees. Examples of equipment that may be purchased through this account are computer software to enhance the size of characters on a monitor, telephone voice amplifiers and specially designed chairs. Equipment

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purchased from this fund for any employee or student must be recommended by his or her physician or other health care provider. All employees requesting equipment and/or services must complete a Self-Identification form. See additional information regarding Purchasing Equipment to Accommodate Disabled Students and Employees.

3.3.18. **Email Retention Guidelines.** E-mail must be handled responsibly by all faculty and staff as required by the N.C. Public Records Law. E-mail retention guidelines were developed by the University Records Committee, and they are designed to guide campus users of e-mail. (See *General Records Retention and Disposition Schedule maintained by University Archives & Records Management Services*.)

3.3.19. **Spousal Hiring Market Assistance Program.** The Spousal Hiring Market Assistance Program is a market driven program designed to make the university more competitive for the best talent in the tenured, tenure-track, and fixed-term faculty ranks. This program recognizes that success in recruitment and retention often depends on opportunity to facilitate appointment of an accompanying academic spouse, and the Office of the Provost will assist departments and colleges by providing matching funds in support of such appointments. (See guidelines for the *Academic Personnel Office* https://academicpersonnel.unc.edu/).

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CHAPTER 4. STUDENTS' RIGHTS AND RESPONSIBILITIES

Students at the University of North Carolina at Chapel Hill, both undergraduate and graduate, are subject to the responsibilities expressed in the "Honor System" of the University of North Carolina at Chapel Hill [http://honor.unc.edu/]

4.1. **Honor System.** It shall be the responsibility of every student at the University of North Carolina at Chapel Hill to obey and to support the enforcement of the Honor System, which prohibits lying, cheating, or stealing when these actions involve academic processes or university, student or academic personnel acting in an official capacity. It shall be the further responsibility of every student to conduct oneself so as not to impair significantly the welfare or the educational opportunities of others in the university community.

4.2. **Student Organization and Governance.** The Information and Library Science Students' Association (ILSSA) is the student organization for all students in the School. All matriculating students in the school are automatically members of the association. The *Bylaws of ILSSA* appear as Appendix 4-A. Its elected officers are co-Presidents, Vice President, Secretary/Technical Coordinator, Treasurer, New Student Outreach Coordinator, and Social Chair.

  4.2.1. **Duties of the ILSSA Officers.** The President of ILSSA is responsible for chairing a session at the incoming students' orientation, for chairing ILSSA meetings and determining the agenda, for attending faculty meetings (each ILSSA co-president has a full vote), for serving as the official liaison between the faculty and the students, for consulting on a regular basis with the Dean, and for suggesting to the Dean which students might serve on School committees. The Vice President of ILSSA is responsible for arranging the annual holiday party and the spring picnic, and for arranging specialize outings such as the annual trip to Washington, DC in the spring. The Secretary is responsible for the minutes, and the Treasurer is responsible for the budget. The Treasurer is also a member of the University's Graduate and Professional Students' Federation.

  4.2.2. **Term of Office and Meeting Times.** Each set of ILSSA officers serves for a calendar year beginning in January and ending in December. The officers arrange the elections which take place in the late Fall. Each year's ILSSA officers determine when they will meet.

  4.2.3. **Records of the Association.** The records of ILSSA are kept digitally in several places. Records of the Town Halls and the presidents' notes on All-School meetings are kept on the ILSSA website. Minutes of ILSSA meetings are kept in a Google Drive folder and passed from Board to Board to maintain the historical record of the organization.

  4.2.4. **Faculty Liaison.** One faculty member, appointed by the Dean, serves as a liaison to the Information and Library Science Student Association.

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4.3. **Other Student Organizations.** The school also hosts student chapters of the American Library Association (SCALA), the American Society for Information Science and Technology (ASIS&T), the Society of American Archivists (SAA), the Special Libraries Association (SLA), and the Art and Museum Library and Information Students Society (AMLISS). These groups coordinate their activities with the parent Information and Library Science Students Association. There is also a Doctoral Students Association (DSA), which also coordinates activities with ILSSA.

4.4. **Representation at Faculty Meetings and on Standing Committees.** The co-Presidents of ILSSA and the Chair of the DSA, or their designees, attend all faculty meetings as representatives of the student body. Each co-president has one vote on all issues. Student representatives serve as voting members (except the Personnel Committee) on all standing committees as follows:

- Master's Committee - 1 MSLS and 1 MSIS student
- Personnel Committee – 1 Undergraduate, 1 Master's and 1 Ph.D. student
- Research and Doctoral Committee - 1 Ph.D. student
- Undergraduate Committee – 1 undergraduate student
- Diversity Committee – 1 Undergraduate, 1 Master's, and 1 Ph.D. student

Student representatives on *ad hoc* Committees are determined by the nature of the charge.

4.5. **Carnegie Research Fund Grants.** Small grants are available to students in the School of Information and Library Science for assistance with their capstone research papers or projects or doctoral research when unusual expenses are involved. Grants can be made for the costs of travel, postage, data access, and certain other expenses for the preparation of the paper/project. Grants are not made for the mechanical preparation of the paper/project, i.e. photocopying, editing, etc. Undergraduate majors may apply once for up to $200 for expenses with an honors thesis. Master's students may apply once for up to $200 for expenses with their master's paper. Doctoral students may apply a maximum of twice for a total of $400 for expenses related to their research.

4.6. **Fellowships and Financial Aid.** Financial support for graduate students is offered in the form of:

- Fellowships and Assistantships from the School of Information and Library Science
- University Fellowships and Assistantships (see http://gradschool.unc.edu/funding/gradschool/currentstudents.html)
- Veterans Benefits
- Grants and Other Awards sponsored through Federal, State and Private Agencies

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- Student Loans

Students receiving an award from the University or the School must enroll for at least nine credit hours during any term during the tenure of the award. Details on these awards are available at https://sils.unc.edu/programs/graduate/financial-information for MS students, and https://sils.unc.edu/programs/graduate/phd/cost for PhD students.

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CHAPTER 5. PROGRAMS OF STUDY

The five graduate programs of study of the School of Information and Library Science (Master of Science in Information Science, Master of Science in Library Science, Post-Master's Certificate in Information and Library Science, Professional Science Master's in Digital Curation and Doctoral of Philosophy) are all governed by university guidelines as interpreted and applied by the Graduate School. Reference should be made to the current edition of the *Graduate School Handbook* and to the current edition of the *Graduate School Record* for university level requirements affecting these programs of study. The School of Information and Library Science also offers an undergraduate major and a minor in information systems. Reference should be made to the current edition of the *Undergraduate Bulletin* for university level requirements affecting this program of study. Both the Handbook and Bulletin are available at https://catalog.unc.edu/.

Many details of each of these programs of study are provided in the "Programs" section of the SILS website (http://www.sils.unc.edu). SILS policies that supplement that information are as follows:

5.1. **Undergraduate Programs.** SILS offers a Bachelor of Science in Information Science degree and an undergraduate minor in information systems. In addition, students may also apply for the dual BS/MS degree program.

    5.1.1. **Admissions.** Undergraduate students must apply to and be formally admitted to both the BSIS and IS minor. Applications are considered for admission in the fall or spring semester. Students admitted to the BSIS program may also apply for the dual BS/MS degree program during their sixth, seventh, or eighth semester; admission may be for the fall or spring semester.

    5.1.2. **Internships.** An internship (INLS 393) is an elective for both BSIS students and IS minors, and is highly recommended for all undergraduate students. Additional details about the course and its requirements are available at http://sils.unc.edu/programs/field-experience.

    5.1.3. **Honors Program.** An honors program is available to IS majors who have demonstrated their ability to perform distinguished work. The honors program consists of two courses: INLS 691H, Honors Research, and INLS 692H, Honors Thesis in Information Science. Further details are available at http://sils.unc.edu/programs/undergraduate/bsis/honors.

    5.1.4. **Administration.** The Coordinator of Undergraduate Programs in conjunction with the SILS Student Services Coordinator, Undergraduate, administer both the major and the minor, as well as the dual degree program (in collaboration with the MSIS and MSLS Coordinators and the Graduate Student Services Coordinator). Admission policies are developed by the school's Undergraduate Committee for submission to the faculty for approval. That committee also

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makes admission recommendations to the dean, and is responsible for development of the curriculum.

5.2.   **The Master of Science in Information Science and Master of Science in Library Science**

5.2.1.   **Time Limits.** All work for the master's degree must be completed within five (5) years from the date of first matriculation. Any extension beyond the five-year limit must be endorsed by the Assistant/Associate Dean after consultation with the faculty and approved by the Graduate School.

5.2.2.   **Transfer of Credits.** Transfer of up to nine semester hours of graduate credit from approved institutions may be permitted in accordance with Graduate School regulations. Students should initiate any request for approval of transfer credit with their faculty advisors at the time they plan their program of study. Transfer courses must be relevant to the student's program of study, have been completed within three years preceding matriculation and must not have been accepted or have been used to satisfy the requirements for another graduate degree. Any graduate courses taken prior to enrollment in the SILS master's program, including those taken through the university's Continuing Studies program become part of the nine-hour transfer limit.

5.2.3.   **Credit for Courses Taken Outside the School.** With the permission of their advisor students may take graduate courses from other departments and schools of UNC Chapel Hill, UNC Charlotte, UNC Greensboro, Duke University, or North Carolina Central University. Normally, the information and library science content of the master's program should total at least thirty-six semester hours of the forty-eight semester hour program. The thirty-six credit hours in information and library science requirement may be reduced by an additional six credits of course work in fields closely related to information and library science (e.g., computer science). Permission to take these additional six credits outside of information and library science requires the approval of the student's academic advisor and the dean and/or the Associate Dean.

5.2.4.   **Residency.** Normally, two semesters of residence (as described in the Catalog of the Graduate School) are necessary to complete either of the Master's degree programs (MSIS, MSLS). Extenuating circumstances such as the 1920-21 global pandemic may affect this for all students, and other special circumstances for individual cases will be considered by the advisor in conjunction with the Associate Dean for Academic Affairs.

5.2.5.   **Master's Paper/Project.** Information on the master's paper/project, *Guidelines for the Master's Paper/Project* is available on the school's website. The Guidelines are reviewed periodically by the faculty to insure their continued appropriateness. Students must enroll in INLS 992 for the master's paper/project. Written approval must be obtained from the faculty member serving as the master's paper/project advisor prior to registering for this course. A

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student must be registered during the semester in which the master's paper/project is approved and submitted.

5.2.6. **Field Experience.** A field experience (INLS 795) is an elective in both the information science and library science master's degree program and is highly recommended for all master's students. Information about the field experience is contained in *Policies and Procedures for the Professional Field Experience* available at https://sils.unc.edu/programs/field-experience. Components of the course include 135 hours of work for the site, four seminar components (two group forums and two individual meetings, with the Field Experience Coordinator) , and a paper/project. INLS 795 may be taken for 1-3 credits. The field experience may be taken a second and third time f(each for 1.5 credits, with a maximum of 6 credits applied toward graduation), but the subsequent registrations must involve different experiences, and students must complete the seminar components and the paper/project for each registration.

5.2.7. **Comprehensive Examination.** The comprehensive examination is given twice a year, once each during the fall and spring semesters. It is a Graduate School requirement that to be eligible to take the comprehensive examination students must be enrolled in, or have completed, their last course. However, students who will be enrolled in their final course during the summer may take the comprehensive examination in the spring semester. *Guidelines on the Comprehensive Examination* are made available to students when they take the exam (.) Students must receive a grade of "P'" on the Comprehensive in order to graduate.

5.2.8. **Beta Phi Mu.** Beta Phi Mu is an international honorary society for information and library science master's graduates who meet the scholastic requirements necessary for membership. The Epsilon Chapter of Beta Phi Mu was chartered at the School of Information and Library Science of the University of North Carolina at Chapel Hill in 1958. Any member of the national Beta Phi Mu living and working in the locality is eligible for Chapter membership. A graduate of the school who is in the top 35% of the graduating class and who is nominated by the faculty is eligible for election and initiation into the society.

5.2.9. **Administration.** The Coordinators of the Master's Programs in conjunction with the SILS Student Services Coordinator administer both master's degree programs. Admission policies are developed by the school's Master's Committee for submission to the faculty for approval. That committee also makes admission recommendations to the dean. Each master's degree student is initially assigned an academic advisor. Students may change their academic advisor at any time during their program of study by obtaining the approval of their proposed new advisor using the *Advisor Change Notification Form* (https://sils.unc.edu/student-services/forms).

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5.3. **Post Master's Certificate in Data Curation and Professional Science Master's Degree in Digital Curation and Management.**

    5.3.1. **Administration.** The Coordinator of the Digital Curation Program administers the PMC and PSM programs. Admission policies are developed by the school's Master's Committee for submission to the faculty for approval. The Digital Curation Program Coordinator makes admission recommendations to the dean. Academic advisors to PMC and PSM students are assigned using the same procedures used for the master's degrees. Students may change their academic advisor at any time during their program of study by obtaining the approval of their proposed new advisor using the Change of Advisor Form (https://sils.unc.edu/student-services/masters-students/comprehensive-exam).

    5.3.2. **Transfer of Credits.** Transfer of up to six semester hours of graduate credit from approved institutions may be permitted. Students should initiate any request for approval of transfer credit with their faculty advisors at the time they plan their program of study. Transfer courses must be relevant to the student's program of study, have been completed within three years preceding matriculation and must not have been accepted or have been used to satisfy the requirements for another graduate degree. Any graduate courses taken prior to enrollment in the SILS master's program, including those taken through the university's Continuing Studies program become part of the six-hour transfer limit.

5.4. **Ph.D. Degree.** Specific requirements and procedures for the administration of the SILS doctoral program are provided in the Procedures in the Doctoral Program. (https://sils.unc.edu/student-services/doctoral-students)

    5.4.1. **Administration.** The school's Coordinator of the Doctoral Program administers the doctoral program. Admission policies are developed by the school's Research and Doctoral Committee for submission to the faculty for approval. That committee also makes admission recommendations to the dean.

    5.4.2. **Transfer of Credits.** Transfer of previous graduate credit from approved institutions may be permitted in accordance with Graduate School regulations. Students should initiate any request for approval of transfer credit with their faculty advisors at the time they plan their program of study. Transfer courses must be relevant to the student's program of study, have been completed within three years preceding matriculation and must not have been accepted or have been used to satisfy the requirements for another graduate degree.

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CHAPTER 6. SUPPORT SERVICES

6.1. **Office Support Staff.** Assisting the dean, the faculty, and the students is an office support staff.

    6.1.1. **Permanent Staff.** The permanent support staff encompasses the following positions:

        6.1.1.1. **Executive Associate Dean of Administration and Special Programs.** The individual holding this position is responsible for financial management records of the school. This administrative Associate Dean position will have full responsibility for executive support of the diverse and dynamic business operations for SILS as well as programmatic oversight for special programs such as the Carolina Health Informatics Program (CHIP), the Professional Science Master's in Digital Curation (PSM), the Web-based Information Science Education (WISE) program, and Summer School operations for the school. This position works closely with the academic Associate Dean in the areas of course enrollment, instructor selection, and school growth strategy. Unless noted, all Permanent Staff report directly or indirectly to this position.

        6.1.1.2. **Associate Dean for Development.** The individual holding this position leads a comprehensive program of annual, major and planned gifts; donor stewardship, development communications and prospect development. The Director of Development manages the SILS Campaign; staffs the SILS Campaign Committee, SILS Board of Visitors and SILS Alumni Inclusion and Diversity Committee; and assists with alumni relations. The Director of Development partners, as needed, with SILS colleagues to secure private grants.

        6.1.1.3. **Executive Assistant to the Dean.** The individual holding this position is responsible for assisting the dean in the performance of his/her duties and managing the official files of the school. The Executive Assistant acts as a liaison with the Office of the Provost, the Dean of the Graduate School and other administrative offices of the university, works directly with facilities services to maintain the climate, atmosphere, aesthetics, and infrastructure of the school, and coordinates various special events as needs arise.

        6.1.1.4. **Graduate Student Services Coordinator.** The individual holding this position provides support and advising for the School's master's and doctoral programs. More specifically, this position administers all operations necessary in the area of admissions and registration for the School's master's and doctoral program, facilitates communications relating to student services at the graduate level and serves as primary liaison with other administrative units within the university to successfully aid graduate students in their progress toward their degree.

        6.1.1.5. **Undergraduate Student Services Coordinator.** The individual holding this position provides support and advising for the School's Undergraduate programs. More

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specifically, this position administers all operations necessary in the area of admissions and registration for the School's undergraduate program, facilitates communications relating to student services at the undergraduate level and serves as primary liaison with other administrative units within the university to successfully aid undergraduate students in their progress toward their degree. In addition, this position provides manages all graduate student funding.

6.1.1.6. **Communications Coordinator.** The individual holding this position reports to the Dean in support, development and implementation of the School's communications program. This position addresses both external and internal communication; includes public relations, marketing, and media relations. It also oversees the school's publications, including the catalog, annual report and biannual newsletter. and oversight of the school's Web page.

6.1.1.7. **Director of Information Technology and Services.** The individual holding this position is responsible for the development and support of the School's information technology infrastructure and services. The Director reports to the Dean and manages assigned staff of full-time professional and part-time student assistants. Principal functions of the Director include helping SILS maintain a position of national leadership in the use of information technology through strategic activity and long-range planning; working with faculty to develop and guide the School's policies and practices related to educational technologies; providing technology support for faculty research, course-specific information systems and server infrastructure; responsibility for the School's annual budget for information technology, and oversight of the School's computer laboratory, research computing facilities, administrative computing needs, and faculty technology.

6.1.1.8. **Career Services Coordinator.** The individual holding this position counsels students about all aspects of internships and the job search process and will have primary responsibility for identifying opportunities for internships, field experiences, and post-graduate employment. The Coordinator will have primary responsibility for educating the students on issues related to employment and fellowships, will serve as the primary point of contact for employers recruiting SILS students, and will engage in various outreach efforts to market SILS students to potential employers. To achieve these goals, the Coordinator will work with the SILS student services managers and the faculty coordinators of SILS degree programs.

6.1.1.9. **Administrative Support Staff.** A number of professionals serve work with the core support staff to ensure effective operations of the school. These individuals report to the Executive Associate Dean for Finance and Administration and include: Accounting Technician, Desktop Support and Help Desk Manager, Senior Human Resources

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Consultant, Contracts and Grants Officer, Programs Officer, Instructional Design Specialist, and Health Informatics Coordinators**.**

6.2. **Information and Technology Resource Center.** The Information and Technology Resource Center (ITRC) offers a state-of-the-art library and computer laboratories in a combined facility. Back-to-back help desks serve both areas permitting staff to assist clients in either facility as needed.

   6.2.1. **School of Information and Library Science Library.** A branch of the University's Academic Affairs Library is maintained within Manning Hall.

      6.2.1.1. **Staff.** It is professionally staffed by a full-time librarian and one library assistant. These individuals report to the University Librarian. Additional assistance in the operation of the Library is provided by students, some supported by the School and some by the University Library.

      6.2.1.2. **Selection.** *The Collection Development Policy of the Library of the School of Information and Library Science*, approved by the Faculty, appears as Appendix 6-A. This policy is the result of the joint effort of the Information Resources Committee of the School and the SILS Librarian.

      6.2.1.3. **Furnishings and Equipment.** The School provides the space, furnishings and equipment for the SILS Library. Library materials are provided by the University Library.

      6.2.1.4. **Annual Report.** The Librarian is required to prepare an annual report for the University Librarian. A copy of this Annual Report is submitted to the Dean for dissemination to the SILS Faculty.

   6.2.2. **Computer Laboratory.** The SILS Information Technology Laboratories exists to support curricular offerings, student projects and research activities that require the use of computing. The facility is managed by the Desktop Support and Help Desk Manager and staffed by student assistants. The School provides the equipment, software, supplies, and student assistance necessary for the operation of the Laboratory. The *Microcomputer Laboratory Policy for the School of Information and Library Science,* approved by the Faculty, appears as Appendix 6-¬B.

   The Laboratories include the Outer Lab, Digital Media Lab, Virtual Reality Lab and Collaboratory space. The Outer Lab is adjacent to the SILS Help Desk and is equipped with computers, software, documentation, scanners, and check-out equipment. The Digital Media Lab is a dedicated space for media production. It includes video and desktop capture capabilities, a computer, teleprompter, soundboard, greenscreen, video camera, microphones, an interactive pen display and other technologies to support digital media production. The

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Virtual Reality (VR) Lab is also available to SILS affiliates to explore and create virtual reality environments. VR headsets, touch controllers and high-end computers are provided to support the immersive environments. The Collaboratory space facilitates group work and includes a computer, shared screen, whiteboard and 3D printer. These Laboratories are available to all students, faculty and staff of the School.

6.2.2.1. **Responsibility for the Laboratory.** The Desktop Support and Help Desk Manager has direct responsibility for day-to-day management of the lab. The Director of Information Technology and Services has responsibility for oversight of all activities of this Laboratory.

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CHAPTER 7. THE ALUMNI ASSOCIATION

The Alumni Association of the University of North Carolina at Chapel Hill School of Information and library Science is organized and exists to promote the general welfare of the school. The *SILS Alumni Association Constitution and Bylaws* are included as Appendix 7-A.

The Association sponsors events throughout the year including new and continuing students' orientation, a speed networking event, and a field experience event, and the Alumni Association also supports the maintenance of alumni records and assists in development activities whenever possible. *Information and Library Science @ Carolina*, an annual newsletter, is produced by the school with support from the Alumni Association. The newsletter is distributed to alumni and friends of the school.

SILS faculty and office staff support for alumni events is provided as resources allow. The dean, the Executive Associate Dean and the Associate Dean for Development all serve as *ex officio* members of the Alumni Association Executive Board. The Associate Dean for Development is the primary liaison between the Association and the school.