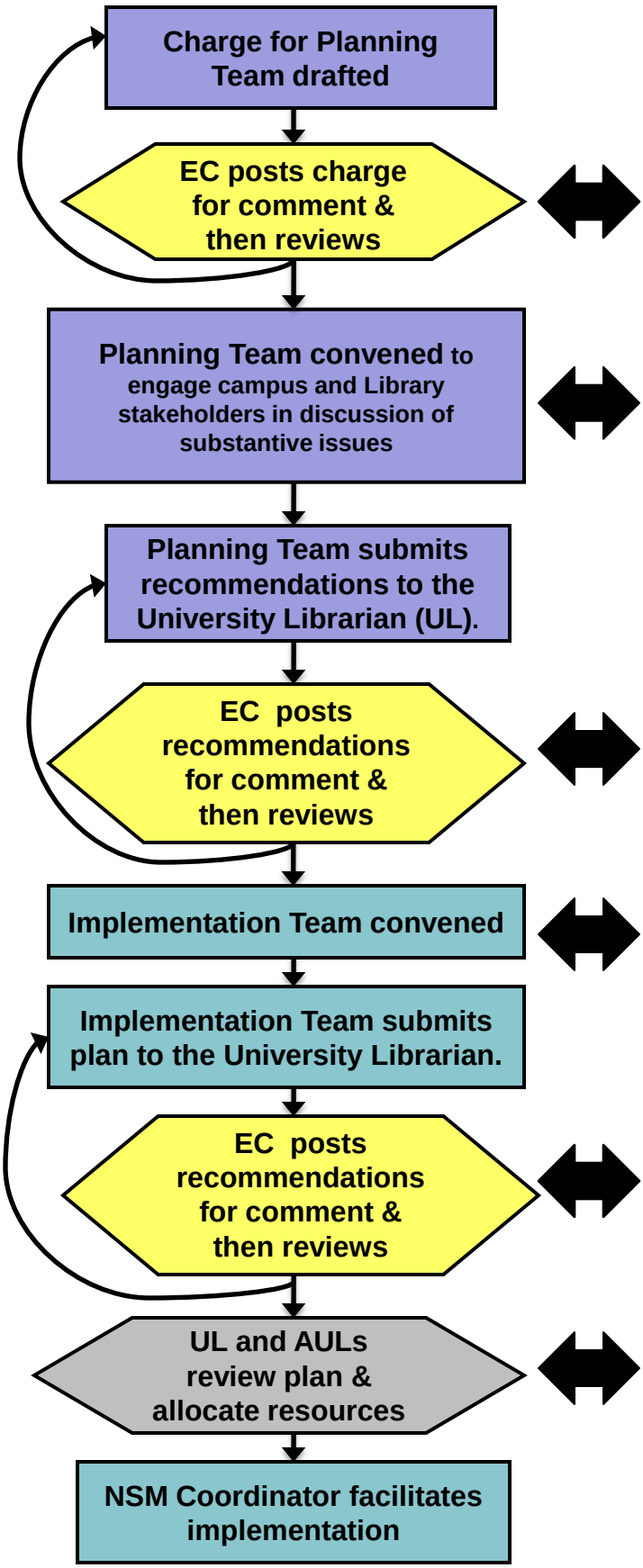
NSM Decision-Making Process (July 2009)



Drafted by the Team Leader , NSM Coordinator and/or Administrative Liaison, the charge establishes scope, timeline and deliverables (reports, recommendations, etc.)

The Library Executive Committee (EC) posts charge on EC website at least one week prior to discussion with note to LIBNEWS-L requesting comment. EC reviews charge and may advise the University Librarian approve and/or request revisions.

Teams post meeting notes and reports promptly to the NSM website. Team Leaders chair meetings, direct work of the Team and report on ideas under consideration at NSM stuff sessions and Library Faculty meetings. Administrative liaisons help navigate process, provide feedback regarding feasibility and are equal partners in decision making. All AULs & Team Leaders attend pre-launch meeting.

UL forwards recommendations to EC.

EC posts recommendations on EC website at least one week prior to discussion with note to LIBNEWS-L requesting comment.

EC may advise the University Librarian to approve all or some of the recommendations. Requests for revisions go back to Planning Team.

Drawing some members from the Planning Team , the UL charges a Team to implement recommendations. Scope & timeline are set in consultation with the Associate University Librarians (AULs) and the NSM Coordinator.

UL reviews plan & forwards to EC & AULs

The Library Executive Committee (EC) posts plan on EC website at least one week prior to discussion with note to LIBNEWS-L requesting comment.

UL & AULs review to ensure plan is feasible (e.g., can facilities work be accomplished within alloted time and budget ?) in consultation with others in the Library, e.g., groups or individuals responsible for resource oversight: Budget Group (staff), EC (faculty/AP positions), Business Office , NSM Coordinator (NSM funding requests).

Working with the AULs, Library Facilities, Team Leaders, unit heads and other staff, the NSM Coordinator coordinates implementation of the plan.