

# SILS Phase 4 (March 2020 - Sept/Dec. 2021) Shared Governance Model

Council of University Librarians (CoUL) - *Project Sponsor*

Direction & Oversight Committee (DOC) - *Consultant*

SILS Working Group  
(to include a steering committee) **NR**

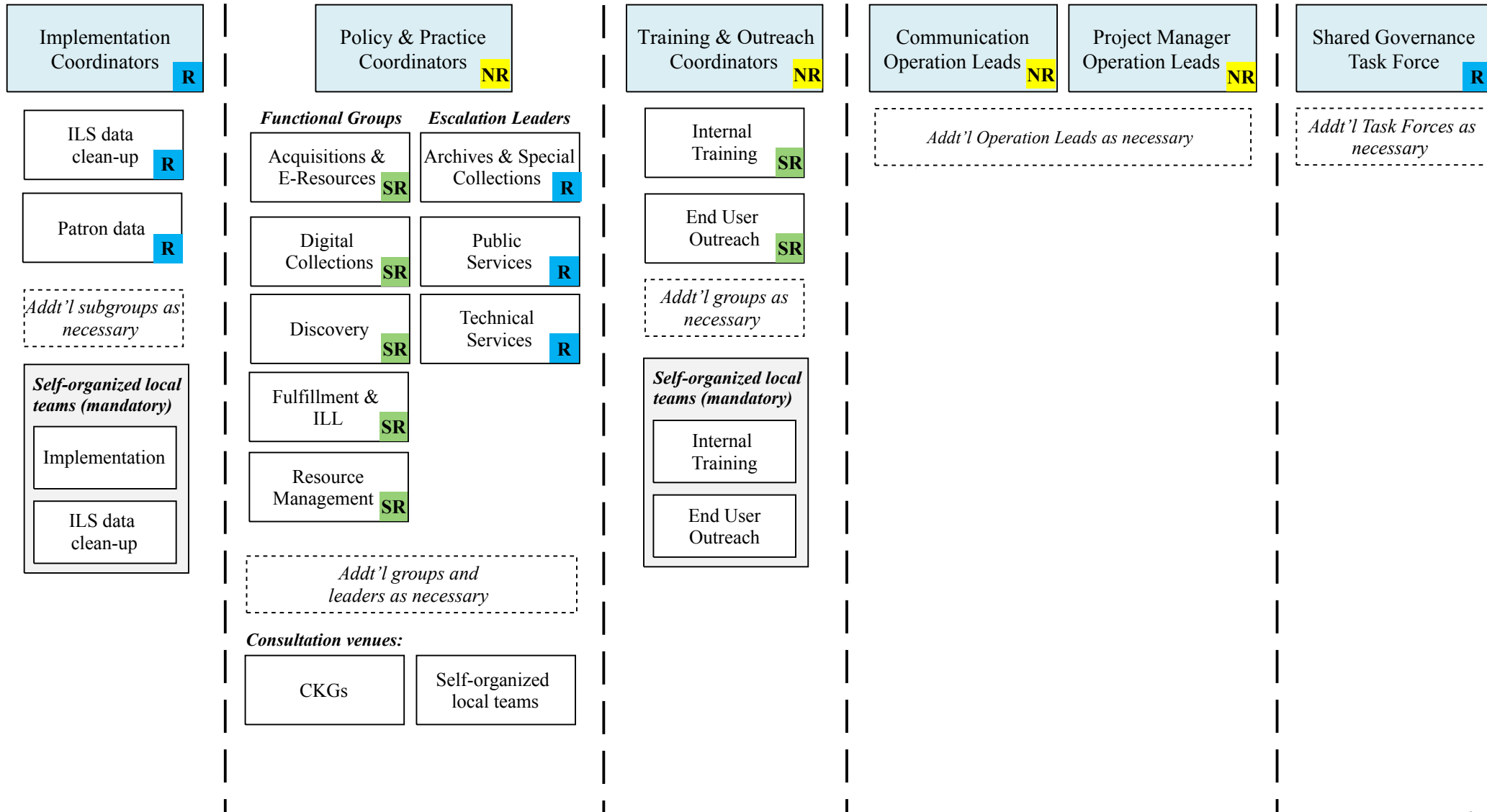
## Implementation Groups

## Policy & Practice Groups

## Training & Outreach Groups

## Operation Leads

## Task Forces



## Phase 4 Shared Governance Definitions

The proposed SILS phase 4 shared governance model has three core areas of work:

- **Implementation** (working at the systemwide and campus levels on systems implementation);
- **Policy & Practice** (supporting policy and practice decision-making specific to implementation, as well as more broadly determining what to standardize and what to keep local/campus-based);
- **Training & Outreach** (for UC Libraries employee training and end-user outreach).

The phase 4 shared governance model includes the following group types:

- **Working Group** leads and manages the project, reporting to CoUL and consulting with DOC;
- **Coordinators** report directly to the working group and are responsible for managing implementation, systemwide policy and practice, and training and end-user outreach;
- **Operation Leads** report directly to the working group and are responsible for operational leadership and support across the shared governance structure in areas such as communications and project management;
- **Task Forces** report directly to the working group and are responsible for specific activities (e.g. shared governance) that shape or interact with the work areas managed by the coordinators;
- **Functional Groups** report to the Policy & Practice Coordinators and are comprised of experts responsible for the discussion and decision-making around harmonization (i.e. determining when practices should remain local/campus-based and when/how they should be standardized);
- **Escalation Leaders** report to the Policy & Practice Coordinators and are comprised of campus leadership (e.g. managers, heads, AULs) around core functional areas (i.e. archives and special collections, public services, technical services); they are available when harmonization decisions need to be escalated;
- **Subgroups** will be charged by (and report to) the Coordinators as necessary (SILS Working Group approval is required when a new subgroup involves new FTE not already part of the cohort).

Membership for the phase 4 groups and subgroups will be:

- **Non-Representative** (a subset of the UC Libraries comprise the membership of the team);
- **Representative** (all campuses and CDL have a member on the team);
- **Stepped Representative** (all campuses and CDL have a Step A or Step B member on the team);
  - Step A members (“members”) represent a fully participating campus; members attend meetings and participate in decision-making and activities defined in their charge;
  - Step B members (“liaisons”) represent a campus that has assigned a liaison for informational purposes; liaisons share information and decisions with their campus colleagues and respond to information requests from Step A group members; liaisons do not participate in decision-making or attend meetings, but they proactively track group information and decisions using the available documentation and communication mechanisms;
  - For each applicable group, CoUL members will decide whether they have a Step A member or Step B liaison. Representatives will not be moved from Step A to Step B (or vice versa) mid-phase; exceptions may be considered by the SILS Working Group.