

# CONSTITUTION OF THE LSU AT ALEXANDRIA FACULTY COUNCIL AND FACULTY SENATE

## **ARTICLE I: DEFINITIONS** (italicized in text hereafter)

**Academic College (or College)** shall mean a *college, school*, or other academic division of the *University* comprised of one or more *academic departments* which has as its primary purpose the instruction of students.

**Academic Department (or Department)** shall mean a department within one of the *University's* colleges, schools, or other academic divisions which has as its primary purpose the instruction of students. *Schools* without *departments* are considered *departments* themselves. For the purposes of this *Constitution* and *Bylaws*, the Bolton Library is considered an *academic department*.

**Administrative Faculty** shall mean any *University* employee who is a chancellor, vice chancellor, dean, department chair, or any director or employee whose responsibilities include: supervision of Faculty, evaluation of Faculty as a requirement of their normal position (not as a part of a university or departmental committee), or development of Faculty class schedules.

**Bylaws** shall mean the *Bylaws of the Faculty Council and Faculty Senate* duly adopted and in force at the time.

**Chancellor** shall mean the chief executive officer of *LSUA*.

**Constitution** shall mean the *Constitution of the LSU at Alexandria Faculty Council and Faculty Senate*.

**Faculty** shall mean full-time members of the academic staff having the rank of Instructor or higher and shall constitute the faculty of the campus on which they are appointed. (See *Regulations*, Article I, Section 2B1)

**Faculty Council (or Council)** shall consist of all full-time members of the faculty with the academic rank of Instructor or above and any University employee with academic rank of Instructor or above. Members of the Administrative Council not holding academic rank shall be non-voting members of the Faculty Council (See *Regulations*, Article I, Section 2B1 "Membership" of the Faculty Council, and Section 3A1 "Membership" of the Administrative Council). The Chancellor's Cabinet is the current Administrative Council for *LSUA*.

**Faculty Senate (or Senate)** shall mean the elected standing committee of the *LSUA Faculty Council* and shall have as its function the implementation of the duties of the *Faculty Council*. The *Senate* represents the *Faculty Council* at any and all times when the *Council* is not in session. The actions of the *Senate* will be effective immediately subject to repeal or suspension by its parent body, the *Faculty Council*, or as prescribed by the *Regulations*. Duties of the *Senate* shall be exercised in a manner consistent with the *Constitution of the LSU at Alexandria Faculty Council and Faculty Senate* and the *Bylaws of the Faculty Council and Faculty Senate*.

**President** shall mean the *President* of the *Senate*.

**Regulations** shall mean the [\*Regulations of the Board of Supervisors\*](#) for Louisiana State University and Agricultural and Mechanical College (revision August 2021), and refers to sections and subsections in Article I: Academic and Administrative Organization unless otherwise stated.

**School** shall mean an academic division of the *University* composed of one or more *departments*. *Schools* without *departments* are considered *departments* themselves.

**System President** shall mean the President of the Louisiana State University and Agricultural and Mechanical College System.

**University** shall mean Louisiana State University at Alexandria (LSUA).

## **ARTICLE II: PURPOSE AND JURISDICTION OF THE FACULTY COUNCIL**

**Section 1:** To serve as a representative voice of the *faculty*.

**Section 2:** To provide a means of communication between the *faculty* and the *Chancellor*.

A. To provide a means whereby the *University* administration may refer matters of common *faculty* interest to a body representing the *faculty*.

B. To provide a means whereby the *faculty* can offer, through the *Senate*, suggestions or recommendations to the *Chancellor* pertaining to matters of common *faculty* interest.

**Section 3:** To accept and share responsibility with the University administration and students in efforts to improve the effectiveness of the *University*.

**Section 4:** To confer with the *Chancellor* on any matter of *faculty* concern.

**Section 5:** To be furnished by the *Chancellor*, at the request of the *Senate*, information appropriate to its consideration in any matter.

## **ARTICLE III: NATURE AND FUNCTIONS OF THE FACULTY COUNCIL**

**Section 1:** The *Faculty Council* shall consist of all full-time members of the *faculty* with the academic rank of Instructor or above and any *University* employee with academic rank of Instructor or above. Members of the Administrative Council not holding academic rank shall be non-voting members of the *Faculty Council* (See *Regulations*, Article I, Section 2B1 “Membership” of the *Faculty Council*, and Section 3A1 “Membership” of the Administrative Council). The Chancellor’s Cabinet is the current Administrative Council for LSUA.

**Section 2:** The *Faculty Council*, through the *Senate* and its committees, shall determine the educational policy of the university, including but not limited to, establishing curricula, setting standards of instruction, determining requirements for degrees, and generally determining educational policy of the *University*. [See *Regulations*, Article I, Section 2B2].

**Section 3:** The *Faculty Council* may enter a vote of “No Confidence” in regard to any member of the *Faculty Council*, policy, or decision by a simple majority vote. The matter will then be forwarded to the *Senate* Grievance committee (*Bylaws*, Article II, Section 10, “Faculty Grievance Policy”).

**Section 4:** The *Faculty Council* may perform any other function not specifically prohibited by the *Regulations* (Article I, Section 2B, “The Faculties of the Several Campuses”).

**Section 5:** The *Faculty Council* shall meet at least once each academic year. The *Faculty Council* may hold other meetings as deemed necessary. Regular and special meetings of the *Faculty Council* shall be conducted pursuant to the provisions of the *Bylaws*. Voting shall be conducted pursuant to the provisions of the *Bylaws* (Article I, Section 3 “Meetings”).

**Section 6:** A majority of the eligible membership of the *Faculty Council* shall constitute a quorum. The *Faculty Council*, per the *Bylaws* (Article I, Section 3B), may establish a higher percentage of membership for a quorum.

**Section 7:** A majority of eligible members of the entire *Faculty Council* is required for any action to be taken by the *Faculty Council*.

## **ARTICLE IV: NATURE AND FUNCTIONS OF THE FACULTY SENATE**

**Section 1:** The *Faculty Senate* shall consist of members of the *Faculty Council* duly elected in accordance with the provisions of this *Constitution*. See Articles V, VI, and VII below.

**Section 2:** The *Senate*, as the elected standing committee of the *LSUA Faculty Council*, shall have as its function the implementation of the duties of the *Faculty Council* and the representation of the *Faculty Council* at any and all times when the *Council* is not in session. The actions of the *Senate* will be effective immediately subject to repeal or suspension by the *Faculty Council* or as prescribed by the *LSU Regulations*. Duties of the *Senate* shall be exercised according to the *Constitution* and *Bylaws of the Faculty Council and Faculty Senate*.

**Section 3:** The *Senate* shall consider any matter within its jurisdiction on its own initiative or which is brought to its attention by request of the *Faculty Council*. The *Senate* may consider any matter within its jurisdiction at the request of the *University* or of any member or members of the *Faculty Council*.

**Section 4:** The *Senate* shall maintain appropriate communications with all other segments of the *University* and with other interested groups and individuals.

**Section 5:** The *Senate* shall report its actions to the *Faculty Council*, and report to the *System President* as provided by the *LSU Regulations*.

**Section 6:** Any appropriate subject under consideration by the *Senate* may, at the *Senate's* discretion, be referred directly to the *Faculty Council* prior to or in lieu of *Senate* action.

**Section 7:** The *Senate* shall constitute the election committee for any and all votes of the *Faculty Council*.

## **ARTICLE V: MEMBERSHIP OF THE FACULTY SENATE**

**Section 1:** *Senate* Members and alternate members shall be elected by the eligible *faculty* of their respective *academic departments* allocated in the following way: one member and one alternate member from each *academic department*.

**Section 2:** All *faculty* members of the *Faculty Council* shall be eligible for election to the *Senate* with the exception of *administrative faculty*. Eligibility shall be determined as of the date of election, and questions of eligibility shall be determined by majority vote of the *Senate*. In the event that any member of the *Senate* shall terminate *faculty* membership in the *Faculty Council* or shall become an *administrative faculty*, the seat shall be declared vacant and appropriate steps shall be taken under the provisions of this *Constitution* and *Bylaws* to fill the vacancy (see Article I in *Bylaws* below). The *Senate* may, by *Bylaw* or resolution, create reasonable conditions for membership in the *Senate* not inconsistent with the provisions of this *Constitution*.

**Section 3:** The terms of *Senate* members shall be three years. Members elected to fill unexpired *Senate* terms shall serve until the end of that term. Terms of office for newly-elected *Senate* members and expiration of terms of office for sitting Senators shall be the first regular class day of the respective fall semester.

**Section 4:** No member of the *Senate* shall be elected for more than two consecutive full terms.

**Section 5:** One-third of *department faculty* members eligible to vote in an election of *Senate* members of an *academic department*, by written grievance, may request the *Senate* to conduct a recall election of the respective *department Senate* representative in a manner provided in the *Bylaws* (See Article II, Section 10 below). The *Senate* Grievance Committee process shall resolve any dispute.

## **ARTICLE VI: ELECTION OF MEMBERS OF THE FACULTY SENATE**

**Section 1:** The *Senate* Vice President shall inform *academic department* chairs if their *department* is slated to elect its Senator and alternates in the first week of March. *Academic departments* will elect Senators and alternates during the month of March, with approximately one-third of the *Senate* membership to be elected in each year.

**Section 2:** The *Senate* Vice President shall publish the results of the elections of *Senate* members. Each eligible *faculty* member shall at all times be entitled to nominate and to vote for each *Senate* seat allocated to that member's *academic department*. All disputes arising out of the nomination or election of *Senate* members shall be determined by majority vote of the current *Senate*.

**Section 3:** The *Senate* membership, with each member's academic affiliation, shall be published in the Catalog and in all appropriate handbooks and official publications of the *University*.

## **ARTICLE VII: OFFICERS OF THE FACULTY SENATE**

**Section 1:** The *Senate* shall elect from its membership a president, vice president, secretary, and parliamentarian. *Senate* officers shall serve for a term of one year, beginning and ending on the first day of class in the fall semester. The *Senate* shall enact procedures for the nomination and election of its officers.

**Section 2:** The *Senate* may create such additional offices as deemed necessary.

**Section 3:** After the election of *Senate* representatives in March, the *Senate* for the following year shall meet in April for the sole purpose of electing its officers.

## **ARTICLE VIII: MEETINGS OF THE FACULTY SENATE**

**Section 1:** The *Senate* shall hold at least nine meetings during the period from August through May.

**Section 2:** Special meetings of the *Senate* shall be called at any time by the *President* during the entire calendar year. In addition, the *President* shall call a special meeting at the written request of the constitutionally-required quorum of the *Senate*.

**Section 3:** A simple majority shall constitute a quorum for the transaction of *Senate* business of the *Senate*.

**Section 4:** The *Senate* Secretary shall create records of the proceedings at all meetings. Records of *Senate* meetings shall be available.

**Section 5:** The General Operating Principles of *Senate* committees (See *Bylaws* Article III, Section 6) shall apply, where appropriate, to the *Senate*. *Robert's Rules of Order* will apply unless specifically provided otherwise in the *Constitution* or *Bylaws*.

## **ARTICLE IX: COMMITTEES OF THE FACULTY SENATE**

**Section 1:** The *Senate* shall have committees as necessary and proper.

**Section 2:** All *Senate* committees shall submit records to the *Senate*. The *Senate* in turn shall report to the *Faculty Council*, the *Chancellor*, and any other appropriate persons.

**Section 3:** *Senate* appointment to any *Senate* special committee may include any member of the *university*, including faculty, administration, staff, and students.

**Section 4:** The *Senate* Vice President shall determine vacancy on any standing committee and will notify the appropriate *academic department* of such vacancy.

**ARTICLE X: CONSTITUTIONAL AMENDMENTS**

**Section 1:** Amendments to this *Constitution* may be proposed either by the *Senate* or by written petition of one-third of the entire membership of the *Faculty Council* with a minimum 30-day period between proposal of an amendment and the final vote upon the proposed amendment. The *Senate* shall enact procedures for this petitioning process.

**Section 2:** Amendments to this *Constitution* shall become effective upon adoption by a simple majority vote of the entire membership of the *Faculty Council*.

**ARTICLE XI: INTERPRETATION OF CONSTITUTION AND BYLAWS**

Whenever provisions of this *Constitution* and *Bylaws* are unclear, ambiguous, or indefinite, a simple majority vote of the total *Faculty Senate* membership will be used to determine what interpretation is correct. The *Faculty Council* will vote on matters of interpretation whenever a minimum of 25 percent of the total *Faculty Senate* membership shall request such a vote. The *Faculty Senate's* interpretation shall stand unless the *Faculty Council* shall, by simple majority vote of the entire membership, overrule the *Senate's* interpretation.

**ARTICLE XII: EFFECTIVE DATE**

This *Constitution* shall become effective immediately after its adoption by the *Faculty Council*, except that the provisions of Article XIII shall become effective immediately.

**ARTICLE XIII: TRANSITIONAL PROVISIONS**

**Section 1:** All duly elected members of the present *Faculty Senate* shall automatically become members of the *Senate* for the remainder of their respective unexpired terms. *Senate* seats are allocated as follows:

<i>Department or School</i>	Beginning Date of Service
ACTFIN	August 2023
ALLH	August 2024
BIOL	August 2024
CHPH	August 2023
CMLA	August 2023
CJUS	August 2024
EDUC	August 2024
ENGH	August 2023
HPDS	August 2022
Library	August 2023
MACS	August 2022
MGTMKT	August 2024
NURS	August 2022
PSYC	August 2022

Upon the expiration of these terms of office, *department* representation shall be determined according to Article V above.

**Section 2:** Immediately upon adoption of this *Constitution*, the *Senate* shall constitute a transition committee with full power and authority to hear and act on all matters relating to the implementation of the newly-adopted *Constitution* and *Bylaws*.

**Section 3:** Upon adoption of this *Constitution* and *Bylaws*, the *faculty* of the *academic department(s)* having an open *Senate* seat shall meet to vote for their respective *Senate* representative and alternate, who will take office immediately.

**Section 4:** In the event of the creation of any new *academic department(s)*, the *Senate* shall declare an open seat and *Senate* representatives will be added immediately (see Article XIII, Section 3 above). See potential restrictions on *Senate* membership outlined in Article V, Section 2 above.

# BYLAWS OF THE LSUA FACULTY COUNCIL, FACULTY SENATE, AND COMMITTEES THEREOF

## ARTICLE I: Nature and Functions of the *Faculty Council*

### 1. Duties

According to the *Regulations* of the LSU Board of Supervisors (Article I, Section 2B2), “The faculty or Faculty Council<sup>1</sup> shall establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy, subject to the authority of the Board. Except as otherwise provided, each faculty shall establish its own educational policies. It shall, within the framework of the educational policy of the University, have legislative power over all matters pertaining to its own meetings and may delegate its own authority to an elected Senate and/or to standing committees, whose authority shall be limited to matters which are proper to the faculty and which have been specifically delegated by the faculty. It shall make recommendations for the granting of degrees through its respective colleges or schools not within a college.”

### 2. Membership

According to the *Regulations* of the LSU Board of Supervisors (Article I, Section 2B1), “Full-time members of the academic staff having the rank of Instructor or higher (or equivalent ranks<sup>2</sup>) shall constitute the faculty of the campus on which they are appointed. The faculty may organize itself into a Faculty Council which shall include all fulltime members of the faculty and members of the Administrative Council (see sec. 1-3.1). As a class, part-time members of the academic staff having the rank of Instructor or higher (or equivalent ranks) may be enfranchised to the degree deemed appropriate by the faculties of the several campuses. Members of the Administrative Council, not holding academic rank, shall be non-voting members of the Faculty Council.”

### 3. Meetings

According to the *Regulations* of the LSU Board of Supervisors (Article I, Section 2B4), “Each faculty or Faculty Council shall meet at least once each academic year at the call of the President [*System President*] as chair or of the Chancellor of the campus or, for LSU, the President’s designee, as vice-chair, or upon the written request of 50 members or 20 percent of the membership, whichever is the smaller number. At least five days notice of meeting shall be given. It shall be the prerogative of the President to preside; otherwise, the Chancellor of the campus or, for LSU, the President’s designee, will preside.”

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<sup>1</sup> The terms "faculty" and "Faculty Council" are used interchangeably in this Section.

<sup>2</sup> See *Regulations*, Article I, Sections 2 through 6.

- a. *Robert's Rules of Order*, latest revised edition, will be used at *Faculty Council* meetings, when not in conflict with any of the provisions of these *Bylaws*. The Parliamentarian of the *Senate* shall be the Parliamentarian of the *Council*.
- b. A quorum shall be a majority of the membership of the *Faculty Council*.
  - i The agenda of the meetings of the *Faculty Council* shall include notice of the time and place of the meetings and shall be circulated to all members of the *Council* in advance of meetings.
  - ii The Council may, by vote of a simple majority of the entire membership, review, modify, overrule, or otherwise revise the agenda for that meeting.
- c. The *Faculty Senate* will serve as an Elections Committee for all *Faculty Council* voting.
- d. All voting will be by ballot<sup>3</sup> as determined by the *Faculty Senate*. There shall be no proxy vote in *Faculty Council*.

e. **Voting Process for Elective Positions**

After the nominations are closed for any elective position, each voting member of the *Faculty Council* shall vote by ballot for the number of positions to be filled in that election by choosing from names on the slate of nominees. After the votes are counted, the single nominee or nominees for each position who has the plurality of votes, as defined below, is elected. In case of a tie vote, then the vote is repeated once. If still a tie, then the winner will be decided by a random method (*e.g.*, a coin toss). A plurality is defined when one or more nominees have the most votes collectively.

e. **Order of Business:** The *Faculty Council* shall establish and regulate its own order of business to include but not to be exclusive of:

- (1) Determination of quorum
- (2) Approval or revision of minutes
- (3) *Faculty Council* Chairperson's report
- (4) *Faculty Senate* report
- (5) Agenda business items

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<sup>3</sup> See *Robert's Rules of Order*, <http://www.rulesonline.com/rror-08.htm> . Accessed 23 March 2022.

(6) Introduction of new business

f. **Authority**

(1) The *Faculty Council* has plenary power over all matters falling within its legal jurisdiction.

(2) Suspension of committee actions:

(a) Any *Faculty Senate* action may be vetoed by a simple majority vote of the entire membership of the *Faculty Council*.

(b) According to the *Regulations* of the Board of Supervisors (Article I, Section 2B3), “Any action of a faculty or Faculty Council which, in the judgment of the Chancellor, or of the [LSU System] President, is administrative or which seriously affects the interests of another faculty of the University or of the University itself, may be suspended by the President and such action shall be reported to the Board at its next meeting. All questions of jurisdiction among colleges, schools not within colleges, or divisions shall be determined by the Chancellor, or, for LSU or in inter-campus situations, by the President.

a. Minutes of all actions taken by the faculties or Faculty Councils, together with appropriate recommendations of the major administrative officer concerned, shall be reported to the President. The President may then refer any such action on academic matters of general University concern to the appropriate council, or a committee thereof, for consideration.”

(3) Decisions of the *Faculty Council* are immediately effective and shall be submitted for implementation if necessary.

(4) The elected *faculty* representatives to the Chancellor’s Council (the current Administrative Council of LSUA; see *Regulations*, Article I, Section 3B1) and to the LSU Board of Supervisors shall make periodic reports to the *Faculty Council*.

**ARTICLE II: Nature and functions of the *Faculty Senate***

1. **Meetings**

- a. *Senate* meetings are open to the public. Members of the *Faculty Council* and invited guests will be eligible to speak at *Senate* meetings once recognized.
  
- b. Notice shall be given to all members of the *Faculty Council* in advance of any regular *Senate* meeting. The agenda of *Senate* meetings shall be posted in accordance with the General Operating Principles for LSUA Committees as set forth in Article III, Section 6, of these *Bylaws*.
  
- c. Notice shall be given to all members of the *Senate* in advance of any special meeting. A receipt upon the delivery of notice shall be requested for each member of the *Senate*. The agenda of special meetings shall be posted in accordance with the General Operating Principles for LSUA Committees as set forth in Article III, Section 6, of these *Bylaws*.
  
- d. The *President* and/or the *Senate*, by majority vote, is authorized to invite guests to speak or to testify about matters that the *Senate* is considering.
  
- e. The *Senate* reserves the right, upon two-thirds vote, to go into closed session if sensitive or personal items are to be discussed, but no final action can be taken in closed session.

2. **Agenda**

- a. The Faculty *Senate* meeting agenda shall include notice of the time and place of the meetings and shall be circulated to all members of the *Senate* in advance of meetings.
  
- b. By a majority vote of those present and voting, the *Senate* can change the order of the agenda or consider other business.

3. **Order of Business:** The *Faculty Senate* shall establish and regulate its own order of business, including:

- a. Determination of quorum
  
- b. Approval or revision of minutes
  
- c. Report of President
  
- d. Reports of Committees
  
- e. Agenda business items

f. Introduction of new business

4. **Minutes and Reports of Committees**

a. The minutes of each committee meeting will be prepared by the committee secretary, approved by the committee members, and submitted to the *Senate* officers.

b. After receipt of approved minutes by the *Senate*, the *Senate* will vote whether to implement any actions recommended by the committee. In accordance with the General Operating Principles for LSUA Committees (Article III, Section 6, of the *Bylaws*), the *Senate's* recommendations will then be given to the *Chancellor* for implementation, if necessary.

c. All *Senate* committees shall, within two weeks following approval of its minutes, submit such approved minutes and any requisite documentation, including reports of all formal actions, to the *Senate*.

5. **Senate Officers**

a. **President:** The *President* shall be the presiding officer at *Senate* meetings. The *President* shall have the primary responsibility for preparing and properly distributing notices of meetings, agendas for each meeting, and minutes of the previous meetings. As a representative of an *academic department*, the *President* has the right to vote on any and all issues.

b. **Vice President:** The Vice President shall act in the place of the *President* in the *President's* absence. The Vice President shall be charged with the following responsibilities:

(1) shall consider annually each committee's justification of its continuance and to make subsequent recommendations to the *Senate*.

(2) shall compile from the *academic departments* a list of faculty who will serve as the elected representatives to various *Senate* committees.

(3) shall review this list of elected representatives to ensure that it is consistent with Article III, Section 1, of the *Bylaws*.

(4) shall notify committee members at the beginning of the fall semester regarding their responsibilities in Article III, Section 6, of the *Bylaws*.

(5) shall make annual recommendations to the *Senate* regarding the activity of the *Senate's* committees .

c. **Parliamentarian:** The Parliamentarian advises the *Senate* on points of order in accordance with *Robert's Rules of Order* (latest revised edition) except where these rules have been superseded by the *Constitution* or *Bylaws* of the Faculty *Council* and *Senate*.

d. **Secretary:** The Secretary shall prepare, edit, and distribute the minutes. Once approved, the Secretary shall distribute the minutes to the *Faculty Council*.

6. **Representation by *Senate* Alternates**

a. Senators shall notify the *President* if the alternate will represent the senator at a *Senate* meeting. Such representative must be eligible (in compliance with restrictions set forth in the *Constitution*, Article V) for election to the *Senate*.

b. Alternate representatives shall be announced by the *President* at the meeting. The alternate shall be seated automatically in the absence of the elected senator.

7. **Election of *Senate* Officers**

a. In March, after the election of *Senate* representatives for the following year, the newly-elected and continuing *Senate* members shall meet in April for the sole purpose of electing next year's officers.

b. Newly-elected and continuing *Senate* members shall make nominations for next year's officers.

c. Officer elections shall be conducted by ballot. If no one receives a majority vote on the first ballot, then there shall be a second vote between the two persons receiving the two most votes.

d. In the event of a tie vote in the election of any officer, another vote shall be held between the tied candidates. If still a tie, then the winner will be decided by a random method (*e.g.*, a coin toss).

8. **Election of Members to the *Senate*** (See *Constitution*, Articles V and VI)

9. **Recall of Senators** (See *Constitution*, Article V, Section 5)

10. **LSUA Faculty Grievance Function**

a. **Authority:** The Faculty *Senate* has plenary power over all matters falling within its legal jurisdiction as the representative body of the *Faculty Council*.

b. **Policy**

(1) If any *Faculty Council* member feels that there is a cause for grievance in any matter other than dismissal proceedings – such as matters of salary, promotion, tenure, contested *Senate department* votes, *department* recall of *Senate* representatives, or any other allegations of unfair treatment – the member may petition the LSUA Faculty *Senate*. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed. The petition shall contain any facts or other data which the petitioner deems pertinent to the case. The LSUA Faculty *Senate* shall be designated as the Grievance Committee.

(2) The *Senate President* shall be Chair of the Grievance Committee. Any Senator personally involved in the grievance shall not participate in any discussions or votes regarding the grievance or serve on the Grievance Committee for that particular grievance. Any Senator who has a conflict of interest with regard to a particular grievance may recuse themselves from serving on the Grievance Committee for that particular grievance. If a Senator is ineligible from serving on the Grievance Committee as set forth herein, then the duly elected alternate representative, as set forth in the *Constitution*, shall serve on the Grievance Committee. The Vice President shall serve as Chair of the Grievance Committee if the President is ineligible to serve as Chair.

(3) All meetings of the Grievance Committee shall be held in Executive session. The Grievance Committee will decide whether or not an investigation is appropriate. Submission of the petition will not automatically result in investigation or detailed consideration. The Grievance Committee may seek to bring about a settlement satisfactory to the parties.

(4) If, in the opinion of the Grievance Committee, such a settlement is not possible or is not appropriate, the Grievance Committee will report its findings and recommendations to all appropriate persons.

b. **LSUA *Faculty Senate* Grievance Function Charges**

(1) To decide whether or not to investigate a grievance petition;

- (2) To investigate when appropriate;
- (3) To negotiate a settlement if appropriate;
- (4) To report findings and recommendation(s) if the case is found to have merit and a settlement cannot be reached. Copies of the report will be sent to all parties involved in the investigation. In a case which requires administrative action, copies will be sent to the *Chancellor*. If an initial review indicates that the grievance complaint is not justified, the Grievance Committee will inform the petitioner that the grievance has proceeded no further than the Grievance Committee itself. Where the case has proceeded beyond the Grievance Committee, the Grievance Committee report will be communicated to the petitioner, to all involved parties; and
- (5) To maintain the rights of individuals and the rights of academic due process.

c. **Operating Procedures for the Grievance Committee**

- (1) A quorum of the *Senate* shall constitute a quorum of the Grievance Committee.
- (2) All voting shall be done by written ballot.
- (3) Minutes shall be taken and distributed solely to the members of the Grievance Committee for their exclusive use and kept confidential. Minutes shall be approved by majority vote.
- (4) Senate alternate representatives shall not be seated in the event of the absence of a member of the Grievance Committee, except as provided in Article II, Section 10, a., (2) above.
- (5) Meetings shall be fully recorded. The sole recording shall be retained by the secretary for a period to be specified by the Committee. Replaying of the recording for other than preparation of minutes shall be requested in advance of the secretary and played only in the presence of the Grievance Committee.
- (6) Privacy rights of petitioners, the accused, witnesses and members of the Grievance Committee shall be respected to the full limitation of both legal and ethical parameters.

(7) The Grievance Committee shall operate only in executive session. All discussions and deliberations shall be confined to these executive sessions.

(8) Any additional procedures which may be added for the Grievance Committee shall be decided by majority vote of those present.

(9) The final determination of the Grievance Committee shall be by majority vote for that particular grievance.

### **ARTICLE III – Nature and Functions of Faculty Senate Standing Committees, Subcommittees, and Special Committees**

1. There will be *Senate* standing committees (Admissions and Standards, Courses and Curricula, and Faculty Personnel Policy), subcommittees (Improvement of Instruction, Public Relations, and Budget and Review), and special (including *ad hoc*) committees.

a. Terms of faculty members of *Senate* standing committees will be three years. Approximately one-third of the members of each committee will be elected by individual *departments* each year based upon the rotation presented in the *Constitution*, Article XIII. In order to facilitate the one-third rotational system, the Vice President of the *Senate* will periodically examine the rotational system. Any dispute or difficulty arising out of the one-third rotational system will be decided by a majority vote of the *Senate*. Only for a compelling reason can a *faculty* member serve more than two consecutive terms on a *Senate* committee.

b. Individual *departments* shall nominate and elect *Senate* committee members when a vacancy occurs in a committee.

c. Individual *departments* shall report committee election results to the Vice President of the *Senate* who will then tabulate, confirm, and report those results to the *Senate*.

d. At the first meeting of the *Senate* each year, the *Senate* shall elect no fewer than five (5) members or nominees to serve on each subcommittee. The membership of each *Senate* subcommittee shall consist of at least one member from each *college* or *school*. *Senate* members may designate non-senator members of the *Faculty Council* from their *department* or another senator to serve on a subcommittee. Terms of members of subcommittees shall be one year.

e. Terms of special committee members will end when the committee's work is completed.

- f. Under extenuating circumstances, when a *department* requests that a *faculty department* chair or *faculty* program director serve on a standing committee, the *Senate* shall consider the request and by majority vote approve such requests. Such exceptions shall be limited in that standing committees shall not be comprised of more than one-fourth *administrative faculty*.
2. The *Senate* will delegate specified powers to its *Senate* committees. These delegations will appear in the list of committees given below.
3. *Senate* committees will report their findings and recommendations to the *Senate* officers. The *President* will report such findings and recommendations to the *Senate* and to the *Chancellor*, if necessary.
4. The *Senate* will receive *Senate* committee minutes. The *Senate* reserves the right to review and reject any committee recommendations by a simple majority vote of the entire *Senate*. However, before the *Senate* rejects any recommendations, the committee shall be provided an opportunity to present and defend its recommendation to the *Senate* before final action is taken by the *Senate*.
5. The *President* shall nominate members to special (including ad hoc) and the *Senate* shall confirm members to special (including *ad hoc*) committees. Special committees shall report to the *Senate*. The number of special committee members, the charges of each committee, and the constituency of each *Senate* special committee shall be decided by resolution of the *Senate*.
6. **The General Operating Principles** of all *Senate* committees shall be as follows:
  - a. Each *Senate* standing committee and subcommittee shall, in April each year, report the justification for that committee's continuance to *Senate* officers.
  - b. Committee operations shall be continuous between times of annual approval by the *Faculty Senate*.
  - c. Systematic rotation of membership shall be made to facilitate greater involvement and a wider range of committee experience.
  - d. Committees shall distribute a meeting agenda in advance of meetings, when possible.
  - e. Each committee shall meet a **minimum** of once each semester. Committee responsibilities include determining meeting details, electing officers, and reviewing the committee's charges.

f. Committee meetings shall be in open session when not inconsistent with legal statutes or *Regulations*.

g. Officers shall be elected from and by the membership of the committee, with the exception that no *administrative faculty* nor any *ex-officio* member may be elected chair.

h. All committees shall submit approved minutes to the *Senate* officers and be made available to the *Faculty Council* and the *Chancellor* for implementation, if necessary. Approved minutes of all committee meetings shall be public, when not inconsistent with legal statutes or *Regulations*. Approved committee minutes shall include the number of aye votes, number of nay votes, and the number of abstentions on any motion requiring committee action.

i. Suspension of *Senate*-approved committee recommendations: Any recommendation made by a committee and approved by the *Senate* may be vetoed by a majority vote of the entire membership of the *Faculty Council*. In addition, according to the *Regulations* of the Board of Supervisors (Article I, Section 2, B, 3 “Actions”), “Any action of a faculty or Faculty Council which, in the judgment of the Chancellor, or of the President, is administrative or which seriously affects the interests of another faculty of the University or of the University itself, may be suspended by the President and such action shall be reported to the Board [of Supervisors] at its next meeting. All questions of jurisdiction among colleges, schools not within colleges, or divisions shall be determined by the Chancellor, or, for LSU or in inter-campus situations, by the President.”

j. *Ex-officio* committee members shall be non-voting members of the committees and are not eligible to serve as committee officers.

7. The list of *Senate* standing committees and their charges follows:

a. **Admissions and Standards Committee Charges:**

(1) to recommend policies and standards concerning admission requirements of LSUA.

(2) to review the impact of administrative practices on classroom teaching and to make recommendations for change when those practices may have a negative impact on academic standards.

b. **Courses and Curricula Committee Charges:**

(1) to establish curricula through approval or disapproval of proposed additions, modifications, and deletions of courses, curricula, and degree

programs. Such proposals shall be submitted by the appropriate *academic departments* and *colleges*. All courses and curricula recommendations will be submitted to the Committee for implementation through the *Senate* to the Vice Chancellor for Academic Affairs;

(2) to consider the views any *academic department* or *college* wishes to express concerning any proposed changes in courses and curricula. However, *academic departments* and *colleges* may appeal decisions made by the committee and, the matter shall be sent directly to the *Senate* for final determination and placed on the agenda of the *Senate* for a regularly-scheduled meeting of the *Senate*;

(3) to conduct its own studies of courses and curricula; and to recommend to the *Senate* and the Vice Chancellor for Academic Affairs any changes that the Committee recommends a specific *department*, *college*, or a special committee should consider;

(4) to consider the feasibility of all additional course and curricular offerings. In assessing such feasibility, the Committee shall consider existing needs and potential subscription in terms of existing curricula and numbers of students; cost in terms of *faculty*, facilities, equipment, and other materials; consistency with established or planned educational programs on campus and in the educational community in general; and consistency with the general educational policy of the University; and

(5) to approve or disapprove all **noncredit courses** that are to be offered under the auspices of LSUA and to review policies regarding service programs and the influence such programs have on the general educational policies of the *University*. This charge may be delegated by the Courses and Curricula Committee to a subcommittee from among its membership.

c. **Faculty Personnel Policies Committee Charges:**

(1) to conduct continuing review of and to make recommendations regarding policies pertaining to conditions of employment, promotion, tenure, compensation, leave, insurance, retirement, and all other matters concerning fringe benefits affecting the welfare of *faculty* personnel and their dependents;

(2) to confer with representatives of staff and other non-*faculty* personnel who may be appointed to study problems affecting all LSUA personnel; and

(3) to consider all other matters referred to the Committee by the *Faculty Council, Senate, and/or the University* administration.

8. The list of subcommittees and their charges follow:

a. **Improvement of Instruction Committee Charges:**

(1) to recommend policies for programs and procedures which are designed to encourage the improvement of instruction;

(2) to evaluate existing academic options and recommend new options;

(3) to facilitate the acquisition of instructional materials and equipment;

(4) to design means of evaluating instruction;

(5) to promote an environment conducive to faculty professional development;

(6) to assess changing academic needs of students;

(7) to recommend and/or promote policies and procedures to recruit and retain outstanding faculty; and

(8) to consider any additional matters related to instruction referred to the Committee by the *Faculty Council* or the *Senate*.

b. **Public Relations Committee Charges:**

(1) to serve as an effective liaison between area businesses and civic/service organizations and the LSUA *faculty*; and

(2) to publicize faculty accomplishments and excellence throughout Central Louisiana and other appropriate areas.

c. **Budget and Review Committee Charges:**

(1) to review and make recommendations regarding the annual LSUA budgeting process;

- (2) to review policies, procedures, and expenditures of LSUA and the influence that those policies, procedures, and expenditures have on the *University's* general educational policies;
- (3) to recommend LSUA budgetary goals and methods for achieving these goals, and to make budgetary recommendations for arriving at new goals and priorities; and
- (4) to present a faculty position on the definition and execution of the mission of LSUA without concerning itself with administrative detail or involvement in the regular operational activities of LSUA.

The committee will have no administrative function; its role will be one of advice, advocacy, and assessment.

9. The aforementioned committees will be established according to the following membership and rotational stipulations:

a. Committee members should be selected in a manner to provide as broad a representation of the faculty as is feasible, within the constraints of the number of persons assigned to a committee, and with due regard for the nature, responsibilities, and charge of each committee. All committees which may aid an administrative function may invite counsel from or include *ex-officio* membership from the appropriate administrative office.

b. The composition of the committees follows:

(1) **Admission and Standards Committee**—one faculty member from each *academic department*; one student above the classification of freshman appointed for a one-year term, *ex-officio*; the Registrar, *ex-officio*.

(2) **Courses and Curricula Committee**—one faculty member from each *academic department*; Vice Chancellor for Academic Affairs, *ex-officio*; the Registrar, *ex-officio*.

(3) **Faculty Personnel Policies Committee**—one faculty member from each *academic department* and the elected representative to the LSU Retirement System Committee, *ex-officio*.

(4) **Improvement of Instruction Committee**—at least five members elected from among the *Senate* membership or nomination (see Article III, Section 1, d, above), with at least one member from each *college*; one student above the classification of freshman for a one-year term, *ex-officio*; Vice Chancellor for Academic Affairs, *ex-officio*.

(5) **Public Relations Committee**—at least five members elected from among the Senate membership or nomination (see Article III, Section 1, d, above), with at least one member from each *college*; one student above the classification of freshman for a one-year term.

(6) **Budget and Review Committee**—at least five members elected from among the Senate membership or nomination (see Article III, Section 1, d, above), with at least one member from each *college*; Vice Chancellor for Finance and Administrative Services, *ex-officio*; Senate President, *ex-officio*.

#### **ARTICLE IV: Amendments**

a. Amendments to these *Bylaws* may be proposed either by the Faculty *Senate* or by written petition of one third of the entire membership of the *Faculty Council*, with a 30-day period between proposal of an amendment and the final vote upon the proposed amendment. The *Senate* shall enact procedures for the petitioning process.

b. Amendments to these *Bylaws* shall become effective upon adoption by a simple majority vote of the entire membership of the Faculty Council.

#### **ARTICLE V: Effective Date**

These *Bylaws* shall become effective immediately upon adoption by the *Faculty Council*.