

CONSTITUTION OF THE LSU AT ALEXANDRIA FACULTY COUNCIL AND FACULTY SENATE

(Revised and Adopted, 4 May 2018)

ARTICLE I: DEFINITIONS (italicized in text hereafter)

Section 1: The following definitions shall apply in this Constitution and *By-Laws*, unless otherwise indicated:

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

Academic Department (or *Department*) shall mean a department within one of the *University's* colleges, schools, or other academic subdivisions which has as its primary purpose the instruction of students. For the purposes of this Constitution and *By-Laws*, the Library is considered an *academic department*.

Administrator shall mean any *University* employee who is a director (staff or support position), department chair, dean, vice chancellor, chancellor or any employee with half or greater primary responsibilities and duties to the *University* involving administrative matters and not involving instruction of students.

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

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

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

Regulations shall mean the *By-Laws* and *Regulations* of the Board of Supervisors for Louisiana State University and Agricultural and Mechanical College.

Senate shall mean Faculty *Senate*.

System President shall mean the President of the Louisiana State University System.

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

ARTICLE II: PURPOSE AND JURISDICTION

1. To serve as a representative voice of the faculty.
2. To provide a means of communication between the faculty and the *Chancellor*.
 - a. To provide a means whereby the administration, through the *Chancellor*, 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.
3. To accept and share responsibility with administration and students in all efforts to improve the stature and the usefulness of the *University*.
4. To hear, consider, and advise the *Chancellor* on any matter of faculty concern.
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 all *administrators* with academic rank of Instructor or above.

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 determining general education policy.

Section 3: The Faculty Council may enter a vote of “No Confidence” in regard to any *administrator*, policy or decision by simple majority vote. The matter will then be forwarded to the *Senate*. Section 4: The Faculty Council may perform any other function not specifically prohibited by the *Regulations*.

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 *By-Laws*. Voting shall be conducted pursuant to the provisions of the *By-Laws*.

Section 6: Not less than 50 percent of the membership of the Faculty Council shall constitute a quorum, provided the Faculty Council may, in the *By-Laws*, establish a higher percentage of membership for a quorum.

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.

Section 2: The *Senate*, as the elected appropriate standing committee of the LSUA Faculty Council, shall have as its function the implementation of the duties of the Faculty Council and 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 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 policies of the Faculty Council.

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

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

Section 5: The *Senate* shall periodically report its formal actions to the Faculty Council and report to the *System President* as provided by the *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 formal action.

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

ARTICLE V: MEMBERSHIP

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

Section 2: All members of the Faculty Council shall be eligible for election to the Senate, with the exception of *administrators*. 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 membership in the Faculty Council or shall become an *administrator*, the seat shall be declared vacant and appropriate steps shall be taken under the provisions of this Constitution to fill the vacancy (see Article I in *By-Laws* below). The Senate may, by *by-law* or resolution, create reasonable conditions for membership in the Senate not inconsistent with the provisions of this Constitution.

Section 3: The terms of office of members of the Senate shall be three years. Members elected to fill unexpired terms shall serve until the expiration of that term. Terms of office for newly elected 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: Half of the faculty members eligible to vote in election of Senate members of an *academic department* may by written petition request the Senate conduct a recall election in regard to the respective *department* representative, in a manner provided in the *By-Laws*. It shall take a two-thirds vote of the *Senate* to recall a *Senate* representative. For *academic departments* with three or fewer eligible faculty members, the *Senate* Grievance Committee shall resolve the dispute.

ARTICLE VI: ELECTION OF MEMBERS

Section 1: The *Senate* Vice President will, in the first week of March, inform *academic department* chairs if their department is slated to elect its senator. All disputes arising out of the nomination or election of members shall be determined by majority vote of the *Senate* elected to serve for that year.

Section 2: *Academic departments* will elect senators during the month of March, with approximately one-third of the *Senate* membership to be elected in each year. The Vice President of the *Senate* will publish the results of each election of its members, provided, however, that 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*.

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*.

Section 4: *Administrators* shall not be eligible to vote in elections involving the membership of the *Senate*.

ARTICLE VII: OFFICERS

Section 1: The *Senate* shall elect from its membership a president, vice president, secretary and parliamentarian. These officers of the *Senate* 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 may be deemed necessary or desirable.

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

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

Section 2: Special meetings of the *Senate* may be called at any time during the entire calendar year by the *President* and shall be called by the *President* at the written request of the constitutionally-required quorum of the *Senate*.

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

Section 4: The Secretary of the *Senate* shall record detailed minutes of the proceedings at all meetings. The minutes of meetings of the *Senate* shall be available for inspection upon the request of any member of the Faculty Council.

Section 5: The General Operating Principles for LSUA Committees shall apply, where appropriate, to the *Senate*. *Robert's Rules of Order* will apply unless specifically provided otherwise in the Constitution or *By-Laws*.

ARTICLE IX: COMMITTEES

Section 1: The *Senate* shall have such committees as may from time to time be created by its action.

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

Section 3: Any member of the university community, including faculty, administration, staff, and students, is eligible for appointment by the *Senate* to any committee of the *Senate*.

Section 4: Determination of vacancy on any committee shall be made by the Vice President of the *Senate* and will notify the *academic department* of such vacancy.

ARTICLE X: 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 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.

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

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

ARTICLE XII: EFFECTIVE DATE

This Constitution shall become effective the first day of class of the fall semester after its adoption by the Faculty Council, except that the provisions of Article XIII: TRANSITIONAL PROVISIONS 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. Seats in the *Senate* are allocated as follows:

<i>College</i>	<i>Department</i>	<i>Expiration Date</i>
Arts & Sciences	History and Political Science	August 2019
	Arts, English and Humanities	August 2020
	Mathematics and Physical Sciences	August 2019
	Biological Sciences	August 2021
	Criminal Justice	August 2021
	Psychology	August 2019
Professional Studies	Business Administration	August 2020
	Nursing	August 2019
	Education	August 2021
	Allied Health	August 2021
Library		August 2020

Upon the expiration of these terms of office, the representation shall be determined according to the schedule in Article V.

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 Constitution and *By-Laws*.

Section 3: Upon adoption of this Constitution, the faculty of the *departments* having an open *Senate* seat shall meet to vote for their respective *Senate* representative, who will take office on the first day of the Fall Semester 2018.

Section 4: After the election of the *Senate* members as provided in Article XIII, Section 3, the *Senate* for the Fall Semester 2018 shall meet for the purpose of electing its officers.

Section 5: In the event of the creation of new *departments*, *departmental* representatives will be added on the first day of the Fall Semester of the first academic year after being created.

However, see potential restrictions on Senate membership outlined in Article V, Section 2.

BY-LAWS 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 (Chapter I, Section 1-2.2. b.), the faculty or Faculty Council¹, "shall establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy, subject to the authority of the Board. Unless otherwise provided, faculty at each individual campus 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 (Chapter I, Section 1-2.2.a.), "Full-time members of the academic staff having the rank of Instructor or higher (or equivalent ranks²) 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 full-time members of the faculty and members of the Administrative Council (see sec.1-3.1).³ 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 the academic rank shall be nonvoting members of the Faculty Council."

3. Meetings

According to the *Regulations* of the LSU Board of Supervisors (Chapter I, Section 1-2.2.d), "The faculty or Faculty Council shall meet at least once each academic year at the call of the President [of the LSU System] as chair or of the *Chancellor* of the campus, 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."

¹ *Regulations* of the Board of Supervisors, Chapter I, 1-2-2 uses the terms "faculty" and "Faculty Council" interchangeably in this Section.

² See Section 2-6 [Regulations of the Board of Supervisors, Chapter I].

³ The Planning Council functions as the Administrative Council on the campus of LSU at Alexandria. The Chancellor annually determines the membership of this committee.

a. At Faculty Council meetings, *ROBERT'S RULES OF ORDER*, latest revised edition, will be used when not in conflict with any of the provisions of these *By-Laws*. The Parliamentarian of the *Senate* shall be the Parliamentarian of the Council.

b. A quorum shall be a simple 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 At any meeting of the Faculty Council, the Council may, by vote of a simple majority of the entire membership of the Council, review, modify, overrule, or otherwise revise the agenda for that meeting.

c. All voting will be by ballot (for example, clickers or written ballots). There shall be no proxy vote in Faculty Council.

d. The Faculty *Senate* will serve as an Elections Committee for all Faculty Council voting.

e. Voting Process for Elective Positions

After the nominations are closed for any elective position, each voting member of the Faculty Council should vote by ballot for the number of positions to be filled in that election choosing from names on the slate of nominees. After the votes are counted, the single nominee 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., coin toss). A plurality is defined when one or more nominees have the most vote 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) Chairman's report
- (4) The Faculty *Senate* report

- (5) Agenda business items
- (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 decision of the Faculty *Senate* 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 (Chapter I, Section 1-2.2.c), "Any action of a faculty or Faculty Council which, in the judgment of the Chancellor, or of the President [of the LSU System], 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."
 - (3) Decisions of the Faculty Council are immediately effective and shall be submitted to the *Chancellor* for implementation.
 - (4) The elected faculty representatives to the Planning Council 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. 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.
 - b. Meetings of the *Senate* are open to the public. Members of the Faculty Council and invited guests will be eligible to speak at *Senate* meetings once recognized.

c. 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.

d. 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, Number 6, of these *By-Laws*.

e. 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, Number 6, of these *By-Laws*.

2. Agenda

a. The agenda of meetings of the Faculty *Senate* 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 to include but not to be exclusive of :

- 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--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 *President*.

b. After receipt of approved minutes by the *Senate*, the *Senate* will vote whether or not to implement any actions recommended by the committee. In accordance with the General Operating Principles for LSUA Committees (Article III, Number 6 of the *By-Laws*), the recommendations will then be given to the administration for implementation.

c. Each committee will, within two weeks following its meeting, submit approved minutes and any requisite documentation including reports of all formal actions to the *Senate*. Approved minutes and reports of special assignments will be submitted by committees when the assignment is completed.

d. Special committees will submit approved minutes and reports to the *Senate* when the committee's assignment is finished.

5. Officers

a. *President*: The *President* shall be the presiding officer at meetings of the Faculty *Senate*. The *President* shall have the primary responsibility for preparing the agenda for each meeting and shall see that notices of meetings and agenda and minutes of the previous meetings are properly circulated. 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 of the LSUA Faculty *Senate* shall be charged with the following responsibilities:

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

(2) to receive from the *Senate* the list of faculty who will serve as the elected representatives to various committees.

(3) to review this list of faculty to ensure that it is consistent with Article III, Section 1 of the *By-Laws*.

(4) to contact committees at the beginning of the fall semester in order to remind them that they need to meet, determine an appropriate meeting time for other times during the year, elect officers, and review charges.

(5) to make recommendations to the *Senate* about the performance of the *Senate's* committees annually.

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 *By-Laws* of the *Senate*.

d. Secretary: The Secretary shall prepare, edit, and distribute the minutes. Once approved, the Secretary shall distribute the minutes to the Faculty Council. Administration may provide secretarial support to record the minutes during meetings of the *Senate*.

6. Representation by Alternates

a. Senators shall notify the *President* if the alternate will represent the Senator at a *Senate* meeting. Such a representative must be eligible (in compliance with restrictions set forth in Article IV of the Constitution) 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 Senator.

7. Election of Officers

a. After the election of Senate representatives in March for the following year, the newly-elected Senate shall meet in April for the sole purpose of electing officers.

b. Nominations for officers shall be made verbally on the floor of the *Senate* by members of the *Senate*.

c. Elections shall be held by ballot. If no one receives a majority vote on the first ballot, then there will be a second vote between the two persons receiving the largest number of 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 the tie is not broken after the second vote then the tie shall be broken by a random method..

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. POLICY

(1) If any member of the Faculty Council feels that there is a cause for grievance in any matter other than dismissal proceedings – such as matters of salary, promotion, tenure, 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. It 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 Faculty Grievance Committee. The Vice President shall serve as Chair of the Faculty Grievance Committee if the *President* is disqualified from serving as Chair. Any Senator personally involved in the grievance shall not participate in any discussions or votes regarding the grievance or serve on the Faculty Grievance Committee for that particular grievance. Any Senators who have a conflict of interest with regard to a particular grievance may disqualify themselves from serving on the Faculty Grievance Committee for that particular grievance. If a Senator is disqualified from serving on the Faculty Grievance Committee as set forth herein, then the duly elected alternate representative, as set forth in the Constitution, shall serve on the Faculty Grievance Committee.

(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 Faculty Grievance Committee may seek to bring about a settlement satisfactory to the parties.

(4) If, in the opinion of the Faculty Grievance Committee, such a settlement is not possible or is not appropriate, the Grievance Committee will report its findings and recommendations to the petitioner, to the appropriate administrative officer, or other appropriate persons. When not inconsistent with legal statutes or University System regulations, the Faculty Grievance Committee may report only its recommendation to the Faculty Council.

b. LSUA FACULTY SENATE GRIEVANCE FUNCTION CHARGES

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

(2) To conduct an investigation when it appears to be warranted.

(3) To seek to bring about a settlement if this appears to be possible;

(4) To report its findings and recommendation if the case is found to have merit and a settlement cannot be affected. Copies of these findings will be sent to all parties involved in the investigation. In a case which requires administrative action, copies will be sent to the LSUA administration. 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 findings of the Grievance Committee will be communicated to the petitioner, to all levels of administration who have been involved in the case, and to other directly affected persons; and

(5) To maintain the rights of individuals and the rights of academic due process.

c. OPERATING PROCEDURES FOR FACULTY GRIEVANCE COMMITTEE

(1) A quorum of the *Senate* shall constitute a quorum of the Grievance Committee.

(2) All voting on substantive issues shall be done by written ballot.

(3) Summary minutes shall be taken and distributed solely to the members of the Grievance Committee for their exclusive use and kept confidential. Minutes shall be accepted 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 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) In voting on any substantive issue before the Grievance Committee, there shall be at least one representative from each *college*.

(8) Grievance Committee shall only function under its policy in executive session. All discussions and deliberations shall be confined to official meeting times.

(9) Any additional procedures which may be added for this committee shall be decided by majority vote of those present.

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

d. Authority

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

ARTICLE III -- NATURE AND FUNCTIONS OF FACULTY *SENATE* STANDING COMMITTEES, SUBCOMMITTEES, AND SPECIAL COMMITTEES

1. There will be *Senate* standing committees, subcommittees, and special 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 Constitution, Article XIII. In order to facilitate the one-third rotational system, periodic examination of the rotational system will be made by the Vice President of the *Senate*. 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 it is time for those individual departments to replace a member who has been serving on a committee.

c. By the first day of class in the fall semester, 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 Faculty Council.

d. Terms of members of subcommittees shall be one year. At the first meeting of the *Senate* each year, the *Senate* shall elect no less than five members from the *Senate* to serve on each subcommittee. The membership of each *Senate*

subcommittee shall consist of at least one member from each *college*. *Senate* members may designate non-Senator members of the Faculty Council from their department (who are not *administrators*) or another Senator to serve on subcommittee.

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

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 *President*. The *President* will report such findings and recommendations to the *Senate* and to the Administration.

4. The *Senate* will receive *Senate* standing committees, subcommittees and special committee minutes, but the *Senate* reserves the right to review and reject any committee action by a simple majority vote of the entire *Senate*. However, before the *Senate* rejects any action, the committee shall be provided an opportunity to present and defend its recommendations to the *Senate* before final action is taken by the *Senate*.

5. The President shall nominate and the *Senate* confirm members to special 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* standing committees, subcommittees and special 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 the Vice President of the Faculty Senate which will then report its findings to the *Senate*.

b. Systematic rotation of membership shall be made to facilitate greater involvement and a wider range of committee experience.

c. Wherever appropriate, an agenda shall be published five days in advance of meetings; further, means and places of notification shall be established.

d. Each committee shall meet in person a minimum of once each semester.

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

f. Committee operations shall be continuous between times of annual approval by the Faculty Council.

g. At the first meeting of a committee, officers shall be elected from and by the regular membership of the committee, with the exception that no *administrator* nor any *ex-officio* member may be elected chair.

h. All committees shall submit minutes to the *Senate* which must in turn report to the Faculty Council, to the *Chancellor* for implementation, and to any other appropriate person. Minutes of all meetings shall be public, and, when not inconsistent with legal statutes or University System *Regulations*, a copy will be placed on the LSUA Faculty *Senate* webpage where it will be available to all interested persons.

Committee minutes shall include the number of aye votes, number of nay votes, and the number of abstentions on any issue requiring committee action.

i. Suspension of Committee actions:

(1) Any decision made by a committee may be vetoed by a majority vote of the entire membership of the Faculty Council, or

(2) According to the *Regulations* of the Board of Supervisors (Chapter I, Section 1-2.2.c), "Any action of a faculty or Faculty Council which, in the judgment of the Chancellor, or of the President [of the LSU System], 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."

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

k. Committees, at the discretion of the chair, may use alternative means of conducting business, such as virtual meetings, telephone meetings, asynchronous meetings, provided that minutes are kept and reported to the Senate.

7. The list of Senate Committees and their charges follow below:

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 suggestions 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 Courses and Curricula Committee for implementation through the *Senate* to the Vice Chancellor for Academic Affairs.

(2) to consider the views any *academic department* wishes to express concerning any proposed changes in courses and curricula. However, *academic departments* may appeal decisions made by the Committee and, if the appeal is supported by the appropriate *department* chair, the matter shall be sent directly to the *Senate* for final determination and placed on the agenda of the *Senate* for the next regularly scheduled meeting of the *Senate*.

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

(4) to consider the feasibility of all additional offerings. In judging 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 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.

(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 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, leaves, insurance, retirement, and all other matters concerning fringe benefits affecting the welfare of the faculty personnel and their dependents;
- (2) to confer with representatives of non-academic 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 administration of LSUA.

8. The list of subcommittees and their charges follow:

a. IMPROVEMENT OF INSTRUCTION COMMITTEE

Charges:

- (1) to initiate and promote policies for programs and procedures which are designed to encourage the improvement of instruction; and
- (2) to delegate to the faculty of the various *academic departments* these policies for their consideration of the applicability to their specific needs and the uses to which these policies will be put.
- (3) This may involve, but will not be limited to the following:
 - (a) To evaluate existing academic options and recommend new options;
 - (b) To facilitate the acquisition of instructional materials and equipment;
 - (c) To design means of evaluating instruction;
 - (d) To promote an environment conducive to faculty professional development; and
 - (e) To assess changing academic needs of students.
- (4) to recommend and/or promote policies and procedures to recruit and retain outstanding teachers; and

(5) 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 advise in 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 general educational policies of LSUA; and then
- (3) to recommend goals for LSUA, and to recommend methods for achieving these goals, and to make budgetary suggestions for arriving at new goals and priorities.
- (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 evaluation.)

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 should invite counsel from or include *ex-officio* membership of the appropriate administrative office.

b. The number and composition of the committees follow:

- (1) Admission and Standards Committee—one faculty member from each *academic department*; 1 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 (see also Section 1. d.); 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 (see also Section 1. d.); one student above the classification of freshman for a one-year term; Director of Marketing and Strategic Communications, *ex-officio*.
- (6) Budget and Review Committee—at least five members elected from among the Senate membership (see also Section 1. d.); Vice Chancellor for Finance and Administrative Services, *ex-officio*; Senate *President*, *ex-officio*.

ARTICLE IV -- AMENDMENTS

1. Amendments to these *By-Laws* 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.
2. Amendments to these *By-Laws* shall become effective upon adoption by a simple majority vote of the entire membership of the Faculty Council.

ARTICLE V -- EFFECTIVE DATE

These *By-Laws* shall become effective immediately upon their adoption by the Faculty Council.