

**LSU Faculty Senate Constitution and Bylaws, with Footnotes  
As Amended Through September 2008**

CONSTITUTION

**Article I. Nature and Functions**

1. The Faculty Senate shall consist of members of the Faculty Council duly elected in accordance with the provisions of this Constitution.
2. The Faculty Senate shall possess all of the powers conferred upon the Faculty Council by regulations of the Board of Supervisors or otherwise, and shall exercise such powers in a manner consistent with the policies of the Faculty Council as stated in the Handbook: "The Faculty Council is charged to establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy for the University, subject to the authority of the Board of Supervisors. Within the framework of the educational policy of the LSU System, the Faculty Council may establish its own educational policies and may exercise legislative power over all matters pertaining to its own meetings." Such power shall be exercised by the Senate at any and all times when the Council is not in session. The Senate shall represent the Council in all matters and shall be deemed to voice the policies, opinions, and sentiments of the Council on any matter within its jurisdiction.
3. In particular,\* the Faculty Senate may suggest action as well as make inquiries and recommendations to the Provost, or if appropriate through the Provost to the LSU Chancellor and/or the LSU System President, on any aspect of University life, such as, but not limited to, the following:
  - Conditions affecting academic freedom.
  - Criteria, policies and procedures regarding faculty appointment, conditions of work, dismissal, evaluations, grievances, promotions, tenure, retirement, and salaries.
  - Buildings, equipments and facilities.
  - The rights and responsibilities of students, and student affairs generally.
  - Criteria and procedures for the selection of the Chancellor and the academic officers of the University.
  - In communication with Faculty Senates or corresponding bodies of other campuses: Criteria and procedures for the selection of the President of the LSU System.
  - The University's role, scope, mission, organization, budget development and planning.
4. 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 consid-

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\* Section I.3 was added by a Constitutional amendment, recommended by Senate Resolution 04-03 and adopted by the Faculty Council. The vote was 619-23.

er any matter within its jurisdiction at the request of the University or at the request of a member or members of the Faculty Council.

5. The Senate shall maintain liaison with all other segments of the University community and with other interested groups and individuals.
6. The Senate shall present a report of its activities and actions to the Council at each regular meeting of the Council and at such other time or times as the Council shall by resolution provide.
7. At any meeting of the Faculty Council for which the item is on the Agenda<sup>†</sup> distributed prior to the meeting, the Council may, by vote of a majority of those present and voting, review, modify, overrule, or otherwise deal with any action taken by the Faculty Senate. Upon the written request of 50 members or 10 percent of the Faculty Council, whichever is the smaller number, final action of the Senate shall be submitted to the Council for review. Upon written request of a majority of the Senate, any pending matter may be referred to the Faculty Council for final action.

## **Article II. Membership<sup>‡</sup>**

1. Members of the Faculty Senate shall be elected by their respective college or school faculties on the basis of one representative for each 25 members of the Faculty Council, or major fraction thereof, as determined on the first day of the spring semester, provided that each college and school not within a college shall have at least one representative.
2. Allocations shall be made by the Senate Executive Committee. Any dispute arising from such allocations shall be determined finally by the Senate.
3. All members of the Faculty Council, including those who are department heads or chairs, shall be eligible for election to the Faculty Senate, with the exception of members of the Executive Council other than the President of the Faculty Senate and members of the Council of Academic Deans and Directors. Department heads or chairs may, however, be ineligible for membership on certain Faculty Senate committees, as dictated by the Bylaws. Eligibility for Faculty Senate membership 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 a member of the Executive Council, other than the President of the Faculty Senate, or become a member of the Council of Academic Deans and Directors, or shall resign from the Senate, the seat shall be declared vacant and appropriate steps shall be taken under the provisions of this Constitution to fill the vacancy. The Senate may by bylaw or resolution create reasonable conditions for continued membership in the Senate not inconsistent with the provisions of this Constitution.
4. The term of office of members of the Faculty Senate shall be three years. Terms of office shall begin on the first regular class day of the fall semester. Members elected to fill unexpired terms shall serve until the expiration of such period.

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<sup>†</sup> See also Sections II.1 and V.1 of the Bylaws.

<sup>‡</sup> See also Article VIII of the Bylaws.

5. No member of the Faculty Senate shall be eligible for re-election until a period of one year has elapsed since that member's last service in the Senate.<sup>§</sup>

### **Article III. Election of Members<sup>¶</sup>**

1. The procedures of nomination and election of members of the Faculty Senate shall be administered by the Election Committee of the Senate<sup>\*\*</sup> or by persons designated by the committee for that purpose. All disputes arising out of the nomination or election of members and not resolved by the election committee of the Senate shall be determined by majority vote of the Senate.
2. The election of members of the Faculty Senate shall be conducted during the month of April in each year, with one-third of the membership to be elected in each year. The Senate shall determine and publish the method of nomination and election of its members, provided, however, that each member of the Faculty Council shall at all times be entitled to nominate candidates and to vote for each Senate seat allocated to that member's college or school not within a college.
3. The names of all persons elected to the Faculty Senate, together with their college or school affiliation, shall be published in LSU Today or other University publication.

### **Article IV. Officers**

1. The Faculty Senate shall elect from its membership a President, a Vice-President, and a Secretary. The elected term for officers of the Senate shall be one year. The Senate shall enact procedures for the nomination and election of its officers.<sup>††</sup>
2. The Faculty Senate may create such additional offices as may be deemed necessary or desirable.

### **Article V. Meetings**

1. The Faculty Senate shall hold at least nine meetings during the period from August through May.<sup>‡‡</sup>
2. Special meetings of the Faculty Senate may be called at any time by the President of the Senate and shall be called by the President upon the written request of 20 members of the Senate.

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§ According to an interpretation approved 6/3/04 by the Executive Committee, "service in the Senate" during the past year, if it is a matter of an Alternate taking an unexpired term or replacing an absent Senator under Section VI.4 of the Bylaws, does not count in this sense. That is, if the service during the past year does not result from the person's being elected directly to the position of Senator, then that service does not make the person ineligible to be elected to a three-year term.

¶ See also Article III of the Bylaws.

\*\* See the Bylaws, Section V.1.

†† See the Bylaws, Article VII.

‡‡ See the Bylaws, Section I.4.

3. Fifty percent of the authorized membership of the Senate shall constitute a quorum<sup>ss</sup> for the transaction of business of the Senate.
4. The Secretary of the Faculty Senate shall record detailed minutes of the proceedings of all meetings. The minutes of meetings of the Faculty Senate shall be available for inspection upon the request of any member of the Faculty Council. The secretary of the Faculty Senate shall publish or circulate to all members of the Faculty Council a written summary of transactions of each meeting of the Faculty Senate.
5. Normally, final action will not be taken on an item at either a regular or special meeting of the Faculty Senate that has not previously appeared on an agenda of the Faculty Senate circulated at least three working days in advance to all members of the Faculty Senate.
6. Resolutions announced on the agenda or introduced during a meeting of the Senate normally shall be voted on at the next meeting. However, by a two-thirds vote of those present and comprising a quorum, the Senate may elect to vote on a resolution during the meeting at which it was introduced.
7. Meetings of the Faculty Senate shall be open to all members of the Faculty Council, and they shall be eligible to speak at Faculty Senate meetings.

#### **Article VI. Committees**

1. There shall be an Executive Committee of the Faculty Senate composed of the President, Vice-President, Secretary and three other members elected by the Senate. The immediate Past President shall serve as an *ex officio* member on the Executive Committee. During any given academic year, not more than two of the six voting members of the Executive Committee may be from the same college or school not within a college.
2. The Executive Committee shall implement policy as directed by the Senate. In addition, it shall represent the Senate in dealings with University officials and others, prepare agenda for Senate meetings, and appoint all nonelected members of Senate committees. If issues arise which require immediate response or action, the Executive Committee is empowered to act for the Senate. The full Senate shall receive notification of such action at or before its next meeting.
3. From the end of the spring semester to the first fall class day, the Executive Committee will consist of the current year members and the elected members for the next academic year. All members of the Executive Committee shall have voting privileges during this period.
4. The Faculty Senate shall have other standing and special committees as may from time to time be created by the Executive Committee of the Faculty Senate, or by action of the Faculty Senate.
5. Any member of the Faculty Council, Executive Council, Council of Academic Deans and Directors, and the student body is eligible for appointment to any committee

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<sup>ss</sup> Interpretation: A ruling made in January 2005 states that elected Senators, including those duly designated as Senators for a semester or more, count toward a quorum; alternative representatives do not, and absent Senators who assign proxies do not.

of the Faculty Senate, unless specifically excluded by the committee membership as defined in the Faculty Senate Bylaws. All chairs of committees shall be faculty members. Members of the Executive Council (other than the President of the Faculty Senate) and members of the Council of Academic Deans and Directors are ineligible to serve as chairs of Faculty Senate committees.

### **Article VII. Amendments**

1. Amendments to this Constitution may be proposed by the Faculty Senate or by any member of the Faculty Council.
2. Amendments to this Constitution shall become effective upon adoption by the Faculty Council by a two-thirds vote of the members of the Faculty Council present at the meeting and comprising a quorum. Amendments may also become effective upon adoption by mail ballot in which twenty-five per cent of the Faculty Council respond and two-thirds of those responding approve.
3. The Executive Committee of the Faculty Senate shall review this Constitution and the Faculty Senate Bylaws every year that ends in zero or five and make appropriate recommendations for revisions, when needed.

### **BYLAWS**

#### **Article I. Meetings<sup>¶¶</sup>**

1. Meetings of the Senate will be open to the public, but only members of the Faculty Council and invited guests will eligible to speak at Faculty Senate meetings.
2. The Senate reserves the right, upon majority 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.
3. The President, the Executive Committee of the Senate, and/or the Senate by majority vote, is authorized to invite guests to speak or to testify about matters that the Senate is considering.
4. The regular meetings of the Senate will take place alternately on all of the working days of the week. The meeting schedule and room reservations for the following year's meetings will be arranged in May by the President and Secretary. Notice of the scheduled regular meetings will be sent to all members of the Senate no later than the first week of the academic year.
5. There shall be a written notice given to all members of the Senate in advance of any special meeting. The Faculty Senate representative shall post the agenda of special meetings in all departments within his or her college or school.

#### **Article II. Agenda**

1. The announcement of meetings of the Senate shall include notice of the time and

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<sup>¶¶</sup> See also Article V of the Constitution.

place of the meetings and summaries of business to be acted upon. It shall be circulated to all members in advance of regular meetings.

2. The priority of topics on the agenda shall be established by the Executive Committee.
3. By a majority vote, the Senate can change the order of the agenda.

### **Article III. Order of Business**

1. Distribution of list of members for determining attendance.
  - i. Each member, and/or proxy shall register attendance.
  - ii. Proxy and alternate representatives shall be indicated in the minutes.
  - iii. This register shall be filed with the records of the meeting.
2. Approval or revision of minutes.
3. President's report.
4. Committee reports.
5. Agenda business item.
6. Introduction of new business.

### **Article IV. Minutes - Reports of Committees**

1. The minutes of each meeting will be prepared by the Secretary and distributed to the Executive Committee for tentative approval or correction.
2. After tentative approval by the Executive Committee, the minutes will be distributed to the Faculty Senate. The minutes will be approved or corrected at the meeting that follows their distribution. Corrections will appear in the minutes of the meeting at which corrections were made.
3. After approval by the Faculty Senate, the minutes will be distributed to the faculty, staff, and administration of LSU. The minutes will be distributed to every member of the faculty.
4. Each standing committee will submit regular written reports in April as described in Article IX, Sections 4-6. Written reports of special assignments will be submitted by standing committees when the assignment is completed.
5. Special committees will submit written reports when the committee's assignment is finished as specified in Article IX, Section 9.

### **Article V. Executive Committee and Officers**

1. EXECUTIVE COMMITTEE: The membership of the Executive Committee is defined in the Faculty Senate Constitution, Article VI. Specific duties of the Executive Committee are to assist the President in the execution of official duties; to appoint members of Faculty Senate committees, with the exception of elected committee memberships; to set the agenda for Faculty Senate meetings; to appoint a nominating committee for the election of officers; and to serve as the Faculty Senate Elections Committee.
2. PRESIDENT: The President, in conjunction with the Executive Committee, has the responsibility of providing leadership for the Faculty Senate. The President shall

be the presiding officer at meetings of the Faculty Senate. The President is the official representative from the Faculty Senate to the University administration, other governing bodies, and the public, and shall have administrative responsibility for the Faculty Senate office. The President is responsible for preparing the agenda for each meeting, and shall see that notices of meetings, agenda, and minutes of previous meetings are properly circulated. The President does not serve as a voting representative from any school or college and shall vote only in the event of a tie. Upon taking office, the President will vacate a senate seat for the presidential term; it shall be filled according to Article VI, Section 6, Faculty Senate Bylaws.

3. VICE-PRESIDENT: The Vice-President shall assume the duties and responsibilities of the President whenever the President is unable to serve and/or resigns. In the event when there are more than six months remaining in the President's unexpired term, a special election will be required, as in Article VII of the Faculty Senate Bylaws.
4. SECRETARY: The Secretary shall edit, summarize, and oversee preparation of the minutes for distribution and shall be responsible for publication of the minutes. The Secretary also shall assume primary responsibility for handling Senate correspondence.
5. PARLIAMENTARIAN: The President shall appoint a Parliamentarian prior to the discussion of business at any meeting of the Senate. The Parliamentarian shall be prepared to advise the Senate on points of order in accordance with Robert's Rules of Order, except where these Rules have been superseded by the Constitution or Bylaws of this Senate.

#### **Article VI. Alternate Representation**

1. By written notice to the President submitted before the meeting, a member of the Senate may choose another faculty member representing the same college or division as a replacement at that Senate meeting. Such a representative must be eligible for election to the Senate.\*\*\*
2. In lieu of choosing a replacement representative, a member of the Senate may, by written notice to the President, give a proxy vote to another member of the Senate.
3. Proxies and alternate representatives shall be announced by the President at the start of the meeting.
4. If a member of the Senate is absent from the campus for a semester or longer, this position will be taken for that period by the eligible nonelected person who received the next highest number of votes in the last regular election in that college. If there is no person thus qualified, a special election will be held.
5. The seat of a member of the Senate who has been repeatedly absent from Senate meetings can be declared vacant by a three-fourths vote of members of the Senate attending a meeting, if a request for such action has been made in writing by at least five percent of the faculty of the college represented. The motion to remove a member of the Senate shall be voted on at the meeting of the Senate immediately follow-

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\*\*\* This passage is not intended to disqualify, for service as an alternative representative at a meeting, a person who cannot be elected to a full term by reason of Article II, Section 5 of the Constitution. The Executive Committee so ruled in September, 2004.

ing the request.

6. If for any reason a vacancy occurs, as determined by the Executive Committee, the position will be filled by the eligible nonelected person who received the next highest number of votes during the election of that seat. If there is no such qualified person, then the position will be filled by the eligible nonelected person who received the next highest number of votes in the next most recent regular election in that college. If there is no person thus qualified, a special election will be held.

## **Article VII. Election of Officers**

1. The President, Vice-President, Secretary, and three other members of the Executive Committee of the Senate for any academic year will be elected following the procedure outlined in Article VII, Section 2.
2. All current senators, the President, and sitting members of the Executive Committee are eligible<sup>†††</sup> to be nominated for Executive Committee positions.<sup>‡‡‡</sup> Executive Committee membership does not automatically imply Faculty Senate membership. The Executive Committee of the Senate shall appoint a nominating committee composed of four retiring members of the Senate representing four different colleges or divisions. The nominating committee shall report to the Executive Committee a slate of candidates, at least one for each Senate office, and for two at-large Executive Committee members, after ascertaining that the nominees are willing and available to serve. That slate shall be published in the Agenda for the March meeting of the Senate. At the March meeting, the President shall announce the slate and call for further nominations from the floor. Candidates' programs for the Senate shall be circulated before the April meeting. At the April meeting officers shall be elected in the order: President, Vice-President, Secretary, and two at-large Executive Committee members. After each election the floor shall be reopened for nominations for the next office to be filled. Before the first meeting of the fall term, the Executive Committee shall nominate and announce in the Agenda for the meeting at least one newly elected senator to fill the third at-large position on the Executive Committee. At the first meeting, nominations will be opened, and the election held.
3. Elections shall be held by secret ballot. If no one receives a majority vote on the first ballot, then there will be a second balloting between the two persons receiving the largest number of votes.
4. In the event of a tie vote in the election of any officer, another balloting shall be held between the tied candidates. If the tie is not broken after the second balloting then the tie vote shall be broken by casting of lots.
5. In the event that an elected Faculty Senate President does not take office or does not serve out the term and there are more than six months remaining in the term, a special election will be called by the Executive Committee to elect a new President. The Executive Committee will make nominations to fill the vacancy at the first Senate meeting after the vacancy occurs. Nominations will appear on the written agenda

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<sup>†††</sup> The last sentence of Section VI.1 of the Constitution imposes a restriction.

<sup>‡‡‡</sup> This sentence rectes an amendment to the Bylaws, Resolution 99-09.

for the meeting and nominations may be made from the floor. The election will be conducted in the same meeting, according to Article VII, Sections 3 and 4 of the By-laws.

6. In the event an elected member of the Executive Committee does not take office or does not serve out the term, and there are more than six months remaining in the term, a special election will be called by the Executive Committee to elect a replacement. The election procedure will be the same as that followed to fill the vacated position of the President.
7. In the event a member of the Executive Committee is elected to fill the vacant position of President or a vacant Executive Committee position, the special election will be extended to fill all such vacancies in the same meeting.

### **Article VIII. Election of Members of the Senate<sup>§§§</sup>**

1. Elections of members of the Senate will be carried out in accord with Article III of the Constitution of the Faculty Senate.
2. The Executive Committee of the Faculty Senate will serve as the responsible elections committee and shall be responsible for keeping records of such elections on file for future reference.
3. The elections committee shall delegate responsibility for conducting elections to the policy committee or similar representative body of the college or school not within a college in which the election is to be held. If such a committee does not exist, the procedure shall be conducted by the outgoing senators of the college or school not within a college. However, in the event of an emergency, a dispute, or a conflict of interest, the Elections Committee is empowered to conduct the election and will not under such circumstances delegate its authority to members of the Senate or other faculty from the college or school not within a college.
4. Each faculty member may nominate as many persons as there are members of the Senate to be elected from a given college or school not within a college. The elections committee or its delegates will provide a list of persons eligible for nomination. This list shall be posted in each department of the college or school not within a college at least one week before the previously announced deadline for submission of nominations. The list of eligible candidates shall be circulated to each faculty member in the college or school not within a college if the elections committee deems such procedure desirable.
5. Nominations shall be solicited from all eligible participants. All nominations shall appear on a first ballot.
6. Each eligible faculty member may vote for as many nominees as there are positions to be filled. The top (n+1) vote recipients for n vacant positions shall be placed on a second ballot. In case of tie votes, those vote recipients involved shall also be placed on the second ballot.
7. The second ballot shall establish the elected senator(s) and alternate(s), except that tie votes for the position of senator will require a final ballot among the tied candi-

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§§§ See also Article III of the Constitution.

- dates. Ties on a final ballot will be broken by lot.
8. It shall be permissible for a college or school not within a college to apportion, by faculty action, senate seats by department. Such changes in procedures must receive prior approval by the Executive Committee.
  9. The names of the persons responsible for elections in each college shall be provided to the President of the Faculty Senate and read into the minutes of the Faculty Senate at the March meeting.

## Article IX. Committees<sup>¶¶¶</sup>

1. Members of Standing Committees:<sup>\*\*\*\*</sup>
  - a. The usual term of service for a voting member of a standing committee will be three years for faculty, one year for students. Terms will be staggered in a manner determined by the Executive Committee, so that approximately one-third of the voting faculty members of each committee will begin their terms each year. A person may serve for more than three consecutive years in exceptional cases, considering, for example, the need for continuity or special expertise.
  - b. In the spring, each standing committee will elect, as chair for the following year, one of its members who is not in the last year of his or her term on the committee. Whenever there is no chair in place, the Executive Committee may appoint a chair to serve until the committee elects one.
  - c. In provisions for a term of service on a committee, other than for an ex officio or student member, a year will be understood to begin on the first day of fall semester classes; and to end on the day before the first day of fall semester classes - unless otherwise specified in these Bylaws or by the appointing authority.
  - d. If a vacancy occurs, and if there is no elected Alternate to fill it, the Executive Committee will fill it by appointment, after receiving the recommendation of the Committee on Committees.
2. Special Committees and their Members
  - a. When the Senate by resolution or the Executive Committee creates a special committee, it will specify the charges and a definite term of service.
  - b. Unless the creating entity provides otherwise, the Executive Committee will appoint the members of a special committee and will appoint the chair.
  - c. Unless otherwise directed in its charge, a special committee will file its report only with the appointing authority.
3. General Provisions for all Committees
  - a. An *ex officio* member of a committee will be nonvoting, and will not serve as chair.
  - b. The Executive Committee will decide questions of committee jurisdiction that may arise.
  - c. Each committee is authorized to hold discussions with, make inquiries of, and convey its decisions and recommendations to, the appropriate administrative

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<sup>¶¶¶</sup> See also Sections 4 and 5 in Article VI of the Constitution for other provisions about committees.

<sup>\*\*\*\*</sup> Sections 1, 2, 3 of this Article reflect a Bylaws amendment, Resolution 04-09.

offices. In so doing, the committee must stay within its stated charge, observe appropriate channels, identify the communication as coming from the committee, and comply with the reporting requirements of the next item.

- d. Except as may be provided otherwise in these Bylaws, each committee will report its activities in timely fashion to the Senate through the Executive Committee; and will respond to requests for information about its activities from the Senate or from the Executive Committee.
  - e. The Senate may, by resolution, instruct a committee or reverse a committee action.
  - f. The representatives of a committee recommending a Resolution to the Senate, even if not Senators, will have the privilege of the floor to move its adoption.
4. THE STANDING COMMITTEES<sup>†††</sup> OF THE SENATE:

### **Admissions, Standards, and Honors Committee**

#### Charges

1. To formulate, recommend to the Senate, and monitor policies and standards concerning admission requirements of LSU;
2. To conduct continuous studies and to make recommendations designed to maintain and improve the standards of scholarship among students; and
3. To study and develop more effective means of recognizing student achievement in scholarship and leadership.

#### Membership

Nine faculty members, including at least one faculty member from each of the following colleges: Arts and Sciences, Agriculture, Basic Sciences, Business, and Engineering; Vice-Chancellor for Academic Affairs (or designee), *ex officio*; Director of Admissions (or designee), *ex officio*.

### **Benefits Advisory Committee**

#### Charges

1. To review, and to make inquiries and recommendations regarding, University retirement plans, health care, insurance programs, annual and sick leave, and other benefits.
2. To consult representatives of other University personnel on common interests in the matter of benefits.

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<sup>†††</sup> A Bylaws amendment, Resolution 05-02, made these changes in the list of committees: (1) Three committees were eliminated: Academic Computing, Public Relations, and Student Recruiting and Retention. (2) Three new committees were established: Benefits Advisory, Communications and Development, and Information Technology and Services. (3) The provisions for the Council of Policy Committees and the Faculty Personnel Policies Committee were modified.

3. To keep informed about the activities and plans of boards and other entities that govern and administer benefits programs affecting faculty.
4. To assure that faculty are informed about significant developments.
5. To consider and respond to questions and issues which may be referred to it by the Faculty Senate, the Executive Committee, or individual faculty.
6. To establish specialized subcommittees to address specific changes.

### Membership

Six to eight faculty members and one retired faculty member, representing a balance among disciplines, colleges, and schools; and up to two *ex officio* members appointed jointly by the Provost and Executive Committee.

### Budget and Planning Advisory Committee<sup>###</sup>

#### Charges

1. With regard to the budget and planning processes of the University: To assure an effective advisory role for the faculty; to encourage the use of faculty expertise; and to keep the Senate informed.
2. To review and make recommendations, as needed, with regard to
  - the budget-development process;
  - the budget at preliminary stages;
  - the approved budget; and
  - audits of University operations.
3. To review and make recommendations with regard to the long-range implications, for the University's evolving mission, of current budget issues and alternatives.
4. To review and make recommendations with regard to the Master Plan and long-range planning in general.
5. To consider questions and issues which may be referred to it by the Faculty Senate or the Executive Committee.
6. When instructed to do so by the Senate; or on its own initiative, with the approval of the Executive Committee: To establish study groups, and to conduct forums or workshops, in order to inform the general faculty or to collect their views.
7. When instructed to do so by the Senate; or on its own initiative, with the approval of the Executive Committee: To establish special committees, with specified terms, to consider issues or conduct studies.
8. To select, from among its elected members, the faculty representatives to the University Budget Committee.

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<sup>###</sup> The Budget and Planning Advisory Committee replaced the Review and Long-Range Planning Committee, under a Bylaws amendment, Resolution 04-06.

## Membership

The voting members shall be eight faculty, six elected and two appointed. They will serve three-year terms, except that the terms will be staggered in a manner decided by the Executive Committee. The members should be present or former members of the Executive Committee, present or former officers of a policy committee, or persons with other appropriate experience. They may not concurrently serve in administrative positions as chairs or higher.

The six elected members: Each year at its March meeting, the Senate will elect persons to fill vacancies for terms that begin in the fall, and will also elect an Alternate, who will stand by to fill any vacancy that may occur on the Committee during the next year. The Executive Committee will serve as nominating committee for these positions, after receiving suggestions by the Committee on Committees, and nominations from the floor will be called for.

The two appointed members: The Executive Committee will appoint two additional members who will be selected to improve breadth of representation, or to meet needs for expertise.

*Ex officio* members: The Provost or Provost's designee will be an *ex officio* member. The Provost and Executive Committee may jointly appoint up to two additional *ex officio* members.

## Commencement Exercises Committee

Under Faculty Senate Resolution 07-09, the tasks of the Commencement Exercises Committee have been transferred to the Faculty Senate Executive Committee, which will advise the Provost and the Office of Academic Affairs concerning the selection of commencement speakers and the conduct of commencement exercises.

## Committee on Committees

### Charges<sup>§§§§</sup>

1. To nominate persons to the Executive Committee for appointment to the Faculty Senate committees, excepting the Student Aid and Scholarship Appeals Committee, ensuring appropriate adherence to committee makeup restrictions mandated by the Bylaws, and representation across colleges, as well as among sexes, races, and creeds, when not explicitly mandated;
2. To nominate individuals for election as chair of the Faculty Senate Student Aid and Scholarships Appeals Committee; and
3. To recommend replacements when vacancies occur, using similar constraints.

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§§§§ The provisions for the Committee on Committees were modified according to a Bylaws amendment, Resolution 05-10.

## Membership

Twelve faculty members (four elected each year by the Faculty Senate); Student Government Association President, *ex officio*.

## Council of Policy Committees

### Charges

1. To allow the policy committees of the various academic units to consult and to communicate with each other and with the Executive Committee.
2. To make recommendations to the Executive Committee on matters of interest to the Council, and on matters referred to it by the Executive Committee.

### Membership

For the purposes of these provisions, a *college* is defined as an academic unit which is represented on the Senate, and which reports directly to the Provost.

Each policy committee of a college whose members are elected by the faculty of the unit, and which operates under written and duly adopted bylaws, shall be entitled to one representative on the Council. The representative will be chosen by the policy committee, and must be a voting member thereof throughout his or her membership on the Council. The usual term of service will be two years. Terms of service will be staggered as determined by the Council, so that approximately one-half of the representatives will begin their terms each year.

### Status of the Committee

Following the passage of Faculty Senate Resolution 07–09, the Council of Policy Committees remains authorized on an as-needed basis but remains otherwise dormant. Its day-to-day functions have been transferred to the Faculty Senate Executive Committee.

## Courses and Curricula Committee

### Charges

1. To approve or disapprove, after review, proposed additions to, alterations of, and elimination of all courses, curricula, and degree programs submitted by colleges and schools, or referred by the Office of Academic Affairs;
2. To notify the appropriate departments and colleges and the Office of Academic Affairs regarding all decisions reached by the committee and to make recommendations concerning needed clarification, coordination, or study of the implications of proposed changes;

3. To consult, when deemed appropriate, with departments which appear to be affected by proposed changes in courses and curricula; departments may appeal decisions made by the committee; if the appeal is supported by the college curriculum committee, the matter shall be sent directly to the Faculty Senate for final determination and placed on the Agenda of the Faculty Senate for the next regularly scheduled meeting of the Senate; and
4. To conduct on its own initiative continuing studies of courses and curricula, and to make recommendations to departments concerned and to the Vice-Chancellor for Academic Affairs concerning changes which appear to be desirable and which appear to require study by specific departments concerned or by special committees appointed for the purpose.

### Membership

Eleven experienced faculty (no more than two from any college or school); one undergraduate student; one graduate student; chair of the General Education Committee, *ex officio*. The Office of Academic Affairs will provide administrative assistance at the request of the committee. (“Experienced” is defined as having had one or more years of active participation on a department, school, or college curriculum committee.)

### **Educational Policy Committee**<sup>¶¶¶¶</sup>

#### Preamble

With regard to educational programs and policy at LSU, the Regulations of the Board of Supervisors (Chapter 1, Section 1-2) assign authority to the faculty, subject to the authority of the Board. The Regulations distribute this authority among the faculty of departments, colleges, and schools, and the Faculty Council. The Faculty Council delegates its authority to the Faculty Senate under the terms of the Senate Constitution.

Among the several Senate committees which assist the Senate in carrying out its responsibilities in this area, the Educational Policy Committee will hold a central position. Its jurisdiction will include all matters of educational policy which are appropriate to the Senate and not assigned to other Senate committees.

#### Charges

1. To facilitate the faculty’s leadership role in fostering the quality and success of the University’s educational function.
2. To consider in broad perspective the conception and performance of the University’s educational mission; and to concern itself with factors that have significant impact upon undergraduate and graduate studies, including the character and quality of educational programs, conditions of student life, and intellectual climate.
3. To conduct research and make recommendations on emerging issues.

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<sup>¶¶¶¶</sup> The Educational Policy Committee was established by a Bylaws amendment, Resolution 04-07.

4. To encourage, promote, and evaluate innovative and experimental educational programs.
5. To communicate with other Senate committees and other University entities, while respecting their jurisdictions.
6. To assure that faculty have convenient access to ample information about the University's educational function, and to promote understanding of (for example):
  - How well students are progressing toward degrees and achieving the goals of academic programs.
  - How various policies, conditions, and other factors affect the academic success of students.

Such reports and information may come from inquiries and studies conducted by other Senate Committees or other University offices or entities on matters that lie within their jurisdictions. The Educational Policy Committee may make inquiries and conduct studies on its own to supplement those sources.

7. To establish study groups, and to conduct forums or workshops, in order to inform the faculty or to collect their views.
8. To coordinate the support role of Faculty Senate committees in preparing reports to accrediting agencies.
9. To advise the Executive Committee on the establishment of special committees of the Senate, with specified instructions and terms of service, when necessary to assist in fulfilling these charges.

## Membership

The voting members shall be six faculty - four elected and two appointed - and one appointed student, as provided below.

The faculty members will serve three-year terms, except that the terms will be staggered in a manner decided by the Executive Committee. They should preferably be present or former chairs or other active members of Senate Committees concerned with education; persons presently or formerly substantially engaged in curricular or educational matters in a department, college, or other academic unit; or persons with other appropriate experience. They may not concurrently serve as department chairs or higher administrative officers.

**The four elected members:** Each year at its March meeting, the Senate will elect persons to fill vacancies for terms that begin in the fall, and will also elect an Alternate, who will stand by to fill any vacancy that may occur on the Committee during the next year. The Executive Committee will serve as nominating committee for these positions, after receiving suggestions by the Committee on Committees.

**The two appointed members:** The Executive Committee will appoint two additional faculty members who will be selected to improve breadth of representation, or to meet needs for expertise. One student member, preferably an undergraduate, will be appointed for a one-year term.

**Ex officio members:** The Provost or Provost's designee will be an *ex officio* member. The Provost and Executive Committee may jointly appoint up to two additional *ex officio* members.

## Faculty Grievance Committee

### Definitions

1. A “grievance” is a complaint or claim that there has been unfair or unequal treatment by reason of an act or condition which is contrary to established University policy and procedure governing the employer-employee relationship, or that there has been a violation, misinterpretation, or inequitable application of University employment policy. 12
2. The definition of the term, “faculty member,” as used by this committee, shall be the definition provided in Section 1-2.2 A, Bylaws and Regulations of the Board of Supervisors.

### Charges

The Faculty Grievance Committee shall have the authority:

1. To hear all complaints of faculty members relating to salary, promotion, non-reappointment, tenure, and allegations of other unfair treatment. Any allegation of unfair treatment can become a grievance, but the Grievance Committee cannot substitute its judgment for an academic judgment made in a fair and reasonable manner, according to University evaluative procedures. It may determine, however, that such an academic judgment has been unfairly made or hopelessly corrupted by bad practices or procedures and is, therefore, invalid. The committee shall not hear appeals arising from the dismissal for cause of a tenured faculty member, after due process as outlined in PS-104.
2. To decide whether or not the facts of a faculty petition merit a detailed investigation;
3. To conduct an investigation when it appears to be warranted;
4. To seek to bring about a settlement, if this appears to be possible;
5. To report its findings and recommendations, if the case is found to have merit, but a settlement cannot be effected. Copies of these findings will be sent to all parties involved in the investigation, and in a case which requires administrative assistance, copies will be sent to the LSU administration and to the Executive Committee of the Faculty Senate. If the findings indicate that the grievance complaint is not justified, the committee’s findings shall only be communicated to the petitioner where the grievance has gone no further than to the committee. Where the case has gone further than to the committee, the committee’s findings shall be communicated to the petitioner and to all levels of administration which have been involved in the case;
6. To keep confidential all grievances and findings of the committee relative to grievance petitions.

### Membership

Nine tenured faculty members; three members elected each year by the Senate.

The Committee on Committees shall nominate six persons for the three positions. Additional nominations may be made from the floor of the Senate. The three persons who receive the largest number of votes shall be elected. The fourth person shall be an alternate. If a replacement is needed for a member unable to serve out a full term, the alternate shall serve. Chairs and heads of departments, deans, and directors are ineligible.

### **Faculty Personnel Policies Committee**

#### Charges

1. To review and to make inquiries and recommendations regarding university personnel policies and procedures that affect faculty. The areas of concern include, but are not limited to, matters of appointment, review, promotion, advancement to tenure, salary structure, travel support, and sabbatical leave.
2. In particular, to consider the provisions for faculty participation in governance in such areas.
3. To perform functions assigned to it by University policy statements.
4. To consider and respond to questions and issues which may be referred to it by the Faculty Senate or the Executive Committee.
5. To identify and address problem areas of policy, procedure, and communication, but not to provide a grievance mechanism for particular cases.

#### Membership

Seven faculty members, representing a balance among disciplines, colleges, and schools; and up to two *ex officio* members appointed jointly by the Provost and Executive Committee.

#### Status of the Committee

Following the passage of Faculty Senate Resolution 07–09, the Faculty Personnel Policies Committee remains authorized on an as-needed basis but remains otherwise dormant. Its day-to-day functions have been transferred to the Faculty Senate Executive Committee.

### **General Education Committee**

#### Charges

1. To interpret and clarify the philosophy and goals of general education, to keep abreast of similar programs nationwide, to review periodically the existing requirements, and to recommend restructuring, when appropriate;
2. To coordinate with the Office of Academic Affairs the establishment of instruments for judging the quality and effectiveness of the general education requirements;
3. To evaluate the effectiveness of individual courses in fulfilling the goals of general

education. The committee's evaluations and recommendations shall be submitted, through the Executive Committee, to the Vice-Chancellor for Academic Affairs and Provost;

4. To review proposed additions to, alterations of, and eliminations of courses from the general education requirements submitted by departments in the several colleges and schools not within a college or by the Office of Academic Affairs;
5. To coordinate with Junior Division counselors and with counseling faculty in participating academic units to ensure that students are provided with adequate information about the general education requirements;
6. To create a subcommittee which shall make recommendations to the Office of Academic Affairs concerning student petitions for exceptions to the published general education requirements, including course substitutions; and
7. To direct, as needed or as requested, surveys of the academic units, including deans, directors, and department chairmen or heads in order to determine the impact of the general education requirements on areas such as academic programs, facilities, and faculty and staff scheduling. Where problems are identified, the committee should recommend solutions.

### Membership

Nine experienced faculty, one from each college or school not within a college granting undergraduate degrees: Agriculture, Art and Design, Arts and Sciences, Basic Sciences, Business Administration, Education, Engineering, Mass Communication, and Music and Dramatic Arts; one upper-division undergraduate student;\*\*\*\* the Vice-Chancellor for Academic Affairs (or designee), *ex officio*; chair of the Courses and Curricula Committee, *ex officio*. (Experience is defined as having had one or more years of active participation on a department, school, or college curriculum committee.)

### International Education Committee

#### Charges

1. To select tuition exemption scholarships for international students;
2. To screen prospective LSU student Fulbright applicants;
3. To act in advisory capacity to administrative units of LSU in areas which affect international students and LSU students studying abroad; and
4. To develop and promote international exchange programs (study, research, services) between LSU and universities, colleges, and institutes in other countries.

#### Membership

Five faculty members; one representative from the Office of Admissions, *ex officio*; one international student participating in the international program; and the Director of

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\*\*\*\*\* A Bylaws amendment, Resolution 04-01, added the student member.

International Programs.

### **Library Committee**

#### Charges

1. To participate in the development and monitoring of a long-range plan for the library;
2. To advise the administrative officers of the LSU Library on all matters related to development and use of library resources and facilities, including allocation of funds for acquisitions and their distribution among various formats;
3. To inform faculty about library policies, collections, and financial standing; and
4. To serve as a channel of communication for expressing faculty needs and expectations to the library administration.

#### Membership

Five faculty members representing a balance among disciplines, colleges, and schools; one graduate student and the Dean of University Libraries, *ex officio*.

### **LSU Press Committee**

#### Charges

1. To serve primarily as an advisory group to the LSU Press and to the administration of Louisiana State University in matters relating to the LSU Press; and
2. To inform the Faculty Senate of all major LSU Press activities.

#### Membership

Eight faculty members; Director of the LSU Press, *ex officio*.

### **Student Aid and Scholarships Appeals Committee<sup>††††</sup>**

#### Charges

1. To act as a judicial body to hear and decide appeals from students in connection with granting, withholding, or withdrawing scholarship or financial aid; and
2. To advise on policies, procedures, and standards for granting aid and scholarship when requested by the Office of Academic Affairs.

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†††† A Bylaws amendment, Resolution 05-10, changed the name of the Student Aid and Scholarships Committee to Student Aid and Scholarships Appeals Committee and modified the provisions for this committee.

## Membership

A pool of twenty (20) to thirty (30) faculty selected by the Office of Academic Affairs and approved annually by the Faculty Senate Executive Committee with the committee chair appointed by the Faculty Senate Executive Committee for a three (3) year term from nominees from the Committee on Committees. From this pool of twenty to thirty people, a subcommittee panel of five (5) to seven (7) faculty members to serve as a majority of the voting members for each judicial panel convened by the Office of Student Aid and Scholarships; Director of the Office of Student Aid and Scholarships, *ex officio*; Vice-Chancellor for Academic Affairs (or designee), *ex officio*; Director of Undergraduate Admissions (or designee), *ex officio*; and other staff members as required by NCAA regulations.

### **Article X. Changes, Additions, Modifications and Repeal of Bylaws**

These Bylaws may be changed, added to, modified or repealed by a two-thirds vote of the total membership of the Senate, provided that the proposal for such change is introduced at least one month in advance of the vote.