Faculty Bylaws
School of Veterinary Medicine
Louisiana State University
Baton Rouge, LA
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General Faculty

**Article I. Membership and Administration of the General Faculty**

**Section 1.** Membership of this faculty shall consist of those members of the faculty of Louisiana State University whose services are under the administrative jurisdiction of the Dean of the School of Veterinary Medicine.

**Section 2.** The chief administrative officer of the General Faculty shall be the Dean of the School of Veterinary Medicine.

**Article II. Responsibilities of the General Faculty**

**Section 1.** The faculty shall have jurisdiction over its internal affairs, subject to the superior authority of the regulations of the LSU Board of Supervisors and shall have the right to discuss and make recommendations regarding matters affecting its responsibilities in education, research, and service. Specifically, it shall establish curricula, set standards of instruction and examination, determine requirements for graduate degrees, nominate candidates for the degree of Doctor of Veterinary Medicine (D.V.M.), and determine the academic policy of all divisions of the School of Veterinary Medicine.

**Section 2.** The responsibilities and powers of the faculty shall be exercised at meetings of the General Faculty. The presiding officer shall be the Dean or an appointed alternate. A member of the Faculty Policy Committee or alternate shall take the meeting minutes. The Faculty Policy Committee shall distribute minutes to the General Faculty for approval. The minutes shall be archived by the Faculty Policy Chair and the archive handed down to subsequent chairs.

**Section 3.** A minimum of one meeting shall be held quarterly at a time set by the Faculty Policy Committee. At least three days prior to this meeting, the Faculty Policy Committee chairperson shall distribute an announcement and agenda for the meeting to each member of the General Faculty.

**Section 4.** Additional meetings may be called as follows: by the Dean, by the Faculty Policy Committee, or by written petition to the Faculty Policy Committee by 10 members or 10 percent of the General Faculty, whichever is the smaller number. The same rules of agenda and procedure shall apply as at the regularly scheduled meetings.

**Section 5.** Those members of the General Faculty present at meetings shall constitute a quorum. Decisions of the faculty shall be reached by a simple majority (50% + 1) of those present and voting at any regular or special meeting. Any issues may be referred, by a motion properly passed, to written or electronic ballot of the General Faculty, in which case (50%+1) of the votes cast shall decide the issue. Revisions to the Bylaws require a vote by paper or electronic ballot of the entire General Faculty, as described in Article V, Section 1.
Section 6. To affect the fullest and most efficient discussion of business, only items on the distributed agenda may be acted upon at any meeting, except by consent of three-fourths (3/4) of the faculty members present.

Article III. Committees of the School of Veterinary Medicine

Section 1. All committees shall be in one of the following classifications:
   a. Faculty Standing Committees
   b. Graduate Faculty Committees
   c. Administrative Standing Committees
   d. Ad hoc Committees

Section 2. The Faculty Policy Committee chairperson shall distribute annually (by March 15), to all faculty members, a list of all committees and their membership rosters with terms of service.

Section 3. Each Faculty Standing Committee shall consider policy or action on matters of concern to the General Faculty within the committee’s duties and responsibilities.
   a. The Faculty Policy Committee shall consist of members of the General Faculty elected in accordance with the provisions of the bylaws of the Faculty Policy Committee. It shall possess all the powers conferred upon the General Faculty by the LSU Board of Supervisors and, by representing the General Faculty in all matters, it shall be deemed to voice the policies, opinions, and sentiments of the General Faculty.
   b. Upon written request to the Chair of the Faculty Policy Committee by 10 members or 10 percent of the General Faculty (whichever is the smaller number), any final action of the Faculty Policy Committee shall be submitted to the General Faculty for review.
   c. The General Faculty may, by vote of a majority of those present at a meeting of the General Faculty, review, modify, overrule or otherwise address any action taken by the Faculty Policy Committee, provided that the item has been placed on the previously distributed agenda for the meeting or has been raised at the meeting by consent of three-fourths (3/4) of the faculty members present.
   d. The General Faculty may also establish and eliminate Faculty Standing Committees.

Section 4. Administrative Standing Committees shall be responsible for regular tasks of administering the established responsibilities of the School of Veterinary Medicine. Proposals for major changes will be brought before the General Faculty through its meeting agenda. These committees shall be established by the Dean, who shall determine membership, terms of service, reporting procedures, etc.
   a. The Administrators’ Council shall be responsible for the administration of the subdivisions of the School of Veterinary Medicine, under the direction of the Dean, including matters of personnel, budget, space allocation, and improvement and maintenance of facilities.
   b. Other Administrative Standing Committees may be established by the Dean.
Section 5. Ad hoc Committees shall be responsible for policy or action on matters not regularly delegated to an established standing committee and unlikely to require continuing attention. Such committees shall be established by the Dean or by the Faculty Policy Committee. Unless otherwise provided, these committees shall function as follows:

a. Membership and the Chair of these committees shall be determined by the Dean or by the Faculty Policy Committee.
b. Membership shall extend for the duration of the committee charge.
c. Such committees will make a report containing final recommendation(s) to the establishing authority.
d. Committee mission and tasks as well as membership and final report shall be shared with the general faculty at a meeting and the minutes and final report made available. Standard rules of confidentiality will be observed.

Article IV. Representatives to the University Faculty Senate

Section 1. The Faculty Senators from the School of Veterinary Medicine shall be responsible for participation in the activities of the University Faculty Senate; for communicating to the School of Veterinary Medicine faculty Senate actions and deliberations; and for conveying viewpoints of the School of Veterinary Medicine faculty to the Faculty Senate.

Section 2. The faculty shall elect the number of Faculty Senators apportioned to the School of Veterinary Medicine, filling all regular or interim vacancies, to serve under the rules established by the Faculty Senate.

Section 3. Procedure for the Election of Faculty Senators in the School of Veterinary Medicine

a. On or before April 1 of each year, the Chair of the Faculty Policy Committee will solicit, from the General Faculty of School of Veterinary Medicine, nominations for Faculty Senators.
b. Two nominations from each department will be required.
c. Each faculty member shall have the right to nominate one individual for each vacant seat.
d. Written nominations may be submitted to any member of the School of Veterinary Medicine Faculty Policy Committee.
e. A list of all nominees shall be prepared at the next regular meeting of the Faculty Policy Committee.
f. The Faculty Policy Committee shall ensure that each nominee is a member of the School of Veterinary Medicine faculty and eligible for nomination in that year.
g. The Chair of the Faculty Policy Committee shall contact each nominee and confirm his/her desire to accept the nomination.
h. Membership will consist of four elected members and four alternates. The number of senators determined by current faculty census will be equally distributed among the three departments. If there is an uneven number of seats, the additional seat shall go to the department with the highest faculty numbers.
i. The Faculty Policy Committee may appoint a subcommittee to oversee the election of Faculty Senators.
j. The names of all nominees with their departmental affiliations shall be placed on the first ballot.
k. The ballot shall state the number of vacant seats and that one vote is cast for each seat.
l. The ballot shall state that faculty are not to vote for more than one individual in a single department.
m. Ballots shall be distributed to all faculty in the school and collected by the departmental representatives to the Faculty Policy Committee no later than seven days after ballot distribution.
n. Within seven days after the distribution, ballots shall be counted by the Faculty Policy Committee.
o. The Faculty Policy Committee shall ensure that all ballots are valid.
   1. Any ballot that has more votes than the number of seats shall be invalid.
   2. In the event that there are more ballots than eligible faculty, the election shall be voided, and a new election held.
p. Any nominee receiving more than 50 percent of the votes shall be elected and a second ballot shall not be required for that seat.
q. If all seats are not filled by nominees receiving more than 50 percent of the votes, a second ballot will be prepared with the names and department affiliation of the n+1 nominees receiving the highest number of votes, where n=number of vacant Faculty Senate seats.
r. If a second ballot is required, it shall be distributed as described above. Within seven days after distribution, ballots shall be collected and counted by the Faculty Policy Committee.
s. In the event that two individuals from a single department receive the highest number of votes on the second ballot, the individual from that department with the higher number of votes shall be elected and the other individual shall serve as alternate. The individual with the third highest number of votes shall fill the second seat.
t. In the event of a tie on the second ballot, the new member shall be selected by a random selection process.
u. The Chair of the Faculty Policy Committee shall inform the new member(s), the School of Veterinary Medicine faculty and the President of the Faculty Senate of the election results no later than April 30 of each year.
v. Senators who miss more than two consecutive meetings without notifying an alternate in writing to attend in their absence will be automatically removed from the position and replaced with an alternate.

Article V. Revisions

Section 1. The bylaws should be formally reviewed every five years at a minimum. Copies of the proposed revision(s) must be distributed at least 30 days prior to a general faculty meeting. Revisions must be approved by an affirmative vote of 50% +1 of the General Faculty votes cast by paper or electronic ballot following discussion of the revision(s). The date of approval shall precede Article I.

Section 2. The Faculty Policy Committee shall distribute paper or electronic copies of the approved bylaws to the faculty.
Faculty Policy Committee

Article I. Nature and Functions

Section 1. The Faculty Policy Committee (FPC) shall be the liaison between the SVM administration and the General Faculty and guide the General Faculty in self-governance. These functions shall be performed by:
   a. Scheduling and publishing the agenda for General Faculty meetings in consultation with the Dean.
   b. Acting as the Committee on Committees for the SVM General Faculty.
   c. Establishing Faculty Standing Committees or ad hoc committees for the General Faculty.
   d. Providing to the Dean lists of suggested members for Administrative Committees.
   e. Advising and consulting with the Dean on items of concern to the General Faculty.
   f. Collecting and analyzing data to make recommendations on policies and plans that affect the General Faculty.
   g. Selecting the winner of the annual Distinguished Service Award based upon the following criteria:
      1. Faculty member of the LSU School of Veterinary Medicine.
      2. Active participation in service (support) aspects of the School of Veterinary Medicine program above and beyond standard expectations through such activities as:
         i. Leading outreach programs (Phi Zeta, Summer Scholars, Open House, Internationalization, Public Education/Extension, Student Organizations, etc.).
         ii. Participation in School, University, professional or community committees and activities.

Section 2. The Faculty Policy Committee shall present a report of its activities and actions at each regular meeting of the General Faculty and at other times as deemed necessary by Committee, General Faculty or Dean.

Article II. Membership

Section 1. All full-time Louisiana State University School of Veterinary Medicine General Faculty members shall be eligible for election to the Faculty Policy Committee if not excluded by Article II, Section 2.

Section 2. The Dean, Associate Deans, and Department Heads in the School of Veterinary Medicine are not eligible for election to the Faculty Policy Committee.

Section 3. Membership will consist of elected members from each department of the School of Veterinary Medicine.

Section 4. School of Veterinary Medicine Faculty Senators shall serve as ex officio members of the Faculty Policy Committee. Ex officio members will be alternates for
Committee members. They are expected to attend all meetings but shall have a vote only when serving as an alternate.

Article III. Terms of Office

Section 1. The term of members of the Faculty Policy Committee of the School of Veterinary Medicine will be three years.

Section 2. Each term of office for newly elected members will begin on July 1 of the year of election.

Section 3. A committee member may be re-elected but may not serve more than two consecutive terms.

Section 4. Failure to attend Faculty Policy Committee meetings on more than 2 consecutive occasions without notice to the Chair and alternate will result in removal from the Committee. The vacancy will be immediately filled by the alternate and an election held to fill the position within 60 days.

Section 5. Procedures for recall of a member of the Faculty Policy Committee may be initiated by written petition by 25 percent of the General Faculty of the School of Veterinary Medicine. The recall election will be supervised by the other members of the Faculty Policy Committee. Recall requires a 2/3 majority of the General Faculty as determined by written secret ballot. Vacancies created by the recall will be immediately filled by the vice chair and an election held to fill the position within 60 days.

Article IV. Officers

Section 1. The Committee shall elect two officers, a Chair and a Vice-chair. The Chair shall have served the preceding year on the Committee to be eligible.

Section 2. Each officer’s term shall be for one year. Officers may be re-elected to serve consecutive terms but may not serve beyond the length of the committee term (two consecutive terms of three years).

Section 3. Officers shall be elected at a meeting no later than June 15 following the election of Committee members in April.

Section 4. Voting for officers shall be by all members of the Committee who will be members on July 1. Members whose term will end on July 1 shall not be eligible to vote in the election of officers for the ensuing year.

Section 5. The election procedures shall be conducted by the current Chair of the Committee. Voting will be by ballot (paper or confidential electronic).

Section 6. Committee members elected in the April election are expected to attend meetings held prior to July 1. They will be invited to participate in discussions but, except for the election of officers for the year beginning on July 1, shall be ineligible to vote.
Section 7. The Chair of the Faculty Policy Committee of the School of Veterinary Medicine shall serve as a voting member of the Administrator’s Council of the School of Veterinary Medicine and shall serve in an *ex officio* capacity on all Faculty Committees.

Article V. Meetings

Section 1. The Faculty Policy Committee will meet at least twice per semester (August-May) and additional times scheduled by the Chair, or on the written petition of three members of the Faculty Policy Committee or ten members of the General Faculty.

Section 2. At least four members of the Faculty Policy Committee or their alternates shall be present to constitute a quorum. In the absence of the Chair, the Vice-chair of the Faculty Policy Committee shall preside.

Section 3. Each elected member or alternate in attendance, excluding those serving *ex officio*, will have an equal vote. Committee action requires a favorable vote by a majority of the Council membership in attendance.

Section 4. It shall be the responsibility of an elected member who cannot attend a meeting to inform the alternate. The alternate shall have a vote.

Section 5. At the request of any member, the Committee will take a vote on any resolution before the Committee by written ballot.

Section 6. Minutes of committee meetings shall be maintained by the Vice-chair (or Chair) and transferred to each succeeding Vice-chair and Chair and to an administrative secretary in the Dean’s Office as a permanent electronic file that cannot be altered.
Faculty Standing Committees

Article I. Prologue

As provided in Article I of the bylaws of the Faculty Policy Committee, the Faculty Policy Committee acts as a Committee on Committees for all other Faculty Standing and ad hoc Committees of the School of Veterinary Medicine. In addition, the Chair of the Faculty Policy Committee is an ex officio member of all Faculty Standing and ad hoc Committees. The following considerations apply to all Faculty Standing Committees unless specifically stated in the description of the individual committee.

Faculty Standing Committees shall deal with regular tasks of administering the established responsibilities of the School of Veterinary Medicine. Proposals for major changes will be brought before the General Faculty through its meeting agenda. These committees shall be established by the Dean, who shall determine membership, terms of service, reporting procedures, etc.

Article II. Appointment and Terms of Members

Section 1. All full-time employees of Louisiana State University who are members of the General Faculty shall be eligible for membership on Faculty Standing Committees, if not excluded by Article II, Section 2.

Section 2. The Dean, Associate Deans, and Department Heads in the School of Veterinary Medicine are not eligible for election to Faculty Standing Committees. Faculty members that become interim administrators will be replaced by an alternate when available and by departmental election otherwise. Administrators may serve as ex-officio members on standing committees as appropriate but do not have the authority to call or chair a meeting or vote on committee matters.

Section 3. All appointments of faculty members elected to standing committees shall begin July 1 of each year.

Section 4. Student members of standing committees shall be elected by the student body according to the Student Chapter of the American Veterinary Medical Association guidelines.

Section 5. Faculty Policy Committee representatives will ensure that all departmental faculty are informed of any committee vacancies and that departmental elections are held for all openings. Regular elections will be made no later than April 15 of each year. Elections for committee vacancies that occur for reasons other than term limits will be held as openings arise.

Section 6. All elected faculty and student members shall be voting members. Ex officio members shall be non-voting members.
Section 7. An alternate from the same department may attend meetings in the absence of a regular member and shall have all the privileges of the regular member.

Section 8. Appointments shall be for three-year terms with only one consecutive reappointment permissible, except for the Admissions and Courses and Curriculum Committees where appointments are for four years with one consecutive reappointment.

Section 9. Committee vacancies that occur prior to the expiration of a term shall be filled by a faculty member from the same department, and that person shall serve the remaining term. Members who fill a remaining term of less than half of a term may be subsequently reelected to two consecutive terms.

Section 10. No member may serve concurrent terms or have more than one vote on the same committee.

Section 11. The Faculty Policy Committee may create or restructure a committee at any time as necessary to meet evolving faculty and institutional needs. All changes will be approved by general faculty consensus as for Bylaws revisions.

Section 12. Faculty members with joint appointments will be represented by her/his SVM department.

Section 13: The School of Veterinary Medicine librarians with faculty appointments will be represented on standing committees by their appointed department.

Article III. Guidelines

Section 1. The committee year shall be from July 1 through June 30 the following calendar year.

Section 2. Each committee shall elect a Chair and a Vice-chair by May 15 each year. Each officer’s term shall be for one year. Officers may be re-elected to serve consecutive terms but may not serve beyond the length of the committee term (two consecutive terms of three or four years).

Section 3. Officers shall be elected at a meeting no later than June 15 following the election of Committee members in April.

Section 4. Voting for officers shall be by all members of the Committee who will be members on July 1. Members whose term will end on July 1 shall not be eligible to vote in the election of officers for the ensuing year.

Section 5. Committees shall meet at least twice per semester (August-May) and additional times scheduled by the Chair. Meetings can also be called by the Chair of the committee at the request of 25 percent of the committee membership. In addition, the Chair of the Faculty Policy Committee may convene and serve as chair of any standing committee as necessary. This is intended to facilitate committee function and leadership.
and will not violate basic principles of faculty self-governance. A faculty vote is required for changes in committee organization and leadership.

**Section 6.** A quorum shall consist of a simple majority of the voting members. Actions, recommendations, and resolutions require a majority vote of the eligible members present.

**Section 7.** Committees shall report activities to the Faculty Policy Committee by means of minutes. Decisions requiring administrative or faculty actions and/or votes will be facilitated by the Faculty Policy Committee.

**Section 8.** The Faculty Policy Committee delegates specific tasks to standing committees. The individual missions of the respective committees are described below. Other related duties and responsibilities may be assigned by the Faculty Policy Committee.

**Section 9.** The Faculty Policy Committee reserves the right to review and make recommendations for change on any standing committee action. The standing committee is required to present and defend its recommendations to the Faculty Policy Committee before the action is submitted to the general faculty for a vote.

**Section 8.** A standing committee shall report periodically to the General Faculty as directed by the Faculty Policy Committee.

**Section 9.** Committee meeting time and place, agenda and minutes will be available to the general faculty in advance (time, place, agenda) or following (minutes) each committee meeting.

**Section 10.** Minutes of committee meetings shall be maintained by the Vice-chair (or Chair) and transferred to each succeeding Vice-chair and Chair and to an administrative assistant in the Dean’s Office as a permanent electronic file that cannot be altered.

**Section 11.** Committee activity updates will be presented to the faculty at General Faculty Meetings.

**Section 12.** An annual report of standing committee activities shall be submitted to the Chair of the Faculty Policy Committee by May 15 of each year.

**Section 13.** It is the responsibility of departmental representatives to ensure that alternates attend in their absence and to notify departmental faculty of scheduled meetings.

**Section 14.** Standing committee meetings are open to all School of Veterinary Medicine faculty, but faculty members must arrange with the committee Chair to be added to the agenda prior to the meeting to address the committee during the meeting. Non-committee members may not contribute to discussion unless they are called on by the committee chair.
**Section 15.** Committee chairs are expected to facilitate the mission of the committee by all means possible.

**Article IV. Functions of Special Emphasis**

The following functions have been set apart for special emphasis.

**Section 1. Academic Appeals**
Academic appeals are handled in a very specific manner as described in the LSU General Catalog under “Appeals and Appeal Review” within the section on “Regulations”. Policy Statement (PS) 48 – Student Appeal Procedures also establishes procedures that an individual student may use to question formally the application of any university regulation, rule, policy, requirement or procedures, not otherwise covered by an established procedure, as it applies to that individual student.

**Section 2. Faculty Grievances**
Faculty grievances are subject to specific procedures that are detailed in the “Faculty Grievances” section of the LSU Faculty Handbook. Additionally, faculty may contact the LSU ombudsperson to discuss matters of concern confidentially.

**Section 3. Faculty Disciplinary Procedures**
Disciplinary procedures are dealt with on a case-by-case basis. The disciplinary powers of LSU and the School of Veterinary Medicine are derived from the authority of the LSU Board of Supervisors. Due process shall be assured in all instances. Some procedures and individual rights and responsibilities may be found in the LSU Faculty Handbook section on “Separation from the University, LSU Policy Statement (PS) 36T under “Voluntary Assistance Program to Enhance Job Performance by Tenured Faculty”, Policy Statement (PS) 109 “Campus Implementation Procedure for Permanent Memorandum 35 -A Finding of Unsatisfactory Job Performance, PS 104 “Dismissal for Cause for Faculty”, and PS 69 “Research Misconduct”.

**Admissions Committee**

**Article I. Duties and Responsibilities**

**Section 1.** Meet in person at least once per year to specifically consider revisions to the School of Veterinary Medicine policies for the next admissions to the Doctor of Veterinary Medicine program. Committee actions will be presented to the General Faculty in writing no less than two weeks prior to the next scheduled General Faculty meeting at which any changes will be voted upon.

**Section 2.** The Admissions Committee will additionally:

a) Identify and recommend to the Dean, applicants for entry into the LSU Doctor of Veterinary Medicine program based on the policies and procedures approved by the faculty.

b) Recommend to the Dean persons for re-admission into the LSU Doctor of Veterinary Medicine program.
Article II. Appointment and Terms of Members and General Guidelines

Section 1. See Articles II and III under Standing Faculty Committees.

Section 2. The committee may recruit eligible faculty who are not on the committee to serve on subcommittees and/or assist the committee in the evaluation of candidates.

Article III. Guidelines for Admissions Policy Revisions

Section 1. Together with the Courses and Curriculum Committee, changes to the admissions policies shall be considered by the committee, when appropriate, and those agreed upon shall be submitted, in written form, to the faculty at least two weeks prior to the regularly scheduled general faculty meeting when approval will be sought.

Section 2. The admissions policy shall be published in the LSU General Catalog, the informational brochure and the Bulletin of the School of Veterinary Medicine. It shall be distributed freely to all counselors, prospective applicants, and other interested persons, and shall be included as a part of the application packet.

Article IV. Guidelines for Selection Procedures

Section 1. All deliberations pertaining to the selection process shall be confidential. This confidentiality rule applies to everyone involved in any stage of the admissions process.

Section 2. In the selection process, preference will be given to highly qualified applicants in the following order:
   a. Residents of Louisiana.
   b. Certified residents of states having contractual agreements with the School of Veterinary Medicine.
   c. Residents of any state in the United States and its territories.
   d. Others.

Section 3. The committee shall establish, in consultation with the Dean and administration, the admission evaluation process in accordance with the admission policy and procedures approved by the faculty. Each year, current information will be publicly available prior to the admissions period.

Section 4. A list of applicants recommended for admission to an entering class shall be submitted to the Dean together with all information that forms the basis for the recommendation by the committee.

Section 5. Committee recommendations for applicants must be delivered in time to permit announcement of each new class roster before the spring semester ends.

Article V. Guidelines for Readmission Actions

Section 1. All students applying for readmission must be recommended for readmission by the Scholastic Standards Committee to the Admissions Committee.
Section 2. The Dean shall be notified as soon as the committee has completed its recommendations concerning readmission.

Section 3. Recommendations for persons to be readmitted shall be submitted to the Dean together with all information that forms the basis for the committee’s decision.

Courses and Curriculum Committee

Article I. Duties and Responsibilities

Section 1. Act as the oversight committee for administration of the content and scheduling of the professional curriculum developed by the faculty of the SVM.
   a. Identify strengths, weaknesses, omissions, and redundancies in course content and sequence, and make appropriate changes for improvement of the curriculum including course additions, deletions, and revisions.
   b. Make curricular recommendations to the faculty, Dean, and administration based on current and future veterinary medical needs to educate veterinarians for tomorrow’s practice and non-practice careers.
   c. Facilitate and guide the activities of the Year Coordinating Committees. Receive and evaluate activity reports from each Year Coordinating Committee for each semester.
   d. Assess vertical and horizontal integration of course content and effectiveness as well as student performance outcomes as these relate to the achievement of curricular objectives.
   e. Provide curriculum management and implementation recommendations to the Dean and administration.

Section 2. Together with the Admissions Committee and based on the professional curriculum, periodically review, and revise curricular requirements that prepare pre-veterinary students for the professional curriculum and present such requirements to the School of Veterinary Medicine faculty for approval.

Section 3. Obtain feedback from the faculty on an annual basis by either a faculty curriculum survey or a curriculum forum to ensure ongoing dialogue. The Courses and Curriculum Committee will be responsible for crafting the survey. The Chair of the Courses and Curriculum Committee will be responsible for setting the date of the forum in consultation with the Dean of the School of Veterinary Medicine. The forum will be facilitated by committee members.

Section 4. Obtain feedback from the veterinary students an annual basis by either a student curriculum survey or a curriculum forum. The Courses and Curriculum Committee will be responsible for crafting the survey. The chair of the Courses and Curriculum Committee will be responsible for setting the date and format of the forum in consultation with the Dean. The forum will be facilitated by committee members.

Article II. Appointment and Terms of Members and General Guidelines

Section 1. See Articles II and III under Standing Faculty Committees.
Section 2. Voting committee members shall include two representatives that teach in the DVM curriculum from each academic department of the School of Veterinary Medicine. There are 6 voting committee members.

Section 3. Ex officio (non-voting) members shall include the Associate Dean of Diversity, Student and Faculty Affairs or Associate dean for Accreditation and Academic Affairs (or any subsequent title), Director of Veterinary Instructional Design and Outcomes Assessment, or a designee, one representative from each of the Year Coordinating Committees, and a student member from each year of the DVM curriculum. The Year I student member will be elected by their class at the beginning of the Spring semester. Year Coordinators may simultaneously serve as departmental representatives.

Section 4. The chair of the Courses and Curriculum Committee may call a meeting of any of the constituent committees described below as necessary and at the request of 25 percent of the membership of the Courses and Curriculum or any constituent committee membership.

Article III. Constituent Committees

Section 1. Year (1, 2, 3, 4) Courses Coordinating Committees

a. Duties and Responsibilities
   1. Recommend to the Associate Dean of Diversity, Student and Faculty Affairs or Associate Dean for Accreditation and Academic Affairs (or any subsequent title) course schedules for each year.
   2. Coordinate presentation of approved courses in each year curriculum.
   3. Coordinate instructional materials (books, clothing, etc.).
   4. Identify strengths, weaknesses, omissions, and redundancies in course content and sequence, and make appropriate changes for improvement of the curriculum including course additions, deletions, and revisions.

b. Membership
   1. The coordinator of each course taught in a curricular year shall represent that course on the Year Courses Coordinating Committee.
   2. A student member will be elected by each year’s class to represent that class on the respective Year Courses Coordinating Committee.
   3. Any department that is not represented by a Course Coordinator but has input to the courses of a given year, may be represented by a member of its faculty upon the request of the department head.
   4. The Year Coordinators shall chair the Year Courses Coordinating Committees.

c. Meetings
   1. Meetings shall be held as often as necessary but at least once per semester. Meetings shall be called by the Year Coordinator. Meeting materials shall be available to each member of the Year Courses Coordinating Committee.

Section 2. Year Coordinators

a) Duties and Responsibilities
1. Year Coordinators are *ex officio* members of the Courses and Curriculum Committee.

2. Call regular meetings of the Year Courses Coordinating Committee as needed to achieve Committee duties and responsibilities, but no less than once per semester.

3. Coordinate through the Associate Dean of Diversity, Student and Faculty Affairs or Associate Dean for Accreditation and Academic Affairs (or any subsequent title) scheduling of classroom, laboratory, and exam space.

4. Coordinate the development of class schedules and/or block schedules for their respective years and forward the schedule to the Associate Dean of Diversity, Student and Faculty Affairs or Associate dean for Accreditation and Academic Affairs (or any subsequent title) for final approval.

5. Make reports to the Courses and Curriculum Committee as requested by the Chair and no less than once per semester.

b) Selection and Appointment

1. The Year Coordinators will be elected every three years by the Year Courses Coordinating Committees.

2. Year Coordinators will serve three-year terms with the potential to serve consecutive terms, but not to exceed a total of 4 consecutive terms.

Section 3. Course Coordinator

a. Duties and Responsibilities

1. Supervise distribution of objectives, outline, and syllabi.

2. Schedule course activities and facilitate monitoring of exams.

3. Ensure weighting and exam content are appropriate for the objectives.

4. Compile and assign grades according to the published syllabus.

5. Notify the Office of Academic Affairs of any student with a grade of D or below after any assessment in the course.

b. Appointment

1. Course Coordinators shall be appointed by Department Head overseeing that course.

Section 4. Course Committees

a. Duties and Responsibilities

1. Develop course objectives, course budget, outlines and syllabi and file with the Courses and Curriculum Committee and Associate Dean of Diversity, Student and Faculty Affairs or Associate dean for Accreditation and Academic Affairs (or any subsequent title)

2. Identify and develop instructional and safety materials (books, clothing, etc.) for the course.

3. Present the course to the students and monitor instructional efficacy.

b. Membership

1. Members of a Course Coordinating Committee shall be those faculty members having instructional responsibilities in that course.

c. Meetings

1. Meetings shall be called by the Course Coordinators often as necessary to achieve Committee duties and responsibilities, but no less than once per semester.
Diversity Committee

Article I. Duties and Responsibilities

SVM Diversity Mission Statement

The Louisiana State University School of Veterinary Medicine celebrates and embraces differences in each individual and strives to create an environment that promotes cultural inclusion, mutual respect, and trust among members of the community of students, faculty, and staff. The LSU SVM rejects any form of discrimination, prejudice, or bias, including, but not limited to, discrimination based on sex, gender, gender identity, gender expression, sexual orientation, race, ethnicity, national origin, belief system, age, education, and (dis)ability.

Section 1. The Diversity Committee shall function as a forum to discuss SVM diversity programs and initiatives that increase the diversity and inclusion of faculty, staff, and students. The Committee will support the LSU SVM Diversity Mission Statement.

Section 2. The Diversity Committee shall offer recommendations to the SVM Diversity Office on diversity-related items, such as policies, media presence, trainings, etc.

Article II. Membership

Section 1. Membership on the Diversity Committee is open to any SVM affiliate. There is no minimum or maximum number of members to be a part of the Diversity Committee. Ideally, one member from each department and division in the SVM should be represented on the committee. Voting members include members from CBS, PBS, VCS, DLAM, LADDL, Library, VOICE, and Staff. Members of the SVM Diversity Office will serve as ex officio members on the committee. Ex officio members are non-voting members.

Section 2. The chair will be decided through an official election process. Self-nominations will be accepted. Each officer’s term shall be for three years. Officers may be re-elected to serve consecutive terms but may not serve beyond the length of the committee term (two consecutive terms of three years). The chair will be restricted to active members of the Diversity Committee (see Article 2: Section V). The chair predecessor will serve as the advisor to the newly elected chair for a period of one year after the new chair takes office. If the chair is not a member of the SVM Diversity Office, the SVM Diversity Office will serve as the advisor for the entirety of the chair’s term. Elections will take place during the Spring semester and will start in the Fall semester.

Section 3. If the committee deems the chair unfit to lead, the committee can vote to remove the chair from office. A majority vote of all active members must be achieved in order to remove the chair. If a chair is removed from office, an interim chair will be appointed by the SVM Diversity Office until a new officer assumes the position. Any member who is removed from office is ineligible for re-election in the subsequent election.
Section 4. Ad hoc subcommittees may be formed to further the goals of the committee. These subcommittees will be voluntary, and in many cases, should be comprised of a mix of faculty, staff, and students. Not all members are required to serve on a subcommittee.

Section 5. Nominations for membership are submitted to the chair and a majority vote of the membership will be held when new member nominations are put forth. There is no limit to the number of members from a particular department or unit and self-nominations are accepted. To be considered voting members, faculty, staff, and students should attempt to attend all meetings but should miss no more than two meetings per semester. If a member is the representative for their department or division and needs to miss a meeting, an appointed alternate should take their place OR the member should send updates to the committee chair prior to the meeting.

Article III. Voting

Section 1. Decisions affecting the committee will be determined by a majority of those who attend the meeting. The members present at this particular meeting shall constitute the quorum. Ex-officio's cannot vote or serve as chair.

Decisions shall be reached by a simple majority (50% + 1) of those present and voting at any meeting.

Section 2. If a time-sensitive vote needs to occur, the vote will take place via a confidential medium, such as anonymous electronic surveys or anonymous paper ballots. The decision will be determined by a majority of those who submit their response by the deadline. A minimum of simple majority (50% + 1) of voting members must vote for the vote to be valid.

Research Committee

Article I. Duties and Responsibilities

Section 1. Recommend to the Associate Dean for Research and Advanced Studies, policies relating specifically to research in the School of Veterinary Medicine.

Section 2. Review research proposals and associated progress/final reports submitted by the faculty for funding from School of Veterinary Medicine internal funding programs with the exception of the Equine Health Studies and the Audubon Center for Research in Endangered Species programs. Based on these reviews, make appropriate funding recommendations to the Associate Dean for Research and Advanced Studies.

a. The Chair shall solicit research proposals from the faculty and distribute copies of such proposals to the committee prior to any meeting held to review such proposals. The Chair will also request annual progress on each research project, and then distribute copies of such reports for review by the committee.

b. The Chair shall report the committee’s actions to the Associate Dean for Research and Advanced Studies who shall then inform each faculty member of the final action on his/her research proposal progress report.
Section 3. Review funding mechanisms for School of Veterinary Medicine sponsored faculty research projects and make appropriate recommendations to the Associate Dean for Research and Advanced Studies.

Section 4. Committee members will serve in advisory capacity to the Associate Dean for Research and Advanced Studies surrounding research space.

Section 5. Recommend to the Associate Dean for Research and Advanced Studies resources needed to facilitate and enhance faculty efforts to obtain research funding.

Section 6. Select School of Veterinary Medicine Distinguished Thesis and Dissertation award winners.

Section 7. Select School of Veterinary Medicine research merit award winners. The Research Committee will evaluate each nominee and submit a recommendation to the Dean. The committee may establish additional criteria beyond those enumerated below.

Criteria for faculty awards should include a minimum of the following:
   a. Nominees must be members of the faculty of the School of Veterinary Medicine.
   b. Nominees should be the principal investigator in research conducted at the LSU SVM.

Article II. Appointment and Terms of Members and General Guidelines

Section 1. See Articles II and III under Standing Faculty Committees Membership.

Section 2. Membership of this committee shall be two elected representatives from each department and shall include the Associate Dean for Research and Advanced Studies or a designee as a non-voting ex officio member.

Section 3. Qualifications of membership require evidence of scholarly research activity that may include research funding, membership on editorial review boards, membership on national advisory committees, and recent authorship in peer-reviewed journals.
Membership.

Section 2. Two students from each year class shall be selected by vote of the class to serve on the committee. The students will be non-voting members and will not participate in the awarding process for scholarships or awards for other students.

Section 3. The School of Veterinary Medicine Associate Dean of Diversity, Student and Faculty Affairs or Associate dean for Accreditation and Academic Affairs (or any subsequent title) or designees, shall be an ex officio member of the committee.

Article III. Faculty Awards

Section 1. The Associate Dean for Research and Advanced Studies or Associate Dean of Diversity, Student and Faculty Affairs, or another Administrator in the Dean’s Office will:
   a. Call for nominations with supporting documents for the following awards by January 15 of each year:
      1. Distinguished Scholar Award
      2. Distinguished Service Award
      3. Zoetis Award for Research Excellence
   b. Receive nominations and supporting documents through February 15; this deadline for nominations may be extended if no nominees are received.
   c. Forward the lists of nominees to the appropriate selection committees and receive notification of award recipients.
   d. Obtain plaques, honoraria, or other award materials.
   e. Liaison award presentations with award donors and the Chair of the Scholarship and Awards Committee.

Section 2. The award recipients will be selected as follows:
   a. Zoetis Award for Research Excellence — selected by the Research Committee.
   b. Distinguished Service Award — selected by the Faculty Policy Committee.
   c. Distinguished Scholar Award — selected by a committee composed of the Associate Dean for Research and Advanced Studies, two faculty members and two administrators, preferably all of whom are previous recipients of the award.

Section 3. The criteria for selection of recipients of these awards are as follows:
   a. Distinguished Scholar Award
      1. Faculty member, School of Veterinary Medicine.
      2. Active participation and major contributions to the advancement of veterinary medicine through research and/or scholarly activities in categories such as:
         i. Awareness, developments, and application of new knowledge through proposals, projects, research, preparation for board certification.
         ii. Publication through books, refereed journals, professional journals, breed organs, producer industry periodicals, popular articles, etc.
         iii. Presentations at scientific meetings, specialty group meetings, professional meetings, etc.
iv. Development of research and/or other scholarly programs through proposals, committee activities, administrative activities, etc.

v. Extra-University recognition of scholarly achievement through peer review groups, editorial boards, board certification, examining committees, invited presentations, state and national committees, international committees, etc.

b. Distinguished Service Award
   1. Faculty member, LSU School of Veterinary Medicine.
   2. Active participation in service (support) aspects of the School of Veterinary Medicine program above and beyond standard expectations through such activities as:
      i. Leading outreach programs (Phi Zeta, Summer Scholars, Open House, Internationalization, Public Education/Extension, Student Organizations, etc.).
      ii. Participation in School, University, professional or community committees and activities.

c. Pfizer Award for Research Excellence
   1. Purpose:
      i. To foster innovative research, on which the scientific advancement of the profession depends, by recognizing outstanding research effort and productivity.
   2. Criteria for Nomination:
      i. Member of the faculty of the School of Veterinary Medicine or a nationally recognized teaching/research hospital.
      ii. Nominees should be the principal investigator in research that shows promise of attaining national recognition. This research must have been conducted within the past three years.
   3. Procedure for Nomination and Selection
      i. Any faculty member may nominate a qualified candidate. The nomination will consist of a nominating statement, curriculum vitae, and pertinent reprints or manuscripts.
      ii. The Research Committee will evaluate each nominee using the above criteria and submit a recommendation to the Dean. The committee may establish additional criteria for their own institution.
   4. Award
      i. The award will consist of an inscribed plaque and a cash award of $1,000.
      ii. The award should be presented at a School-wide function for appropriate recognition of the outstanding research effort.

Section 3. The Associate Dean of Academic Affairs will call for nominations for the Carl J. Norden-Pfizer Distinguished Teaching Award from the SVM student body by January 15 of each year.

a. The award recipient shall be determined by ballot of the veterinary student body coordinated by student members of the Scholarship and Awards Committee and the Associate Dean of Diversity, Student and Faculty Affairs or Associate dean for Accreditation and Academic Affairs (or any subsequent title) who will report the outcome to the Chair of the Scholarship and Awards Committee and to Pfizer Animal Health.
b. The purpose of the award and criteria for nomination are as follows:
   1. Purpose: To improve veterinary medical education by recognizing outstanding teachers who, through their ability, dedication, character and leadership, contribute significantly to the advancement of the profession.
   2. Criteria for nomination:
      i. Full-time member of the faculty of the School of Veterinary Medicine
      ii. Demonstrated a sustained record of excellence in teaching
      iii. Recipients of the award become re-eligible for consideration after three years.

Scholastic Standards Committee

Article I. Duties and Responsibilities

Section 1. This committee shall receive suggestions, obtain information and recommend scholastic standards for the LSU School of Veterinary Medicine.

Section 2. All matters referable to scholastic requirements shall be handled in accordance with University regulations as published in the Louisiana State University General Catalogue, and in accordance with academic standards established by the School of Veterinary Medicine faculty.
   a. Procedures are published in the Student Handbook (Annual Bulletin) under Scholastic Regulations.

Section 3. The committee will review the academic records of all students having academic difficulty as reported to the Year Coordinator, typically a semester grade of lower than a “C” The Year Coordinator of each class will notify and counsel students who are in danger of being placed on academic probation or dismissed from the School of Veterinary Medicine due to poor academic performance. Following due process and deliberation, the committee will make a recommendation to the Dean in accordance with the published academic standards of the School of Veterinary Medicine.

Section 4. The committee will meet on the call of the Chair, or within 10 days after the reporting of semester grades.

Article II. Membership

Section 1. The Year Coordinators for each year in the curriculum shall serve as members of this committee. See Courses and Curriculum Committee, Article 3, Section 2, Year Coordinators.

Section 2. One member of each Year Courses Coordinating Committee shall be elected by that committee to serve on the Scholastic Standards Committee.
   a. Appointments shall be for three-year terms with only one consecutive reappointment permissible.
Section 3. The Associate Dean of Diversity, Student and Faculty Affairs or Associate dean for Accreditation and Academic Affairs (or any subsequent title) or a designee shall be a non-voting ex officio member of this committee.
Graduate Academic Studies Council

Article I. Duties and Responsibilities

Section 1. The Graduate Academic Studies Council, representing the Graduate Faculty of the School of Veterinary Medicine, will serve as the interdepartmental coordinating body for the graduate program of the School of Veterinary Medicine and will recommend the organization and format of the graduate studies program of the School. It shall:

   a) Review and approve proposals for graduate courses in Veterinary Medicine prior to submission to the LSU Faculty Senate Courses and Curriculum Committee.
   b) Provide a forum for interdepartmental communication on graduate education, including definition and uniformity of requirements, initiation, combination or elimination of programs, and liaison with other college or faculty bodies.
   c) Coordinate administration of graduate instructor evaluations and graduate course evaluations with the Associate Dean for Research and Advanced Studies and review completed graduate course evaluations. Revise, as necessary, the forms used for these evaluations.
   d) During the fall semester each year, convene a meeting of the School of Veterinary Medicine Graduate Faculty. The agenda will be developed in consultation with the Associate Dean for Research and Advanced Studies.
   e) During the fall semester each year, convene a meeting of the advanced studies students of the School with the council and the Associate Dean for Research and Advanced Studies. The agenda will be developed in consultation with the Associate Dean for Research and Advanced Studies.
   f) Perform other duties and responsibilities as requested by the Dean or the Associate Dean for Research and Advanced Studies.

Article II. Appointment and Terms of Members and General Guidelines

Section 1. See Articles II and III under Standing Faculty Committees Membership.

Section 2. The council shall consist of members of the Graduate Faculty of the School of Veterinary Medicine, duly elected in accordance with the provisions listed below:

   a) The Graduate Faculty in each department of the School of Veterinary Medicine shall elect two eligible faculty members.
   b) Eligible faculty must hold full or associate graduate faculty status and have served on a graduate committee during the last 3 years.
   c) The Associate Dean for Research and Advanced Studies and the graduate advisor from each department or designee shall be ex officio members of the council. Ex officio members do not have a vote.

Article III. Guidelines

Section 1. Recommendations from the council shall be forwarded by the Chair and the Associate Dean for Research and Advanced Studies to the Dean for appropriate action. Recommendations shall have received an affirmative vote of the majority of all voting members of the Council.
Section 2. A minority report may be prepared when decisions are not unanimous and forwarded by the Chair and the Associate Dean for Research and Advanced Studies to the Dean.

Section 3. Representatives of a duly recognized SVM graduate student organization may be invited by the chair in consultation with the council to attend meetings when appropriate but shall not have voting rights.
Administrative Standing Committees

Administrators’ Council

Article 1. Duties and Responsibilities

Section 1. Consider matters of importance pertaining to the operation of the School of Veterinary Medicine.

Section 2. Recommend rules and/or regulations for the effective and efficient implementation of School programs. When appropriate, such recommendations shall be submitted to the Faculty Policy Committee for action.

Section 3. Receive reports from ad hoc and other committees.

Section 4. Advise the Dean on matters pertaining to the School’s instructional, research and service programs.

Section 5. Recommend the development of physical facilities.

Section 6. Recommend action on petitions and/or recommendations from internal and external constituents.

Section 7. Assist the Dean in maintaining an effective public relations program.

Section 8. Disseminate information to members of the School’s constituencies.

Article II. Membership

Section 1. The Administrators’ Council shall consist of the Dean; Associate Deans; Assistants to the Dean; Department and Unit Heads (or their alternates); Chair of the Faculty Policy Committee; and Chair of the Staff Committee. Minutes will be recorded by staff from the Dean’s Office.

Continuing Education Committee

Article I. Duties and Responsibilities

Section 1. Assist the Director of the Office of Public Programs in the development of an annual continuing education (C.E.) master plan to include continuing education policies, offerings, dates, and guidelines for faculty participation.

Section 2. Consider the continuing education needs of veterinarians in Louisiana and the South-Central region to establish priorities for School-sponsored C.E. programs, both on and off campus.
Section 3. Inform the Dean of the schedule of continuing education programs for the following year.

Section 4. Plan for the inclusion and participation of the faculty in the School of Veterinary Medicine Annual Conference for Veterinarians.

Section 5. Assist the Director of the Office of Public Programs to coordinate, when possible, all School-sponsored C.E. programs with the continuing education schedules of state and regional veterinary associations.

Section 6. Provide incentives to encourage active faculty participation in all C.E. activities of the School.

Section 7. Survey the faculty for topics and competencies available for C.E. presentations both on and off campus in Louisiana.

Article II. Membership

Section 1. The committee shall have broad-based representation from the School, plus the State Extension Veterinarian. Faculty members shall be approved by the Dean on a rotating basis as recommended by the committee. Ex-officio members, to include the Director of the Office of Public Programs, shall sit on the committee in an advisory capacity.

Dean’s Cabinet

Article I. Duties and Responsibilities

Section 1. Advises the Dean on the management of the School of Veterinary Medicine and its various programs.

Section 2. Establishes policies and procedures consonant with University policies and procedures with respect to fiscal and personnel matters.

Section 3. Provides oversight for strategic planning activities of the School.

Article II. Membership

Section 1. The members of the Dean’s Cabinet shall be the Associate Deans, Heads of the academic departments of the School, the Director of the Veterinary Teaching Hospital and Clinics, and the Director of the Louisiana Animal Disease Diagnostic Laboratory.

Health and Safety Committee

Article I. Duties and Responsibilities
Section 1. Interprets LSU health and safety policies and guidelines, in collaboration with the Office of Occupational and Environmental Safety, for application to the School of Veterinary Medicine instruction, research and service programs.

Section 2. Coordinates health and safety matters with the Veterinary Teaching Hospital Board, the Institutional Animal Care and Use Committee, and the School of Veterinary Medicine Radiation Safety Officer.

Section 3. Elects annually, from its membership, a Chair who shall serve as the School of Veterinary Medicine Health and Safety Officer.

Article II. Membership

Section 1. The committee shall have a representative from each budgetary unit in the School, i.e., the three academic departments, the Veterinary Communications Unit, the Division of Laboratory Animal Medicine, the Equine Health Studies Program, the Office of Facility Planning and Control, the Hansen’s Disease Center Laboratory Research Branch, the Louisiana Veterinary Medical Diagnostic Laboratory, the Veterinary Medicine Library, and the Veterinary Teaching Hospital and Clinics.

Section 2. Ex officio members shall be a representative of the Dean, the Chair of the Institutional Care and Use Committee, the School of Veterinary Medicine Radiation Safety Officer, the School of Veterinary Medicine Biosafety Officer, and a representative of the Office of Occupational and Environmental Safety or designees.

Section 3. The Chair will be the appointed Health and Safety Officer of the School.

Article III. Guidelines

Section 1. Recommendations of the committee shall be forwarded to the Dean for appropriate action. Such recommendations shall receive, as a minimum, an affirmative vote of a majority of the appointed members of the committee.

Article IV. Radiation Safety Officer

Section 1. A radiologist (or his/her designee) shall be appointed annually by the Dean to serve as the School of Veterinary Medicine Radiation Safety Officer. It shall be his/her responsibility, in addition to serving as a member of the Health and Safety Committee, to develop and continually update the School’s radiation safety plan (in consultation with the Campus Radiation Safety Officer) and to serve as a consultant on radiation and nuclear energy safety and protection to the Office of the Dean. The Radiation Safety Officer shall have line authority in matters relating to radiation and nuclear energy safety and protection in the School.

Promotion and Tenure Committee

Article I. Duties and Responsibilities
Section 1. This committee shall be advisory to the Dean and shall review all recommendations for promotion and/or tenure originating in the School of Veterinary Medicine. Non-tenure track promotion recommendations will be considered separately and at a different time from tenure track recommendations, using the specific criteria established for such actions.

Article II. Membership

Section 1. The committee shall be composed of three tenured faculty members, senior in rank to the person(s) being considered for promotion and/or tenure. They shall be appointed by the Dean for staggered three-year terms.

Section 2. A Chair will be elected annually at the first meeting of the committee.