

# FACULTY POLICY AND SVM COMMITTEE MANUAL

School of Veterinary Medicine  
Louisiana State University  
Baton Rouge, Louisiana

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1 **General Faculty—Bylaws**

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3 **Date of Approval:** September 6, 2012

4  
5 **Article I.** Membership and Administration of the General Faculty

6  
7 **Section 1.** Membership of this faculty shall consist of those members of the faculty of Louisiana  
8 State University whose services are under the administrative jurisdiction of the Dean of the  
9 School of Veterinary Medicine.

10  
11 **Section 2.** The chief administrative officer of the General Faculty shall be the Dean of the  
12 School of Veterinary Medicine.

13  
14 **Article II.** Responsibilities of the General Faculty

15  
16 **Section 1.** This faculty shall have jurisdiction over its internal affairs, subject to the superior  
17 authority of the regulations of the LSU Board of Supervisors, and shall have the right to discuss  
18 and make recommendations regarding matters affecting its responsibilities in education,  
19 research, and service. Specifically, it shall establish curricula, set standards of instruction and  
20 examination, determine requirements for degrees, nominate candidates for the degree of Doctor  
21 of Veterinary Medicine (D.V.M.), and generally determine the academic policy of the School of  
22 Veterinary Medicine in all its divisions.

23  
24 **Section 2.** The responsibilities and powers of the faculty shall be exercised at meetings of the  
25 General Faculty. The presiding officer shall be the Dean or an appointed alternate. A  
26 representative of the Dean's office shall keep the minutes. The Faculty Policy Committee shall  
27 distribute minutes to the General Faculty after approval.

28  
29 **Section 3.** A minimum of one meeting shall be held during each semester at a specific time set  
30 by the Faculty Policy Committee. At least three days prior to this meeting, the Faculty Policy  
31 Committee shall distribute an announcement and agenda for the meeting to each member of the  
32 General Faculty.

33  
34 **Section 4.** Additional meetings may be called as follows: by the Dean, by the Faculty Policy  
35 Committee, or by written petition to the Faculty Policy Committee by 10 members or 10 percent  
36 of the General Faculty, whichever is the smaller number. The same rules of agenda and  
37 procedure shall apply as at the regularly scheduled meetings.

38  
39 **Section 5.** Those members of the General Faculty present at meetings shall constitute a  
40 quorum. Decisions of the faculty shall be reached by a simple majority of those present and  
41 voting at any regular or special meeting. Any issues may be referred, by a motion properly  
42 passed, to written ballot of the General Faculty, in which case a majority of the votes cast shall  
43 decide the issue.

44  
45 **Section 6.** To effect the fullest and most efficient discussion of business, only items on the  
46 distributed agenda may be acted upon at any meeting, except by consent of three-fourths (3/4) of  
47 the members present.

1 **Article III.** Committees of the School of Veterinary Medicine  
2

3 **Section 1.** All committees shall be in one of the following classifications:  
4

- 5 a. Faculty Standing Committees
- 6 b. Graduate Faculty Committees
- 7 c. Administrative Standing Committees
- 8 d. *Ad hoc* Committees

9 **Section 2.** The Dean shall have distributed annually, to all faculty members, a list of all  
10 committees and their membership rosters with terms of service.  
11

12 **Section 3.** Each Faculty Standing Committee shall consider policy or action on matters of  
13 concern to the General Faculty.  
14

15 a. The Faculty Policy Committee shall consist of members of the General Faculty  
16 elected in accordance with the provisions of the bylaws of the Faculty Policy Committee.  
17 It shall possess all of the powers conferred upon the General Faculty by the LSU Board  
18 of Supervisors and, by representing the General Faculty in all matters, it shall be  
19 deemed to voice the policies, opinions, and sentiments of the General Faculty on any  
20 matter within its jurisdiction.  
21

22 b. The General Faculty may, by vote of a majority of those present at a meeting of the  
23 General Faculty, review, modify, overrule or otherwise deal with any action taken by the  
24 Faculty Policy Committee, provided that the item has been placed on the previously  
25 distributed agenda for the meeting or has been raised at the meeting by consent of  
26 three-fourths (3/4) of the members present.  
27

28 c. Upon written request to the Chair of the Faculty Policy Committee by 10 members or  
29 10 percent of the General Faculty (whichever is the smaller number), any final action of  
30 the Faculty Policy Committee shall be submitted to the General Faculty for review.  
31

32 d. The General Faculty may also establish Faculty Standing Committees.  
33

34 **Section 4.** Administrative Standing Committees shall deal with regular tasks of administering  
35 the established responsibilities of the School of Veterinary Medicine. Proposals for major  
36 changes will be brought before the General Faculty through its meeting agenda. These  
37 committees shall be established by the Dean, who shall determine membership, terms of  
38 service, reporting procedures, etc.  
39

40 a. The Administrators' Council shall be responsible for the administration of the  
41 subdivisions of the School of Veterinary Medicine, under the direction of the Dean,  
42 including matters of personnel, budget, space allocation, and improvement and  
43 maintenance of facilities.  
44

45 b. Other Administrative Standing Committees may be established by the Dean.

1           **Section 5.** *Ad hoc* Committees shall deal with policy or action on matters not logically delegated  
2 to an established standing committee and unlikely to require continuing attention. Such  
3 committees shall be established by the Dean or by the Faculty Policy Committee. Unless  
4 otherwise provided, these committees shall function as follows:  
5

6                   a. Membership and the Chair of these committees shall be determined by the Dean or  
7 by the Faculty Policy Committee.  
8

9                   b. Membership shall extend for the duration of the committee charge.  
10

11                   c. Such committees will make a report and final recommendation(s) to the establishing  
12 authority.  
13

14 **Article IV.** Representative to the Faculty (University) Senate  
15

16           **Section 1.** The Faculty Senators from the School of Veterinary Medicine shall be responsible  
17 for participation in the activities of the Faculty Senate of the University; for communicating to the  
18 faculty of the School of Veterinary Medicine the direction of Senate actions and deliberations;  
19 and for transmitting viewpoints and discussions of the School of Veterinary Medicine faculty to  
20 the Faculty Senate.  
21

22           **Section 2.** The faculty shall elect the number of Faculty Senators apportioned to the School of  
23 Veterinary Medicine, filling all regular or interim vacancies, to serve under the rules established  
24 by the Faculty Senate.  
25

26           **Section 3.** Procedure for the Election of Faculty Senators in the School of Veterinary Medicine  
27

28                   a. On or before April 1 of each year, the Chair of the Faculty Policy Committee will  
29 solicit, from the General Faculty of School of Veterinary Medicine, nominations for  
30 Faculty Senators.  
31

32                   b. Nominations shall be limited to faculty from those departments that do not have a  
33 member on the Faculty Senate.  
34

35                   c. Each faculty member shall have the right to nominate one individual for each vacant  
36 seat.  
37

38                   d. Written nominations may be submitted to any of the members of the School of  
39 Veterinary Medicine Faculty Policy Committee.  
40

41                   e. A list of all nominees shall be prepared at the next regular meeting of the Faculty  
42 Policy Committee.  
43

44                   f. The Faculty Policy Committee shall insure that each nominee is a member of the  
45 School of Veterinary Medicine faculty and eligible for nomination in that year.  
46

47                   g. The Chair of the Faculty Policy Committee shall contact each nominee and confirm  
48 his/her desire to accept the nomination.

1 **h.** Membership will consist of two elected members from each department of the School  
2 of Veterinary Medicine.

3  
4 **i.** The Faculty Policy Committee may appoint a subcommittee to oversee the election of  
5 Faculty Senators.

6  
7 **j.** The names of all nominees with their departmental affiliations shall be placed on the  
8 first ballot.

9  
10 **k.** The ballot shall state the number of vacant seats and that one vote is cast for each  
11 seat.

12  
13 **l.** The ballot shall state that faculty are not to vote for more than one individual in a single  
14 department.

15  
16 **m.** Ballots shall be distributed to all faculty in the school and collected by the  
17 departmental representatives to the Faculty Policy Committee, no later than seven days  
18 after the distribution of ballots.

19  
20 **n.** Seven days after the distribution, ballots shall be counted by the Faculty Policy  
21 Committee.

22  
23 **o.** The Faculty Policy Committee shall ensure that all ballots are valid.

24  
25 (1). Any ballot that has more votes than the number of seats shall be invalid.

26  
27 (2). In the event that there are more ballots than eligible faculty, the election shall  
28 be voided and a new election held.

29  
30 **p.** Any nominee receiving more than 50 percent of the votes shall be elected and a  
31 second ballot shall not be required for that seat.

32  
33 **q.** If all seats are not filled by nominees receiving more than 50 percent of the votes, a  
34 second ballot will be prepared with the names and department affiliation of the n+1  
35 nominees receiving the highest number of votes, where n=number of vacant Faculty  
36 Senate seats.

37  
38 **r.** If a second ballot is required, it shall be distributed as described above in Article IV,  
39 Section 3. Seven days after the distribution, ballots shall be collected and counted by  
40 the Faculty Policy Committee.

41  
42 **s.** In the event that two individuals from a single department receive the highest number  
43 of votes on the second ballot, the individual from that department with the higher number  
44 of votes shall be elected and the other individual shall serve as alternate. The individual  
45 with the third highest number of votes shall fill the second seat.

46  
47 **t.** In the event of a tie on the second ballot, the winner of the election shall be selected  
48 by drawing of lots.

1                   u. The Chair of the Faculty Policy Committee shall inform (in writing) the winner(s), the  
2 School of Veterinary Medicine faculty and the President of the Faculty Senate of the  
3 election results no later than April 30 of each year.  
4

5 **Article V. Revisions**

6  
7                   **Section 1.** These bylaws should be formally reviewed at least every five years beginning in 2015.  
8 Revisions must be approved by an affirmative written vote of two-thirds (2/3) of the members of  
9 the General Faculty following discussion of the revision(s) at a meeting of the General Faculty.  
10 Copies of the proposed revision(s) must be distributed at least 30 days prior to the meeting. A  
11 written vote may be administered electronically.  
12

13                   **Section 2.** The by-laws revisions shall be in effect when approved by a vote of a majority of the  
14 General Faculty.  
15

16                   **Section 3.** The Faculty Policy Committee shall distribute copies or revised electronic media of  
17 the revised bylaws to the faculty, and thus, establish the date of their effect. Date of approval  
18 shall be printed preceding Article I.  
19  
20  
21  
22

23 **Faculty Policy Committee—Bylaws**

24  
25 **Article I. Nature and Functions**

26  
27                   **Section 1.** The Faculty Policy Committee (FPC) shall effect liaison between administrative  
28 officials and the General Faculty and guide the General Faculty in the efficient exercise of its  
29 powers. These functions shall be performed by:

30  
31                   a. Scheduling and publishing the agenda for General Faculty meetings, in consultation  
32 with the Dean.  
33

34                   b. Acting as the committee on committees for the Faculty Standing Committees.  
35

36                   c. Establishment of Faculty Standing Committees or *ad hoc* committees to the General  
37 Faculty.  
38

39                   d. Providing to the Dean, lists of suggested members for staffing Administrative  
40 Committees.  
41

42                   e. Advising and consulting with the Dean on items of concern to the General Faculty.  
43

44                   f. Conducting studies and making recommendations on matters of policy and long-term  
45 planning that affect the responsibilities of the General Faculty.  
46

47                   g. Selecting the winner of the Distinguished Service Award based upon the following  
48 criteria:

1 (1) Faculty member, School of Veterinary Medicine.

2  
3 (2) Active participation in the service (support) aspects of the School of  
4 Veterinary Medicine program through such activities as:

5  
6 (a) Departmental administrative responsibilities (course coordinator, year  
7 coordinator, search committee, unit leader, etc.).

8  
9 (b) Participation in continuing education and extension.

10  
11 (c) Consultation (availability, responsibility, communication, etc.).

12 (d) Participation in School or department committees.

13 (e) Participation in professional and community activities.

14 (f) Student counseling.

15 h. Distributing copies or revise electronic media of the revised bylaws to the faculty, and  
16 thus, establish the date of their effect.

17  
18 **Section 2.** The Faculty Policy Committee shall present a report of its activities and actions at  
19 each regular meeting of the General Faculty and at such other times as deemed necessary.

20  
21 **Article II. Membership**

22  
23 **Section 1.** All full-time employees of Louisiana State University who are members of the  
24 General Faculty shall be eligible for election to the Faculty Policy Committee, if not excluded by  
25 Article II, Section 2.

26  
27 **Section 2.** The Dean, Associate Deans, Assistant Deans and the Heads of School of Veterinary  
28 Medicine Departments will not be eligible for election to the Faculty Policy Committee.

29  
30 **Section 3.** Membership will consist of two elected members from each department of the  
31 School of Veterinary Medicine.

32  
33 **Section 4.** The alternate member to the committee from his/her department, shall attend in the  
34 absence of the elected member.

35  
36 **Section 5.** Faculty Senate members of the School of Veterinary Medicine shall be *ex officio*  
37 members of the Faculty Policy Committee of the School of Veterinary Medicine if not elected  
38 members of the Committee. *Ex officio* members shall not have a vote in the Committee.

39  
40 **Article III. Terms of Office**

41  
42 **Section 1.** The term of members of the Faculty Policy Committee of the School of Veterinary  
43 Medicine will be three years.

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

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

6  
7           **Article IV.** Method of Election

8  
9           **Section 1.** The election of members shall take place in April of each year.

10  
11           **Section 2.** The outgoing Faculty Policy Committee member of a department will conduct an  
12 election of the nominees from their respective departments. The elected nominees from each  
13 eligible department will be submitted to the Chair of the Faculty Policy Committee. When  
14 necessary, this election may be coordinated by the Faculty Policy Committee Chair.

15  
16           **Section 3.** The nominee from each department who received the second highest number of  
17 votes cast shall be the alternate member to the Committee from his/her department.

18  
19           **Section 4.** Vacancies on the Committee shall be filled by the alternate from the department  
20 concerned.

21  
22           **Section 5.** A vacancy occurring because neither the member nor the alternate is available, shall  
23 be promptly filled by that departmental faculty.

24  
25           **Section 6.** Procedures for recall of a member of the Faculty Policy Committee may be initiated  
26 by written petition by 25 percent of the General Faculty of the School of Veterinary Medicine.  
27 The recall election will be supervised by the other members of the Faculty Policy Committee.  
28 Recall requires a 2/3 majority of the General Faculty as determined by written secret ballot.  
29 Vacancies created by recall will be filled by the alternate.

30  
31           **Article V.** Officers

32  
33           **Section 1.** The Committee shall choose two officers, a Chair and a Secretary. The Chair shall  
34 have served the preceding year on the Committee to be eligible.

35  
36           **Section 2.** Each term of office shall be for one year. Members of the Faculty Policy Committee  
37 re-elected to a second term may serve as officers for consecutive terms.

38  
39           **Section 3.** Officers shall be elected at a meeting (no later than May 15) following the election of  
40 Committee members in April.

41  
42           **Section 4.** Voting for officers shall be by all members of the Committee who will be members on  
43 July 1. Members whose term will terminate on July 1, shall not be eligible to vote in the election of  
44 officers for the ensuing year.

45  
46           **Section 5.** The election procedures shall be conducted by the current Chair of the Committee.

47  
48           **Section 6.** Committee members elected in the April election shall be invited to any meeting of  
49 the Committee held prior to July 1. They will be invited to participate in discussions but, except  
50 for the election of officers for the year beginning on July 1, shall be ineligible to vote.



1           **Section 7.** The Chair of the Faculty Policy Committee of the School of Veterinary Medicine shall  
2 serve as a voting member of the Administrator’s Council of the School of Veterinary Medicine,  
3 and shall serve in an *ex officio* capacity on all Faculty Committees.

4  
5 **Article VI. Meetings**

6  
7           **Section 1.** The Faculty Policy Committee will meet as needed at a time scheduled by the Chair,  
8 or at any time on the written petition of three members of the Faculty Policy Committee or ten  
9 members of the General Faculty.

10  
11           **Section 2.** At least four members of the Faculty Policy Committee or their alternates shall be  
12 present to constitute a quorum. In the absence of the Chair, the Secretary of the Faculty Policy  
13 Committee shall preside.

14  
15           **Section 3.** Each elected member or alternate in attendance, excluding *ex officio* members, will  
16 have an equal vote. Committee action requires a favorable vote by a majority of the Council  
17 membership in attendance.

18  
19           **Section 4.** It shall be the responsibility of an elected member who cannot attend a meeting to  
20 provide an alternate from his department, as per Article II, Section 4, and Article IV, Section 3.  
21 The alternate shall have a vote.

22  
23           **Section 5.** At the request of any member, the Committee will take a vote on any proposal  
24 before the Committee by written secret ballot.

25  
26           **Section 6.** The Secretary of the Faculty Policy Committee will keep minutes of the meetings  
27 and will maintain an official file of all records, which will be passed on to an administrative  
28 secretary in the Dean’s office as a permanent electronic file that cannot be altered.

29  
30 **Article VII. Procedure for the Election of Faculty Senators in the School of Veterinary Medicine**

31  
32           **Section 1. Nominations**

33  
34           **a.** On or before April 1 of each year, the Chair of the Faculty Policy Committee will  
35 solicit, from the General Faculty of School of Veterinary Medicine, nominations for  
36 Faculty Senators.

37  
38           **b.** Nominations shall be limited to faculty from those departments that do not have a  
39 member on the Faculty Senate.

40  
41           **c.** Each faculty member shall have the right to nominate one individual for each vacant  
42 seat.

43  
44           **d.** Written nominations may be submitted to any of the members of the School of  
45 Veterinary Medicine Faculty Policy Committee.

46  
47           **Section 2.** A list of all nominees shall be prepared at the next regular meeting of the FPC.

1           **a.** The Faculty Policy Committee shall insure that each nominee is a member of the  
2 School of Veterinary Medicine faculty and eligible for nomination in that year.

3  
4           **b.** The Chair of the Faculty Policy Committee shall contact each nominee and confirm  
5 his/her desire to accept the nomination.

6  
7           **c.** Membership will consist of two elected members from each department of the School  
8 of Veterinary Medicine.

9  
10       **Section 3. Election**

11  
12           **a.** The Faculty Policy Committee may appoint a subcommittee to oversee the election of  
13 Faculty Senators.

14  
15           **b.** The names of all nominees with their departmental affiliations shall be placed on the  
16 first ballot.

17  
18           **c.** The ballot shall state the number of vacant seats and that one vote is cast for each  
19 seat.

20  
21           **d.** The ballot shall state that faculty are not to vote for more than one individual in a  
22 single department.

23  
24           **e.** Ballots shall be distributed to all faculty in the school and collected by the  
25 departmental representatives to the Faculty Policy Committee, no later than seven days  
26 after the distribution of ballots.

27  
28           **f.** Seven days after the distribution, ballots shall be counted by the Faculty Policy  
29 Committee.

30  
31           **g.** The Faculty Policy Committee shall ensure that all ballots are valid.

32                   (1). Any ballot that has more votes than the number of seats shall be invalid.

33                   (2). In the event that there are more ballots than eligible faculty, the election shall  
34 be voided and a new election held.

35  
36           **h.** Any nominee receiving more than 50 percent of the votes shall be elected and a  
37 second ballot shall not be required for that seat.

38  
39           **i.** If all seats are not filled by nominees receiving more than 50 percent of the votes, a  
40 second ballot will be prepared with the names and department affiliation of the n+1  
41 nominees receiving the highest number of votes, where n=number of vacant Faculty  
42 Senate seats.

43  
44           **j.** If a second ballot is required, it shall be distributed as described in Article III above.  
45 Seven days after the distribution, ballots shall be collected and counted by the FPC.  
46  
47

1                   **k.** In the event that two individuals from a single department receive the highest number  
2 of votes on the second ballot, the individual from that department with the higher number  
3 of votes shall be elected and the other individual shall serve as alternate. The individual  
4 with the third highest number of votes shall fill the second seat.

5  
6                   **l.** In the event of a tie on the second ballot, the winner of the election shall be selected  
7 by drawing of lots.

8  
9                   **m.** The Chair of the Faculty Policy Committee shall inform (in writing) the winner(s),  
10 the School of Veterinary Medicine faculty and the President of the Faculty Senate of  
11 the election results no later than April 30 of each year.  
12  
13  
14  
15

## 16 **Faculty Standing Committees**

### 17 **Article 1.** Prologue

18  
19  
20 As provided in Article I of the bylaws of the Faculty Policy Committee, the Faculty Policy Committee acts  
21 as a Committee on Committees for all other Faculty Standing and *Ad hoc* Committees of the School of  
22 Veterinary Medicine. In addition, the Chair of the Faculty Policy Committee is an *ex officio* member of all  
23 Faculty Standing and *Ad hoc* Committees. The following considerations apply to all Faculty Standing  
24 Committees unless specifically changed in the description of the individual committee.  
25

### 26 **Article II.** Appointment and Terms of Members

27  
28                   **Section 1.** All full-time employees of Louisiana State University who are members of the  
29 General Faculty shall be eligible for membership on Faculty Standing Committees, if not  
30 excluded by Article II, Section 2.  
31

32                   **Section 2.** The Dean, Associate Deans, Assistant Deans, and the Heads of School of  
33 Veterinary Medicine departments will not be eligible for membership on Faculty Standing  
34 Committees. Faculty members that become interim administrators will be replaced by their  
35 alternate representatives during the term of interim administration service.  
36

37                   **Section 3.** All appointments of faculty members shall be made by the Faculty Policy Committee  
38 no later than July 1 of each year.  
39

40                   **Section 4.** All appointments of student members shall be made by the Student Chapter of the  
41 American Veterinary Medical Association in accordance with their procedures manual.  
42

43                   **Section 5.** Nominations shall be received from the departments through their elected  
44 representative to the Faculty Policy Committee or a designee of the representative. Faculty  
45 Policy Committee representatives will insure that all departmental faculty are informed of any  
46 vacancies and are involved in the selection process. Selections will be made no later than June  
47 1 of each year.  
48

49                   **Section 6.** All appointed faculty and student members shall be voting members. *Ex officio*  
50 members shall be non-voting members.

1 **Section 7.** An alternate from the same department may attend meetings in the absence of a  
2 regular member and shall have all the privileges of the regular member.

3  
4 **Section 8.** Appointments shall be for three-year terms with only one consecutive reappointment  
5 permissible, except for the Admissions Committee where appointments are for four years.

6  
7 **Section 9.** Committee vacancies which occur prior to the expiration of a term shall be filled by a  
8 faculty member from the same department, and the nominee shall serve the remaining term.  
9 Members who fill a remaining term of less than one year may be re-appointed subsequently to  
10 two consecutive terms.

11  
12 **Section 10.** No member may serve concurrent terms or have more than one vote on the same  
13 committee, unless specifically indicated in this document or in the individual committee  
14 description.

15  
16 **Section 11.** The Faculty Policy Committee may restructure a committee at any time for  
17 appropriate reasons.

18  
19 **Section 12.** The School of Veterinary Medicine Librarians will be represented on various  
20 committees and functions by the Department of Pathobiological Sciences unless otherwise  
21 specified. In a similar manner, those faculty members of the Department of Veterinary Science  
22 without joint appointments in the School of Veterinary Medicine, but otherwise on the budget of  
23 the School of Veterinary Medicine, will be represented by the Department of Veterinary Clinical  
24 Sciences.

25  
26 **Article III. Guidelines**

27  
28 **Section 1.** The committee year shall be from July 1 through June 30 each year.

29  
30 **Section 2.** Each committee shall elect a Chair, and if desired, a Secretary, in May or at the last  
31 meeting of a committee year, if earlier than May. Thus, members whose terms are almost  
32 complete and continuing members shall elect experienced continuing members to offices. A  
33 simple majority vote shall elect. A committee Chair may be re-elected for subsequent terms if  
34 otherwise qualified.

35  
36 **Section 3.** Minutes shall be kept and forwarded to an administrative secretary in the Dean's  
37 Office

38  
39 **Section 4.** Committees shall meet at the call of the Chair and at least every six months. Special  
40 meetings shall be called by the Chair of the committee at the request of 25 percent of the  
41 committee membership. In addition, the Chair of the Faculty Policy Committee may call and act  
42 as the Chair of meetings of any committee.

43  
44 **Section 5.** A quorum shall consist of a simple majority of the voting members. Actions,  
45 recommendations, and resolutions require a majority vote of the eligible members present.

46  
47 **Section 6.** Committees shall report their findings and recommendations to the Chair of the  
48 Faculty Policy Committee and to the appropriate administrator or *ex officio* members by means  
49 of a copy of the official minutes of the committee meeting following each meeting.

1 **Section 7.** The Faculty Policy Committee shall receive standing committee reports routinely,  
2 and the Faculty Policy Committee reserves the right to review and reverse any standing  
3 committee action. The standing committee shall be provided an opportunity to present and  
4 defend its recommendations to the Faculty Policy Committee before final action is taken by the  
5 Faculty Policy Committee.  
6

7 **Section 8.** The Faculty Policy Committee will delegate specified powers to its standing  
8 committees. These delegations will appear in the description of the respective committees  
9 below. Other related duties and responsibilities may be assigned by the Faculty Policy  
10 Committee.  
11

12 **Section 9.** A standing committee shall report periodically to the General Faculty as directed by  
13 the Faculty Policy Committee.  
14

15 **Section 10.** Minutes of committee meetings shall be maintained by the Chair (or Secretary) and  
16 transferred to each succeeding Chair (or Secretary) and to an administrative secretary in the  
17 Dean's Office.  
18

19 **Section 11.** An annual report of standing committee activities shall be submitted to the Chair of  
20 the Faculty Policy Committee by June 30 of each year.  
21

22 **Section 12.** If a department fails to nominate, or chooses not to nominate, a member to a  
23 particular committee, the committee shall be considered to have one less total members for the  
24 determination of a quorum or a simple majority. Each department shall have one representative  
25 unless specified otherwise.  
26

27 **Section 13.** Standing committee meetings are open at all times to School of Veterinary  
28 Medicine faculty who are not committee members. It is the responsibility of departmental  
29 representatives to notify their departmental faculty of scheduled meetings, and to insure that  
30 alternates attend in their absence.  
31

32 **Section 14.** The Chair of a standing committee shall provide all pertinent information to the  
33 members of that committee to assist them in accomplishing their duties and responsibilities.  
34

#### 35 **Article IV. Functions of Special Emphasis**

36  
37 The following functions have been set apart for special emphasis, and the basis of that particular  
38 emphasis is indicated.  
39

##### 40 **Section 1. Academic Appeals**

41 Academic appeals are handled in a very specific manner. These actions are detailed in  
42 memoranda from the Office of Academic Affairs. Copies of these memoranda may be obtained  
43 from the Office of the Dean. The process is also described in detail in the *LSU General*  
44 *Catalogue* under the heading "Academic Appeals."  
45

##### 46 **Section 2. Faculty Grievances**

47 Faculty grievances are subject to specific procedures that are detailed in the *LSU Faculty*  
48 *Handbook*, and to those procedures adopted by the School of Veterinary Medicine Faculty  
49 Policy Committee. A copy of these documents is available in the Office of the Dean.

1           **Section 3. Disciplinary Procedures**

2           Disciplinary procedures are dealt with on a case-by-case basis. The disciplinary powers of LSU  
3           and the School of Veterinary Medicine are derived from the authority of the LSU Board of  
4           Supervisors. These powers apply to faculty, staff and students alike. Due process shall be  
5           assured in all instances. The procedural steps, individual rights and responsibilities, etc., under  
6           this title may be found in *The LSU Handbook of Rights and Responsibilities in the Student-*  
7           *University Relationship*. A copy of this document may be obtained from the Office of the Dean of  
8           Students, the Office of the Vice-Chancellor for Student Affairs, or from the Office of the Dean of  
9           the School of Veterinary Medicine.

10  
11  
12  
13  
14           **Admissions Committee**

15           **Article I. Duties and Responsibilities**

16  
17           **Section 1.** The Admissions Committee shall function as a faculty committee during at least one  
18           meeting per year to consider recommendations for appending or revising the admissions policy  
19           of the School of Veterinary Medicine. Committee action in these matters will be presented to the  
20           general faculty in written form at least two weeks prior, for discussion annually at a General  
21           Faculty Meeting.

22  
23           **Section 2.** The Admissions Committee shall function during the remainder of the year as an  
24           administrative committee for the following:

25  
26                   a. Identify and recommend to the Dean, those applicants who qualify for entry into the  
27                   professional curriculum in veterinary medicine, utilizing the policy and procedures  
28                   approved by the faculty.

29  
30                   b. Identify and recommend to the Dean persons for re-admission to the professional  
31                   curriculum in veterinary medicine.

32  
33  
34           **Article II. Membership**

35  
36           **Section 1.** Please see Articles II and III under Standing Faculty Committees for terms of office,  
37           officer elections, minutes, and committee procedures.

38  
39           **Section 2.** The committee shall consist of two faculty members who represent each academic  
40           department of the School of Veterinary Medicine.

41  
42           **Section 3.** In July, two faculty members shall be elected from each department, each for  
43           four-year periods.

44  
45           **Section 4.** Committee members shall represent the School of Veterinary Medicine and not  
46           (parochially) their respective departments.

47  
48           **Section 5.** A Chair shall be elected annually, usually someone who has served on the  
49           committee for at least two years. The Chair shall serve from July 1 through June 30 of the  
50           following year.

1           **Section 6.** The committee may appoint alternate members from eligible departmental faculty to  
2 serve on subcommittees and/or assist the committee in the subjective evaluation of candidates.

3  
4           **Section 7.** In instances of the inability of a committee member to complete his/her term on the  
5 committee, an alternate shall be named to complete the term in accordance with Faculty  
6 Standing Committees, Article II, Section 7, and the individual selected shall serve the remaining  
7 term of the initial appointee.

8  
9           **Section 8.** The Director of Admissions shall be an *ex officio* member of the committee and shall  
10 serve as its Secretary.

11  
12           **Section 9.** The Associate Dean of Student and Academic Affairs shall be an *ex officio* member  
13 of the committee.

14  
15 **Article III.** Guidelines for Admissions Policy Revisions

16  
17           **Section 1.** Together with the Courses and Curriculum Committee, changes to the admissions  
18 policy shall be considered by the committee, when appropriate, and those agreed upon shall be  
19 submitted, in written form, to the faculty at least two weeks prior to the regularly scheduled  
20 general faculty meeting (May) when approval will be sought.

21  
22           **Section 2.** The admissions policy shall be published in the *LSU General Catalog*, the  
23 informational brochure and the *Bulletin of the School of Veterinary Medicine*. It shall be  
24 distributed freely to all counselors, prospective applicants, and other interested persons, and  
25 shall be included as a part of the application packet.

26  
27 **Article IV.** Guidelines for Selection Procedures

28  
29           **Section 1.** All deliberations pertaining to the selection process shall be confidential to  
30 committee members. This confidentiality rule applies to alternates, *ad hoc* and/or such  
31 committee members that may be appointed to assist the committee.

32  
33           **Section 2.** In the selection process, preference will be given to applicants in the following order:

34                   a. Residents of Louisiana.

35  
36                   b. Certified residents of states having contractual agreements with the School of  
37 Veterinary Medicine.

38                   c. Highly qualified residents of any state in the United States and its territories.

39  
40                   d. Others.

41  
42           **Section 3.** The committee shall establish, in consultation with the Dean, evaluation criteria for  
43 the selection process in accordance with the admission policy and procedures approved by the  
44 faculty. Each year, such criteria shall be reviewed, accepted or revised by the committee, and  
45 distributed to all interested individuals prior to the admissions period.

1           **Section 4.** A list of qualified applicants recommended for admission to an entering class shall  
2 be submitted to the Dean together with each person's file and other information which forms the  
3 basis for the recommendation of the committee.

4  
5           **Section 5.** Deliberations of the committee shall progress in a timely manner to permit  
6 announcement of each new class roster before the spring semester ends.

7  
8           **Article V.** Guidelines for Readmission Actions

9  
10           **Section 1.** All students applying for readmission must be recommended for such readmission  
11 by the Scholastic Standing Committee to the Admissions Committee.

12  
13           **Section 2.** The Dean shall be notified as soon as the committee has completed its  
14 recommendations concerning readmission action.

15  
16           **Section 3.** Recommendations for persons to be readmitted shall be submitted to the Dean  
17 together with any information which forms the basis for recommendation of the committee.

18  
19  
20  
21  
22           **Courses and Curriculum Committee**

23  
24           **Article I.** Duties and Responsibilities

25  
26           **Section 1.** Please see Articles II and III under Standing Faculty Committees for terms of  
27 office, officer elections, minutes, and committee procedures.

28  
29           **Section 2.** Act as the oversight committee for administration of the content of the professional  
30 curriculum developed by the faculty of the SVM.

31  
32                   a. Identify strengths, weaknesses, omissions, and redundancies in course content and  
33 sequence, and make appropriate changes for improvement of the curriculum including  
34 course additions, deletions and revisions.

35  
36                   b. Make curricular recommendations to the faculty, Dean, and Associate Dean for  
37 Student and Academic Affairs based on current and future veterinary medical needs in  
38 order to educate veterinarians for tomorrow's practice and non-practice careers.

39  
40                   c. Facilitate and guide the activities of the Year Coordinating Committees. Receive and  
41 evaluate activity reports from each Year Coordinating Committee for each semester.

42  
43                   d. Assess vertical and horizontal integration of course content and effectiveness as well  
44 as student performance outcomes as these relate to the achievement of curricular  
45 objectives.

46  
47           **Section 3.** Together with the Admissions Committee and based on needs of the professional  
48 curriculum, periodically review, revise and set forth curriculum requirements to adequately  
49 prepare pre-veterinary students for the professional curriculum and present such requirements  
50 to the School of Veterinary Medicine faculty for approval.



1           **Section 4.** Meet on call of the Chair, or the Chair of the Faculty Policy Committee, as often as  
2 needed for the conduct of committee business, but at least once each semester.

3  
4           **Section 5.** Provide curriculum management and implementation recommendations to the  
5 Associate Dean for Student and Academic Affairs.

6  
7           **Section 6.** Host a faculty curriculum forum during the Spring semester to ensure ongoing  
8 dialogue.

9  
10          **Section 7.** Host a curriculum forum for veterinary students once each academic year to ensure  
11 student-faculty dialogue.

## 12 13 **Article II. Membership**

14  
15          **Section 1.** Committee members shall include a representative (that teaches in the professional  
16 curriculum) from each academic department of the School of Veterinary Medicine, one  
17 representative from each of the Year Coordinating Committees, and a student member from  
18 each year for a total of 11 voting members. The Year I student member will be appointed at the  
19 beginning of the Spring semester,

20  
21          **Section 2.** Ex officio members shall include the Associate Dean for Student and Academic  
22 Affairs and the Year Coordinators.

23  
24          **Section 3.** The committee shall, annually in May, elect a Chair from among its continuing  
25 members.

## 26 27 **Article III. Constituent Committees**

### 28 29          **Section 1. Year Coordinating Committees**

#### 30               a. Duties and Responsibilities

31                       (1) Recommend to the Associate Dean for Student and Academic Affairs course  
32 schedules for each year.

33                       (2) Coordinate presentation of approved courses in each year.

34                       (3) Coordinate instructional materials (books, clothing, etc.).

#### 35 36               b. Membership

37                       (1) Each course taught in a curricular year shall be represented on the respective  
38 Year Coordinating Committee by its Course Coordinator.

39                       (2) A student member will be elected by each year's class to represent that class  
40 on the respective Year Coordinating Committee.  
41  
42

1 (3) Any department that is not represented by a Course Coordinator, but has  
2 input to the courses of a given year, may be represented by a member of its  
3 faculty upon the request of the department head.

4  
5 (4) The Year Coordinators shall chair the Year Coordinating Committees.

6 c. Meetings

7 Meetings shall be held as often as necessary to achieve the stated duties and  
8 responsibilities. Meetings shall be called by the Year Coordinator. Meeting  
9 announcements, agenda and other circulated material shall be sent to each  
10 member of the Year Coordinating Committee.

11  
12 **Section 2. Year Coordinators**

13  
14 a. Duties and Responsibilities

15  
16 (1) The Year Coordinator is an ex officio-member of the Courses and Curriculum  
17 Committee.

18  
19 (2) Calls regular meetings of the Year Coordinating Committee at appropriate  
20 times, no less than once a year, to achieve its duties and responsibilities.

21  
22 (3) Coordinates, through the Associate Dean for Student and Academic Affairs,  
23 scheduling of classroom space, laboratory space and exam space. The  
24 Associate Dean for Student and Academic Affairs will coordinate space  
25 assignments.

26  
27 (4) Coordinates the development of class schedules and /or block schedules for  
28 the respective year and forwards the schedule to the Associate Dean for Student  
29 and Academic Affairs for final approval.

30  
31 (5) Make a report to the Courses and Curriculum Committee as necessary, no  
32 less than once a year.

33  
34 b. Selection and Appointment

35  
36 (1) The Year Coordinator will be selected annually by the Year Coordinating  
37 Committee. Any disagreements will be resolved by the Dean.

38  
39 (2) Year Coordinators will serve one-year terms with no restriction on the number  
40 of consecutive reappointments.

41  
42 **Section 3. Course Coordinating Committees**

43 a. Duties

44 (1) Develop course objectives, course budget, outlines and syllabi and file with  
45 the Associate Dean for Student and Academic Affairs.

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

3  
4 (3) Present the course to the students and monitor the effectiveness as  
5 presented.

6  
7 (4) Evaluate the course, including assessment of student course evaluations, in  
8 order to improve it for the next presentation.

9  
10 b. Membership

11  
12 Members of a Course Coordinating Committee shall be those faculty members  
13 having instructional responsibilities in a given course.

14  
15 c. Meetings

16  
17 Meetings shall be held as often as necessary to achieve the stated  
18 duties and responsibilities. Meetings shall be called by the Course  
19 Coordinator or the Year Coordinator when necessary.

20  
21 **Section 4. Course Coordinator**

22 a. Duties

23 (1) Facilitate distribution of course and instructor evaluations.

24 (2) Supervise distribution of objectives, outline and syllabi.

25 (3) Schedule and facilitate monitoring of exams.

26  
27 (4) Insure weighting and exam content are appropriate in relation to the  
28 objectives.

29  
30 (5) Compile and assign grades according to published criteria provided the  
31 students at the start of the course.

32  
33 (6) Facilitate Course Coordinating Committee evaluation of the course.

34  
35 (7) Notify the Office of Student and Academic affairs of any student with a grade  
36 of D or below after any assessment in the course.

37  
38 b. Selection and Appointment

39  
40 Course Coordinators shall be selected annually by the instructors of the course.  
41 Any disagreements will be resolved by the Department Head overseeing that  
42 course.

1  
2  
3 **Research Committee**  
4

5 **Article I. Duties and Responsibilities**  
6

7 **Section 1.** Recommend to the Associate Dean for Research and Advanced Studies, policies  
8 relating specifically to research in the School of Veterinary Medicine.  
9

10 **Section 2.** Review research proposals submitted by the faculty for funding from School of  
11 Veterinary Medicine distributed organized research budgets, sponsored research funds, or other  
12 School of Veterinary Medicine distributed funds except for those proposals submitted for funding  
13 from the Equine Research Committee. Based on these reviews, make appropriate funding  
14 recommendations to the Associate Dean for Research and Advanced Studies.  
15

16 **Section 3.** Encourage faculty to participate in research at departmental, divisional, and  
17 interdisciplinary levels and to publish research results in refereed journals.  
18

19 **Section 4.** Review, periodically, the status of School of Veterinary Medicine sponsored faculty  
20 research projects (including a review of progress reports), and make appropriate  
21 recommendations to the Associate Dean for Research and Advanced Studies.  
22

23 **Section 5.** Participate in the selection of research oriented School of Veterinary Medicine  
24 awards, as requested by the Faculty Policy Committee.  
25

26 **Section 6.** Identify space, equipment and other resources needed to facilitate and enhance  
27 faculty efforts in obtaining research funding.  
28

29 **Section 7.** Select the Pfizer Award for Research Excellence

30 a. Purpose

31 To foster innovative research, on which the scientific advancement of the profession  
32 depends, by recognizing outstanding research effort and productivity.  
33

34 b. Criteria for Nomination

35  
36 (1) Nominees must be members of the faculty of the School of Veterinary  
37 Medicine or a nationally recognized teaching/research hospital.  
38

39 (2) Nominees should be the principal investigator in research that shows promise  
40 of attaining national recognition. This research must have been conducted within  
41 the past three years.  
42

43 c. Procedure for Nomination and Selection

44  
45 (1) Any faculty member, or the Research Committee, may nominate a qualified  
46 candidate. The nomination will consist of a nominating statement, curriculum  
47 vitae, and pertinent reprints or manuscripts.  
48

49 (2) The Research (or other appropriate) Committee will evaluate each nominee

1 using the above criteria, and submit a recommendation to the Dean. The  
2 committee may establish additional criteria for their own institution

3  
4 d. Award

5 (1) The award will consist of an inscribed plaque and a cash award of \$1,000.

6 (2) The award should be presented at a School-wide function for appropriate  
7 recognition of the outstanding research effort.  
8

9 **Article II. Membership**

10 **Section 1.** Please see Articles II and III Under Standing Faculty Committees for terms of office,  
11 officer elections, minutes, and committee procedures.  
12

13 **Section 2.** Membership of this committee shall be two elected representatives from each  
14 department and shall include the Associate Dean for Research and Advanced Studies as an *ex*  
15 *officio* member.  
16

17 **Section 3.** Qualifications of membership require research activity that can include, but is not  
18 restricted to, peer reviewed research funding, membership on Editorial Review Boards of  
19 nationally recognized journals, membership of National Advisory Committees, and authorship in  
20 peer-reviewed journals over the past 5 years.  
21

22  
23 **Article III. Guidelines**

24 **Section 1.** The Chair shall solicit research proposals from the faculty, and distribute copies of  
25 such proposals to the committee prior to any meeting held to review such proposals. The Chair  
26 may also request annual progress on each research project, and then distribute copies of such  
27 reports for review by the committee.  
28

29 **Section 2.** The Chair shall report the committee's actions to the Associate Dean for Research  
30 and Advanced Studies and shall inform each faculty member of the final action on his/her  
31 research proposal progress report.  
32  
33  
34  
35  
36

37 **Scholarship and Awards Committee**

38  
39 **Article I. Duties and Responsibilities**

40 **Section 1.** Please see Articles II and III under Standing Faculty Committees for terms of office,  
41 officer elections, minutes, and committee procedures.  
42

43 a. Selection of student recipients of scholarships, awards, and recognitions requiring  
44 committee action, as designated by procedures and criteria established by the donor,  
45 sponsor, or the committee.  
46

47 b. Selection of student recipients of scholarships, awards and recognitions requiring  
48 calculation of grades, evaluation of performance by appropriate faculty, or by ballot.  
49  
50

1 c. Notification of recipients of all awards made by the committee that are not made at the  
2 Annual Awards and Honors Banquet.

3  
4 **Article II. Membership**

5  
6 **Section 1.** The committee shall consist of two faculty members from each department and one  
7 annually elected student from each year in the curriculum.

8  
9 **Section 2.** The School of Veterinary Medicine Associate Dean for Student and Academic Affairs  
10 and/or his/her designee shall be ex officio members of the committee.

11  
12 **Article III. Faculty Awards**

13  
14 **Section 1.** The Associate Dean for Research and Advanced Studies will:

15  
16 a. Call for nominations with supporting documents for the following awards by January  
17 15 of each year:

18  
19 Distinguished Scholar Award  
20 Distinguished Service Award  
21 Pfizer Award for Research Excellence

22  
23 b. Receive nominations and supporting documents through February 15; this deadline for  
24 nominations will only be extended if no nominees are received.

25  
26 c. Forward the lists of nominees to the appropriate selection committees and receive  
27 notification of award recipients.

28  
29 d. Obtain plaques, honoraria, or other award materials.

30  
31 e. Liaison award presentations with award donors and the Chair of the Scholarship and  
32 Awards Committee.

33  
34 **Section 2.** The award recipients will be selected as follows:

35  
36 a. Pfizer Award for Research Excellence —selected by the Research Committee.

37  
38 b. Distinguished Service Award—selected by the Faculty Policy Committee.

39  
40 c. Distinguished Scholar Award—selected by a committee appointed by the Associate Dean  
41 for Research and Advanced Studies, which will include two faculty members and two  
42 administrators, preferably all of whom are previous recipients of the award.

43  
44 **Section 3.** The Carl J. Norden-Pfizer Distinguished Teaching Award recipient will be chosen by ballot  
45 of the veterinary student body. Student members of the Scholarship and Awards Committee should  
46 coordinate the selection with the Associate Dean for Student and Academic Affairs who will report  
their selection to the Chair of the Scholarship and Awards Committee and to Pfizer Animal Health.

47  
a. The purpose and criteria for selection of recipients of this award is as follows.

1 (1) Purpose

2 To improve veterinary medical education by recognizing outstanding teachers who,  
3 through their ability, dedication, character and leadership, contribute significantly to the  
4 advancement of the profession.

5  
6 (2) Criteria for Nomination

7  
8 (a) Nominees must be full-time members of the faculty of the School of  
9 Veterinary Medicine, engaged primarily in teaching.

10  
11 (b) Nominees must have demonstrated a sustained record of excellence in  
12 teaching.

13  
14 (c) Previous recipients of the award become eligible for consideration after three  
15 years.

16  
17 **Section 4.** The criteria for selection of recipients of these awards are as follows.

18 a. Distinguished Scholar Award

19 (1) Faculty member, School of Veterinary Medicine.

20  
21 (2) Active participation and major contributions to the advancement of veterinary  
22 medicine through research and/or scholarly activities in categories such as:

23  
24 (a) Awareness, developments, and application of new knowledge through  
25 proposals, projects, research, preparation for board certification.

26  
27 (b) Publication through books, refereed journals, professional journals, breed  
28 organs, producer industry periodicals, popular articles, etc.

29  
30 (c) Presentations at scientific meetings, specialty group meetings, professional  
31 meetings, etc.

32  
33 (d) Development of research and/or other scholarly programs through proposals,  
34 committee activities, administrative activities, etc.

35  
36 (e) Extra-University recognition of scholarly achievement through peer review  
37 groups, editorial boards, board certification, examining committees, invited  
38 presentations, state and national committees, international committees, etc.

39  
40 b. Distinguished Service Award

41 (1) Faculty member, School of Veterinary Medicine.

42  
43 (2) Active participation in the service (support) aspects of the School of  
44 Veterinary Medicine program through such activities as:

45  
46 (a) Departmental administrative responsibilities (course coordinator, year  
47 coordinator, search committee, unit leader, etc.).  
48  
49

- (b) Participation in continuing education and extension.
- (c) Consultation (availability, responsibility, communication, etc.).
- (d) Participation in School or department committees.
- (e) Participation in professional and community activities.
- (f) Student counseling.

c. Pfizer Award for Research Excellence

(1) Purpose

To foster innovative research, on which the scientific advancement of the profession depends, by recognizing outstanding research effort and productivity.

(2) Criteria for Nomination

- (a) Nominees must be members of the faculty of the School of Veterinary Medicine or a nationally recognized teaching/research hospital.
- (b) 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

- (a) Any faculty member, or the Research Committee, may nominate a qualified candidate. The nomination will consist of a nominating statement, curriculum vitae, and pertinent reprints or manuscripts.
- (b) The Research (or other appropriate) 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

- a) The award will consist of an inscribed plaque and a cash award of \$1,000.
- (b) The award should be presented at a School-wide function for appropriate recognition of the outstanding research effort.

## Scholastic Standards Committee

### Article I. Duties and Responsibilities

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



1  
2 **Section 2.** All matters referable to scholastic requirements shall be handled in accordance with  
3 University regulations, as published in the *Louisiana State University General Catalogue*, and in  
4 accordance with academic standards established by the School of Veterinary Medicine faculty,  
5 as published in the *School of Veterinary Medicine Bulletin*.  
6

7 **Section 3.** The committee will review the academic records of any/all students reported to be  
8 having academic difficulty by their Year Coordinator. The Year Coordinator of each class will  
9 notify and counsel students who are in danger of being placed on academic probation or being  
10 dismissed from the School of Veterinary Medicine at the end of the semester. Following due  
11 process and deliberation, the committee will recommend to the Dean appropriate actions in  
12 accordance with the published academic standards of the School of Veterinary Medicine.  
13

14 **Section 4.** The committee will meet on the call of the Chair, or within 10 days after the reporting  
15 of semester grades.  
16

## 17 **Article II. Membership**

18  
19 The Year Coordinators for each year in the curriculum shall serve as members of this committee.  
20 Additionally, one member of each Year Coordinating Committee shall be elected by the respective Year  
21 Coordinating Committees to serve on this committee. The Associate Dean for Student and Academic  
22 Affairs shall be an *ex officio* member of this committee.  
23  
24  
25  
26

# 27 **Graduate Academic Studies Council**

## 28 **Article I. Duties and Responsibilities**

29  
30  
31 **Section 1.** The Graduate Academic Studies Council, representing the Graduate Faculty of the  
32 School of Veterinary Medicine, will serve as the interdepartmental coordinating body for the  
33 graduate program of the School of Veterinary Medicine and will recommend the organization  
34 and format of the graduate studies program of the School. It shall:  
35

36 a. Review and approve proposals for graduate courses in Veterinary Medicine prior to  
37 submission to the LSU Faculty Senate Courses and Curriculum Committee.  
38

39 b. Provide a forum for interdepartmental communication on graduate education,  
40 including definition and uniformity of requirements, initiation, combination or elimination  
41 of programs, and liaison with other college or faculty bodies.  
42

43 c. Coordinate administration of graduate instructor evaluations and graduate course  
44 evaluations with the Associate Dean for Research and Advanced Studies and review  
45 completed graduate course evaluations. Revise, as necessary, the forms used for these  
46 evaluations.  
47

48 d. During October of each year, convene the annual meeting of the School of Veterinary  
49 Medicine Graduate Faculty. The agenda will be developed in consultation with the  
50 Associate Dean for Research and Advanced Studies.  
51

52 e. During March of each year, convene an annual meeting of the advanced studies

1 students of the School with the council and the Associate Dean for Research and  
2 Advanced Studies. The agenda will be developed in consultation with the Associate  
3 Dean for Research and Advanced Studies.

4  
5 f. Perform other duties and responsibilities as requested by the Dean or the Associate  
6 Dean for Research and Advanced Studies.

## 7 **Article II. Membership**

8 **Section 1.** The council shall consist of members of the Graduate Faculty of the School of  
9 Veterinary Medicine, duly elected in accordance with the provisions listed below:

10  
11 a. The Graduate Faculty in each department of the School of Veterinary Medicine with  
12 an approved graduate concentration shall elect two eligible faculty members.

13  
14 b. Eligible faculty must hold full or associate graduate faculty status, and have served on  
15 a graduate committee during the last 3 years.

16  
17 c. Election of representatives shall take place prior to July 1. Vacancies of  
18 representatives shall be filled by a qualified alternate from that departmental  
19 concentration. All members shall serve a 2 year term. All members shall be voting  
20 members. Voting by a proxy, duly authorized in writing, shall be allowed.

21  
22 d. Members shall be limited to two consecutive two-year terms.

23  
24 e. At the July meeting, the council shall elect a Chair from among members who have  
25 previously served at least one year. The Chair may serve successive terms.

26  
27 f. The council shall elect a Secretary at the July meeting.

28  
29 g. The Associate Dean for Research and Advanced Studies and the graduate program  
30 coordinator from each department shall be ex officio members of the council.

## 31 **Article III. Guidelines**

32  
33  
34 **Section 1.** Recommendations from the council shall be forwarded by the secretary through the  
35 Associate Dean for Research and Advanced Studies to the Dean for appropriate action.  
36 Recommendations shall have received an affirmative vote of the majority of all voting members  
37 of the council.

38  
39 **Section 2.** The minority may file a report with the Dean when decisions are not unanimous.

40  
41 **Section 3.** Representatives of a duly recognized veterinary medical advanced studies student  
42 organization may be invited by the chair in consultation with the council to attend meetings  
43 when appropriate but shall not have voting rights.

44  
45 **Section 4.** Minutes of each council meeting shall be maintained by the Secretary. Copies of the  
46 minutes shall be submitted to the Dean, the Associate Dean for Research and Advanced  
47 Studies, the graduate coordinator of each departmental concentration, and members of the  
48 council.

1           **Section 5.** An annual report of the activities of the council shall be submitted to the Dean and to  
2 the Graduate Faculty within 30 days of the end of the council year by the chair.  
3  
4  
5  
6

## 7           **Administrative Standing Committees**

8  
9

### 10           **Administrators' Council**

#### 11           **Article 1.** Duties and Responsibilities

12  
13

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

16  
17           **Section 2.** Recommend rules and/or regulations for the effective and efficient implementation of  
18 School programs. When appropriate, such recommendations shall be submitted to the Faculty  
19 Policy Committee for action.

20  
21           **Section 3.** Receive reports from *ad hoc* and other committees.

22  
23           **Section 4.** Advise the Dean on matters pertaining to the School's instructional, research and  
24 service programs.

25  
26           **Section 5.** Recommend the development of physical facilities.

27  
28           **Section 6.** Recommend action on petitions and/or recommendations from internal and external  
29 constituents.

30  
31           **Section 7.** Assist the Dean in maintaining an effective public relations program.

32  
33           **Section 8.** Disseminate information to members of the School's constituencies.

#### 34           **Article II.** Membership

35  
36

37           The Administrators' Council shall consist of the Dean; Associate Deans; Assistants to the Dean;  
38 Department and Unit Heads (or their alternates); Chair of the Faculty Policy Committee; and Chair of  
39 the Staff Committee. Minutes will be recorded by staff from the Dean's Office.  
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### 44           **Admissions Committee**

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46           See **Faculty Standing Committees**. The Admissions Committee serves as both a Faculty and  
47 Administrative committee.  
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1 **Continuing Education Committee**

2  
3 **Article I. Duties and Responsibilities**

4  
5 **Section 1.** Assist the Director of the Office of Public Programs in the development of an annual  
6 continuing education (C.E.) master plan to include continuing education policies, offerings, dates,  
7 and guidelines for faculty participation.

8  
9 **Section 2.** Consider the continuing education needs of veterinarians in Louisiana and the South  
10 Central region in order to establish priorities for School-sponsored C.E. programs, both on and off  
11 campus.

12 **Section 3.** Inform the Dean of the schedule of continuing education programs for the following  
13 year.

14  
15 **Section 4.** Plan for the inclusion and participation of the faculty in the School of Veterinary  
16 Medicine Annual Conference for Veterinarians.

17  
18 **Section 5.** Assist the Director of the Office of Public Programs to coordinate, when possible, all  
19 School-sponsored C.E. programs with the continuing education schedules of state and regional  
20 veterinary associations.

21  
22 **Section 6.** Provide incentives to encourage active faculty participation in all C.E. activities of the  
23 School.

24  
25 **Section 7.** Survey the faculty for topics and competencies available for C.E. presentations both  
26 on and off campus in Louisiana.

27  
28 **Article II. Membership**

29  
30 The committee shall have broad-based representation from the School, plus the State Extension  
31 Veterinarian. Faculty members shall be approved by the Dean on a rotating basis as recommended by  
32 the committee. Ex-officio members, to include the Director of the Office of Public Programs, shall sit on  
33 the committee in an advisory capacity.

34  
35  
36 **Dean's Cabinet**

37  
38 **Article I. Duties and Responsibilities**

39  
40 **Section 1.** Advises the Dean on the management of the School of Veterinary Medicine and its  
41 various programs.

42  
43 **Section 2.** Establishes policies and procedures consonant with University policies and  
44 procedures with respect to fiscal and personnel matters.

45  
46 **Section 3.** Provides oversight for strategic planning activities of the School.

47  
48 **Article II. Membership**

49  
50 The members of the Dean's Cabinet shall be the Associate Deans, Heads of the academic  
51 departments of the School, and the Director of the Veterinary Teaching Hospital and Clinics.

1  
2 **Health and Safety Committee**  
3

4 **Article I. Duties and Responsibilities**  
5

6 **Section 1.** Interprets LSU health and safety policies and guidelines, in collaboration with the  
7 Office of Occupational and Environmental Safety, for application to the School of Veterinary  
8 Medicine instruction, research and service programs.  
9

10 **Section 2.** Coordinates health and safety matters with the Veterinary Teaching Hospital Board,  
11 the Institutional Animal Care and Use Committee, and the School of Veterinary Medicine  
12 Radiation Safety Officer.  
13

14 **Section 3.** Elects annually, from its membership, a Chair who shall serve as the School of  
15 Veterinary Medicine Health and Safety Officer.  
16

17 **Article II. Membership**  
18

19 **Section 1.** The committee shall have a representative from each budgetary unit in the School,  
20 i.e., the three academic departments, the Veterinary Communications Unit, the Division of  
21 Laboratory Animal Medicine, the Equine Health Studies Program, the Office of Facility Planning  
22 and Control, the Hansen's Disease Center Laboratory Research Branch, the Louisiana  
23 Veterinary Medical Diagnostic Laboratory, the Veterinary Medicine Library, and the Veterinary  
24 Teaching Hospital and Clinics.  
25

26 **Section 2.** *Ex officio* members shall be: a representative of the Dean, the Chair of the Institutional  
27 Care and Use Committee, and the School of Veterinary Medicine Radiation Safety Officer, the  
28 School of Veterinary Medicine Biosafety Officer, and a representative of the Office of  
29 Occupational and Environmental Safety.  
30

31 **Section 3.** The Chair will be the appointed Health and Safety Officer of the School.  
32

33 **Article III. Guidelines**  
34

35 Recommendations of the committee shall be forwarded to the Dean for appropriate action. Such  
36 recommendations shall receive, as a minimum, an affirmative vote of a majority of the appointed  
37 members of the committee.  
38

39 **Article IV. Radiation Safety Officer**  
40

41 A radiologist (or his/her designee) shall be appointed annually by the Dean to serve as the School of  
42 Veterinary Medicine Radiation Safety Officer. It shall be his/her responsibility, in addition to serving as a  
43 member of the Health and Safety Committee, to develop and continually update the School's radiation  
44 safety plan (in consultation with the Campus Radiation Safety Officer) and to serve as a consultant on  
45 radiation and nuclear energy safety and protection to the Office of the Dean. The Radiation Safety  
46 Officer shall have line authority in matters relating to radiation and nuclear energy safety and protection  
47 in the School.  
48  
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1 **Promotion and Tenure Committee**

2  
3 **Article I. Duties and Responsibilities**

4  
5 This committee shall be advisory to the Dean and shall review all recommendations for promotion  
6 and/or tenure originating in the School of Veterinary Medicine. Non-tenure track promotion  
7 recommendations will be considered separately and at a different time from tenure track  
8 recommendations, using the specific criteria established for such actions.

9  
10 **Article II. Membership**

11  
12 **Section 1.** The committee shall be composed of three tenured faculty members, senior in rank  
13 to the person(s) being considered for promotion and/or tenure. They shall be appointed by the  
14 Dean for staggered three-year terms.

15  
16 **Section 2.** A Chair will be elected annually at the first meeting of the committee.  
17  
18  
19

20 **SVM Staff Committee**

21 **Article I. Duties and Responsibilities**

22  
23 The Staff Committee shall meet on the second Monday of each month at 1 p.m. The Committee  
24 shall be responsible for organizing events to boost staff morale including but not limited to Blue  
25 Mondays (coffee and donuts for staff), general staff meetings, and recognition events like Service  
26 Worker Appreciation Day. The Committee shall be responsible for overseeing the annual Staff  
27 Awards. The Committee shall be represented on the Administrator’s Council and will serve as the  
28 liaison between the staff and the Dean’s Office.  
29

30 **Article II. Membership**

31  
32 Membership on the Staff Committee is open to any staff member. There is no maximum or  
33 minimum number of members required, though the Committee’s goal is to have at least one  
34 member from each department and division in the SVM.  
35

36 **Article III. Voting**

37  
38 Decisions made by vote at Staff Committee meetings will be determined by a majority in  
39 attendance at that meeting. Decisions made via email will be determined by a majority email  
40 response from all active Staff Committee members.  
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Ratified by the Faculty, 09/10/2012