School of Public Health

Louisiana State University Health Sciences Center

Bylaws of the Faculty Assembly

Version effective July 1, 2012


**PREAMBLE**

The Bylaws of the Faculty Assembly of the Louisiana State University Health Sciences Center (LSUHSC) School of Public Health (SPH) are established within the guidelines set forth by the Louisiana State University and the Louisiana State University Health Sciences Center. The Bylaws establish the policies and procedures by which the School of Public Health fulfills its mission.

The mission of the LSUHSC School of Public Health is to advance health and well-being of the population through education and research with focus on issues affecting Louisiana.

This mission is accomplished through promoting the highest levels of intellectual and professional endeavors in instruction, research, and service in the field of Public Health.

**ARTICLE I. NAME**

**NAME**

This organization shall be known as the Louisiana State University Health Sciences Center School of Public Health Faculty Assembly, hereafter referred to as Faculty Assembly.

**ARTICLE II. PURPOSE AND PRINCIPLE**

**PURPOSE**

The purpose of the Faculty Assembly is to implement the legislative powers of the faculty in the course of their fulfillment of the mission of the LSUHSC School of Public Health. The goal of the Faculty Assembly in the governance of the School of Public Health is to foster an active, informed faculty, and to promote open communication among all members of the community of the School of Public Health pursuant to the School’s Mission and Strategic Plan.

**PRINCIPLE**

Decisions and responsibilities of the Faculty Assembly provide for shared authority and interdependent accountability for academic and professional issues, policies, standards, and procedures to promote excellence in teaching, scholarship, research, and service.

**FUNCTION**

The general functions of the Faculty Assembly are as follows:

The Assembly shall serve as the representative voice of the faculty, providing a means of communication among faculty members, and between the faculty and the Dean and Administration of LSUHSC School of Public Health. The Assembly shall review the governance of the School of Public Health, and make recommendations and approve changes in existing policies or establish new policies relating to the LSUHSC School of Public Health brought to the Assembly for consideration by the Dean or by its own members. To this end, the Faculty Assembly shall create committees and convene the faculty to:

1. Determine policies for admission, progression, and graduation of students.
2. Establish educational policies and standards of instruction.
3. Plan, implement and evaluate curricula in all educational programs.
4. Establish policies/procedures for faculty appointment, promotion and tenure.
5. Promote student and faculty interests.
6. Promote public health scholarship in education, research, service, and practice.
7. Evaluate and approve by vote any significant changes proposed by committees or individual faculty members.
8. Review and revise School of Public Health Faculty Assembly Bylaws.

ARTICLE III. MEMBERSHIP

MEMBERS
All non-administrative faculty members are automatically granted membership in the Faculty Assembly and are invited and encouraged to participate. All non-administrative academic faculty members employed at the 75% FTE level or greater by the School of Public Health and having the academic rank of instructor or above shall be voting members of the Faculty Assembly. Adjunct, joint, and part-time non-administrative faculty (at 74% or less FTE) members are non-voting members of the organization, but may attend meetings and speak to any issue. Administrative faculty is defined as faculty members who are Deans, Associate Deans, Assistant Deans, Academic Program or Department Heads, Directors of Offices, and other administrators appointed by the Dean.

Meetings are open to all members except for closed sessions or meetings of the Executive Board.

Delegates
Delegates provide a mechanism for establishing a quorum of regular voting members while also ensuring broad representation. Quorum is two thirds of the Delegates.

All members of the Assembly shall be eligible for selection as Delegates. One delegate will be selected from each Academic Program and each Service/Research Program according to procedures established by each Program.

Each Delegate shall serve for two years or until their successor is selected, and their terms of office shall begin on July 1. Delegates are required to attend Faculty Assembly meetings. If a Delegate cannot attend a meeting, the Delegate may give proxy in writing to another member of the Faculty Assembly.

A Delegate is subject to forfeiture of his/her office as a Delegate if that Delegate is absent without representation of proxy from fifty percent or more of the regularly scheduled meetings within an academic year. Under the aforesaid conditions, the Secretary may request that the program members dismiss the Delegate and select a new Delegate.

ARTICLE IV. OFFICERS

OFFICERS
The officers of the Faculty Assembly will consist of the President, President-Elect, Secretary and Immediate Past President. Together, these four officers shall constitute the Executive Board. Officers of the Faculty Assembly will be elected from the voting members who have been on the faculty of the LSUHSC School of Public Health for a minimum of one year. All voting members of the Assembly shall be eligible for election as officers if they have been on the faculty of the School of Public Health for a minimum of one year. A term for each officer is two (2) fiscal years, unless otherwise specified in the Bylaws. The fiscal year begins July 1 and ends June 30 of the following year. No officer may serve more than one full term consecutively or hold more than one office at a time. Persons taking office partway through a term to fill a vacancy may therefore stand for that same office for the succeeding term if they so choose.

**President**

A. The President-Elect of the Faculty Assembly will become the President in even-numbered years.

B. The duties of the President are to:

1. Represent the faculty in its dealings with the Administration of the School of Public Health.
2. Report to and communicate with the faculty on all matters affecting its interests.
3. Represent the faculty on the Administrative Council.
4. Call the Faculty Assembly meetings.
5. Advise faculty of the meetings at least two (2) weeks in advance so that the faculty may request items to be placed on the agenda.
6. Prepare the agenda for the secretary to circulate.
7. Preside over the Faculty Assembly meetings.
8. Arrange meetings of the assembled faculty at least once per semester (3 per year).
9. Authenticate, by signature when necessary, all acts, orders, and proceedings of the Faculty Assembly

**President-Elect**

A. The President-Elect of the Faculty Assembly will be elected in the second year of the President’s term and has a term of one year.

B. The duties of the President-Elect are to:

1. Assume the responsibilities of the President in the absence of or at the request of the President.
2. Hold joint responsibility with the Secretary and Bylaws, Nominations and Elections Committee for counting all votes in regular and special election voting.
3. Notify faculty of the results of all elections in collaboration with the Secretary.
4. Introduce new faculty members to the mission and purpose of the Faculty Assembly and its Standing Committees.
5. Determine that a quorum is present prior to a vote.
6. Assume other duties as delegated by the President.
7. Assume the responsibilities of the President at the end of the current President’s term.
Secretary

A. The Secretary of the Faculty Assembly will be elected in even-numbered years.

B. The duties of the Secretary are to:

1. Circulate an agenda one week prior to each meeting.
2. Prepare and circulate the minutes from the Faculty Assembly meetings.
3. Validate and maintain current lists of voting and non-voting members of the Faculty Assembly.
4. Hold joint responsibility with the President-Elect/Past President for counting all votes in regular and special election voting.
5. Coordinate with the Bylaws Committee to notify the President and faculty of results of votes.
6. Maintain permanent and official electronic files of all proceedings of the Faculty Assembly.
7. Coordinate with the Bylaws Committee to provide the roster of Faculty Assembly Committee members and elected representatives every July.

Past President

A. The individual filling the office of President shall, upon completion of his/her term, serve as Past President for one year to provide continuity to the Executive Board.

B. The duties of the Past President are to:

1. Assume the responsibilities of the President in the absence of or at the request of the President.
2. Hold joint responsibility with the Secretary and Bylaws, Nominations and Elections Committee for counting all votes in regular and special election voting.
3. Notify faculty of the results of all elections in coordination with the Secretary and Bylaws Committee.
4. Introduce new faculty members to the mission and purpose of the Faculty Assembly and its Standing Committees.
5. Determine that a quorum is present prior to a vote.
6. Assume other duties as delegated by the President.
ARTICLE V. MEETINGS

REGULAR MEETINGS
Meetings of the Faculty Assembly will be held periodically on a schedule determined by the needs of the Assembly, as specified by FA Operating Procedures, subject to the restriction that while a scheduled meeting may be rescheduled or cancelled, at least one meeting must be held in each semester. This will ensure accordance with Regulations of the Board of Supervisors of the Louisiana State University Chapter I Section 1-2.3c, which require a minimum of three meetings annually.

SPECIAL MEETINGS
Special meetings of the Faculty Assembly may be called by the Dean or President at any time. A special meeting may be called upon written petition of one fourth or more of the voting faculty. The purpose of the requested meeting must be specified on the petition. The President will convene the special meeting within two weeks of receipt of the petition. The subject of the petition will be the first item of business. Other business may be considered during a special meeting only with approval of the members of the faculty present but may not be voted upon if not on the agenda.

QUORUM
Two thirds of the Delegates constitute a quorum.

VOTING
In the presence of a quorum, a decision of the majority of the members voting is considered to be the action of the faculty. Voting may take place by hand or voice vote during regular or special meetings of the Faculty Assembly. Secret ballot may be used when determined appropriate by the President-Elect/Past President.

PROXY
Proxy is written authorization given by one Faculty Assembly member to another to act as his or her agent and/or substitute at a meeting. Representation proxy is defined as a substitute Delegate’s presence at a scheduled meeting which the Delegate is unable to attend. Voting proxy is defined as the agent’s ballot cast according to the preference of the absent Faculty Assembly member. All proxy forms must include the signature of the absent member, the name of the person being designated to vote on that member’s behalf, the meeting for which this designation applies, and any stipulated voting instructions. The form must be submitted to the Secretary prior to any relevant vote. It then becomes part of the permanent file of Faculty Assembly proceedings.

PROCEDURES
The rules contained in Robert’s Rules of Order (Robert’s Rules of Order Simplified and Applied, 2nd edition) shall govern the meetings of the Faculty Assembly, including all Standing and special Ad Hoc committees, except as otherwise provided in the Bylaws.
ARTICLE VI. COMMITTEES OF THE FACULTY

AUTHORITY AND RESPONSIBILITY
The Faculty Assembly has the authority and responsibility for approving recommendations of the various committees of the Faculty Assembly and for implementing academic and faculty policies. Certain functions may be delegated by the Faculty Assembly to Standing or special Ad Hoc committees.

RECORDING
A faculty member of each committee will be designated by the committee Chairperson to record the minutes of committee meetings, to be maintained in electronic form on the official Faculty Assembly web site. The committee Chairperson will be responsible for sending the committee meeting minutes to the FA secretary.

STANDING COMMITTEES

A. The Standing Committees of the Faculty Assembly are:

   1. Faculty Appointments, Promotions, and Tenure Committee
   2. Bylaws, Nominations and Elections Committee
   3. Curriculum Committee
   4. Faculty and Student Grievance Committee

B. Purpose
The purpose of the Standing Committees is to assist the faculty in carrying out the functions and responsibilities of the Faculty Assembly.

C. Function
The function of the Standing Committees is to implement those functions mandated to them by the Faculty Assembly, and to recommend to the faculty further policies and procedures deemed necessary to fulfill the mission of the LSUHSC School of Public Health.

D. Membership
1. All voting members of the Faculty Assembly are eligible to serve on Standing Committees. Administrative faculty are eligible to serve on Committees of the Assembly where specified by a particular Committee’s membership rules.
2. Each faculty member may serve in an elected or appointed capacity on up to three School of Public Health Faculty Assembly Standing Committees concurrently (ex officio membership does not count toward this limit).
3. Members of the Standing Committees are to be elected unless otherwise specified in these Bylaws. Faculty committee members may give proxy to a voting committee member.
4. The Bylaws, Nominations and Elections Committee will provide for special elections to fill committee membership vacancies for the balance of the vacated term within one month of the vacancy, unless the vacancy occurs within ninety
days of the end of the term, in which case the vacancy may be left open until a
new member is selected as part of the upcoming regularly scheduled election.
5. A term of Standing Committee membership is two fiscal years, unless otherwise
specified in the Bylaws. The fiscal year begins July 1 and ends June 30 of the
following year.
6. Each faculty member may serve no more than two consecutive terms on a
particular committee. At least a one (1) year break in membership must occur
before a faculty member can serve on that committee again.
7. Membership on all Standing Committees shall be staggered to provide for carry-
over representation.
8. For committees requiring student members, such members are selected by Student
Government Association. Student members have voting privileges as designated
by each committee. Student membership terms are for one year. A student may
serve two consecutive terms.
9. Standing Committees may request faculty or other resource persons to advise
them on the committee’s work. These resource persons do not have voting
privileges on the committee.
10. The Dean may appoint a faculty member as an advisor to a Standing Committee.
This faculty member does not have voting privileges.
11. Faculty members representing their departments or programs are selected by their
respective departments or programs.

E. **Officers**

1. **Chairperson**

   a. The members of each Standing Committee will elect a Chairperson from
      the committee.
      1) The Chairperson will serve a term of two years.
      2) A committee member may serve as Chairperson for no more than
two consecutive terms. At least a one-year break in serving as
Chairperson must then occur before a faculty member can serve as
Chairperson on that particular committee again.
      3) The Chairperson of any Standing Committee must have been on
the faculty for at least one full calendar year prior to assuming
office
      4) In case the Chairperson is on extended leave of absence, such as
sabbatical leave, maternity leave, or sick leave, not exceeding 6
months of absence, then the Chairperson, before starting his/her
leave, will arrange for electing an Interim Chairperson of the
Standing Committee. Otherwise the FA president calls the
Committee to a meeting to initiate the election of the Interim
Chairperson. After returning the Chairperson resumes his/her
duties for the remainder of the term.

   b. **The duties of the Chairperson are to:**

      (1) Chair all meetings of the Standing Committee.
(2) Prepare agendas and supportive materials for all meetings of the Standing Committee and distribute them to committee members at least one week in advance of the committee meeting.

(3) Review all minutes recorded by the faculty recorder.

(4) Prepare reports to be distributed to each faculty member. Submit the official copy of the Standing Committee’s minutes and report to the FA Secretary for filing and posting at the FA web site.

(5) Present motions related to the committee’s work to the faculty for vote.

(6) Convene a committee meeting no more than two weeks after the election of new committee members to elect a Chairperson for the upcoming year.

F. Meetings of the Standing Committees

1. Each Standing Committee will meet as often as necessary to carry out its stated functions.

2. Each committee is authorized to create appropriate subcommittees to accomplish committee work. The committee will determine the size and distribution of the subgroups from the committee membership. One member from the subgroups will be designated to serve as a liaison to the parent committee. Recommendations from the subgroups will be sent to the parent committee for action.

3. A quorum of any committee meeting will consist of a majority of the voting members.

4. Any Faculty Assembly member may attend a regular, subgroup or special meeting of a standing committee, after notifying the Chairperson.

SPECIAL COMMITTEES

Special committees of the Faculty Assembly may be established as deemed necessary by the President of the Faculty Assembly, the Dean, the Associate Dean, or the Administrative Council of the School of Public Health.

A. Purpose

Special and Ad Hoc committees shall be established to accomplish specified tasks.

B. Functions

The special committees will perform the task(s) for which they are created, hold such meetings as necessary to accomplish the specified tasks, and submit reports to the Faculty Assembly, Dean and Administrative Council of the School of Public Health as requested.

SPECIFIC PURPOSE, FUNCTIONS, AND MEMBERSHIP OF STANDING COMMITTEES

Faculty Appointments, Promotions, and Tenure Committee

A. Purpose
1. To recommend faculty members for appointment to the ranks of Associate Professor and Professor in accordance with the guidelines of the LSUHSC School of Public Health.
2. To recommend faculty members for promotion to the ranks of Assistant Professor, Associate Professor, and Professor in accordance with the guidelines of the LSUHSC School of Public Health.
3. To recommend applications for Grants of Tenure for tenure-track faculty members in accordance with the guidelines of the LSUHSC School of Public Health.
4. To recommend changes to the LSUHSC School of Public Health guidelines for appointments, promotions and tenure.

B. Functions
1. Review, evaluate and vote on applications for appointment of faculty members to the ranks of Associate Professor and Professor in accordance with the guidelines of the LSUHSC School of Public Health.
2. Review, evaluate and vote on applications for promotion of faculty members to the ranks of Assistant Professor, Associate Professor, and Professor in accordance with the guidelines of the LSUHSC School of Public Health.
3. Review, evaluate and vote on applications of Grants of Tenure in accordance with the guidelines of the LSUHSC School of Public Health.
4. Forward committee recommendations on appointments, promotions, and tenure to the Dean for approval.
5. Develop and periodically review LSUHSC School of Public Health guidelines for appointments, promotions, and tenure, and make recommendations to the Dean for approval.
6. Make current guidelines for appointments, promotion, and tenure available to all faculty members.

C. Membership
- Academic Program Representative. To minimize redundancy with Administrative Council, each Academic Program Director shall appoint another senior faculty member (Associate or Full Professor rank) to serve as representative. If no other eligible senior faculty member is available, the Program Director shall serve until an appropriate faculty member becomes available.
  - 2 senior faculty members elected by the Faculty Assembly
  - 1 senior faculty member appointed by the Dean

Curriculum Committee:

A. Purpose
1. To plan, review, and monitor academic programs to ensure consistency with the philosophy and mission of the LSUHSC School of Public Health and the LSU Health Sciences Center, and in accordance with criteria of the Council on Education for Public Health.
2. To provide educational oversight and strategic policy recommendations for the development of instructional courses and programs offered by the LSUHSC SPH
3. To coordinate curricula among SPH programs and partner institutions (e.g. LSUHSC Graduate School).

B. Functions

1. Develops, periodically reviews, and recommends revision of curriculum objectives, content, competencies, and implementation for all academic programs and degrees within the SPH, regardless of method of delivery (e.g. classroom or distance learning).

2. Develops policies and procedures for applying consistent standards, performance and evaluation requirements across programs including examination and grading policies, and practical and culminating experiences.

3. Develops policies with the office of the Associate Dean for Academic Affairs to enhance the quality of education at the SPH.

4. Recommends policies for actions related to student academic standing including advancement, graduation, dismissal, and student requests to deviate from academic policies.

C. Membership

- Associate Dean for Academic Affairs (ex officio, non-voting)
- Representatives selected by each academic program (Biostatistics, Environmental Health, Epidemiology, Behavioral and Community Health Sciences, and Health Policy/Systems Management)
- 3 Student Representatives, eligible for a two-year term of service, selected by the Student Government Association (SGA):
  - Two MPH students, each from different academic areas, selected to maintain a balance between first and subsequent-year students
  - One PhD student.

Faculty and Student Grievance Committee

A. Purpose

1. To provide formal recommendations to the Dean on unresolved matters of grievance.

2. To represent the School faculty position on unresolved matters of grievance.

B. Functions

1. Determine whether an appeal actually sets forth an appealable issue.

2. Conduct hearings on unresolved complaints involving faculty work situations or student academic situations that assert that: a policy, rule, or regulation has been violated or applied improperly; no policy, rule, or regulation exists where one should; or there has been unfair or inequitable treatment.

3. Conduct any independent investigation necessary including calling witnesses.

4. Render a written report to the Dean on each appeal.
5. Develop, annually review, and amend as necessary the formal School of Public Health Procedures for Faculty Grievances and Appeals.

C. Membership

- Five Faculty Assembly members: three elected by the Faculty Assembly, each from different programs, and two appointed by the Dean.
- Two students selected by the SGA will serve on the committee only when matters of student grievances are being considered.

D. General Provisions

1. All parties to the appeal shall attempt to resolve the conflict or dispute at the lowest administrative level possible.
2. Any committee member believing it to be inappropriate for him/her to hear and vote on a particular case due to a perceived conflict of interest shall recuse him/herself prior to the formal hearing.
3. A minimum of four committee members must be present at each session.
4. All grievance procedures shall be conducted in accordance with School of Public Health policies and procedures.

Bylaws, Nominations and Elections Committee

A. Purpose

1. To maintain, interpret, and revise the Bylaws as required in order to sustain the integrity of the organization.
2. To establish nomination and election policies and procedures for the LSUHSC School of Public Health.

B. Functions

1. Review Bylaws annually.
2. Interpret the meaning and intent of the Bylaws upon request by the faculty.
3. Provide for revision of School of Public Health Bylaws, as stated in Article VIII.
   a. Accept written proposals for revision of the Bylaws upon request from any full-time faculty member. These proposals must contain the rationale for the change as well as the specific changes requested. The Bylaws Committee may request additional information from those submitting the proposed revision.
   b. Review the proposals and their subsequent impact upon present Bylaws. The recommendation(s) of the Bylaws Committee will be presented and the Faculty Assembly will vote on the revisions.
4. Solicit nominations for elected positions.
5. Prepare a ballot for the election of officers of the Faculty Assembly and all elected members of Standing Committees within the School of Public Health.
   a. Circulate the official ballot to voting members of the faculty two (2) weeks prior to election deadline.
   b. Coordinate with the Secretary to tally and report the election results to the faculty.
c. Retain ballots and signed tally sheets in a sealed envelope (held by the designated recorder) for thirty (30) days, after which time the ballots will be destroyed unless a challenge has been received from a voting faculty member.

d. Coordinate with the Secretary to provide the roster of Standing Committee membership and elected representatives every July.

6. Provide for special elections to fill vacancies within one (1) month, unless the vacancy occurs within ninety (90) days of the end of the term.

7. Hold elections for Special and Ad Hoc committees as requested by the President of the Faculty Assembly and/or the Dean.

8. Establish details of the election process.

C. Membership

• 2 faculty members elected from Faculty Assembly
• Past President/President-Elect

ARTICLE VII. LSUHSC FACULTY SENATE REPRESENTATIVES

Assembly representatives to the LSUHSC-NO Faculty Senate (Senators) must meet the membership criteria for the LSUHSC School of Public Health Faculty Assembly as outlined in Article III of these Bylaws. Five senators shall be selected to serve on the Faculty Senate as representatives of the School of Public Health’s Faculty Assembly. These senators will be elected by the Faculty Assembly.

The election of Senators will take place in conjunction with annual elections of Faculty Assembly officers and committee members, or by special election as needed to fill vacancies opening up between annual elections.

The length of a Senator’s term is three years, and their term of office shall begin on July 1. Delegates are required to attend Faculty Senate meetings. If a Senator cannot attend a meeting, the Senator may give proxy in writing to another member of the Faculty Assembly.

The rights and duties of the Senators are outlined in the bylaws of the LSUHSC-NO Faculty Senate.

ARTICLE VIII. REPRESENTATIVES TO THE DEAN’S ADMINISTRATIVE COUNCIL

Assembly representatives to the LSUHSC School of Public Health Dean’s Administrative Council must meet membership criteria for the LSUHSC School of Public Health Faculty Assembly as outlined in Article III of these Bylaws. Two representatives shall be elected, one junior faculty member (rank of Instructor or Assistant Professor) and one senior faculty member (rank of Associate or Full Professor). The President of the SPH Faculty Assembly shall serve as the third representative (ex officio). The election of these representatives will take place in conjunction with annual elections of Faculty Assembly officers and committee members, or by special election as needed to fill vacancies opening up between elections. Each representative shall serve for two years or until their successor is elected, and their term of office shall begin on July 1.
ARTICLE VIII. SUSPENSION AND REVISION OF THE BYLAWS

SUSPENSION OF THE BYLAWS
The entire Bylaws document cannot be suspended. Only a specific part of the Bylaws (e.g., a specific article or section of an article) can be suspended by a two-thirds majority vote.

REVISION OF THE BYLAWS
Revisions to these Bylaws will require a two-thirds majority vote of the faculty eligible to vote. Voting takes place after the proposed revision(s) have been distributed for a minimum of 2 weeks and discussed at a Faculty Assembly meeting. Voting may take place by hand, secret, or electronic ballot. The voting must take place before the next general election. Revisions will be effective immediately unless otherwise specified in the revised Bylaws.

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