

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 LSU School of Public Health is to improve the health of the people of Louisiana and their families and communities through education, research and community service with a special emphasis on the health and healthcare of underserved people and their communities, and on the industries of importance to the state; and to inspire and support people-centered health and healthcare where people actively pursue and take responsibility for health; where care is centered around the individual and their families; and where public policies support healthy people and communities.

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 fulfillment of the mission of the LSUHSC School of Public Health. The role of the Faculty Assembly in the governance of the School of Public Health is to facilitate the involvement of the faculty and the administration in the development and implementation of the goals used to achieve the Mission and Strategic Plan of the School of Public Health.

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 function of the Faculty Assembly is to establish direction for the faculty of the LSUHSC School of Public Health in fulfilling the vision, mission, and Strategic Plan of the School of Public Health.

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 the establishment of new policies relating to the LSUHSC School of Public Health brought to the Assembly for consideration by the dean or by its own members. In this regard, 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 committee or individual faculty members.
8. Review and revise School of Public Health Bylaws.

ARTICLE III. MEMBERSHIP

MEMBERS

All eligible faculty members are automatically granted membership in the faculty assembly and are invited and encouraged to participate. All academic faculty employed 75% or greater appointed to the School of Public Health and having the rank of instructor or above shall be voting members of the Faculty Assembly. Adjunct, gratis, and part-time faculty (74% or less) are non-voting members of the organization, but may speak to any issue. The President of the LSU System and the Chancellor of the Health Sciences Center are ex-officio, non-voting members. Ex-officio members of the Faculty Assembly and Standing Committees are non-voting, unless otherwise specified in the Bylaws.

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

Delegates

Delegates are established to provide a mechanism for establishing a quorum while also ensuring broad representation. Quorum is two thirds of the delegates.

Election of the Delegates

All members of the Assembly shall be eligible for election as Delegates with the exception of the Dean, the Associate Dean, and Academic Program Chairpersons. Each year one-third of the Delegates of the Assembly shall be elected. One delegate will be selected from each Academic Program and each Service/Research Program having no academic faculty that would otherwise represent them, according to the rules established by the elections committee.

Each Delegate shall serve for two years or until their successor is elected, 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 may forfeit his/her elected office as a Delegate if that Delegate is absent from fifty percent of the regularly scheduled meetings within an academic year and has not given proxy. The Secretary may request that the program members dismiss the Delegate and elect 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 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, with the exception of the Dean, the Associate Dean, and Academic Program Chairpersons, who are not eligible. 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. Each officer holds office for 2 years and may not serve more than one term consecutively. Each officer of the Faculty Assembly may hold only one office at a time.

President

- A. The President-Elect of the Faculty Assembly will become the President in even-numbered years.
- B. The duties of the President are:
 1. Represents the faculty in its dealings with the Administration of the School of Public Health.
 2. Reports to and communicates with the faculty on all matters affecting its interests.
 3. Represents the faculty on the Administrative Council.
 4. Calls the Faculty Assembly meetings.
 5. Advises 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. Prepares the agenda for the secretary to circulate.
 7. Presides over the Faculty Assembly meetings.
 8. Collaborates with the Dean to arrange meetings of the total faculty at least once per semester/term (3 per year).
 9. Authenticates, by signature when necessary, all acts, orders, and proceedings of the Faculty Assembly
 10. Follows parliamentary procedures based on the current edition of Robert's Rules of Order.

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:
 - 1. Assumes the responsibilities of the President in the absence of or at the request of the President.
 - 2. Has joint responsibility with the secretary for counting all votes in regular and special election voting.
 - 3. Notifies faculty of the results of all elections.
 - 4. Introduces new faculty members to the mission and purpose of the Faculty Assembly and its Standing Committees.
 - 5. Determines that a quorum is present prior to a vote.
 - 6. Assumes other duties as delegated by the President.
 - 7. Assumes 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:
 - 1. Circulates an agenda one week prior to each meeting.
 - 2. Reviews and signs minutes of the Faculty Assembly prepared by non-faculty secretary assigned by the Dean.
 - 3. Directs the non-faculty secretary to distribute minutes of meetings to faculty.
 - 4. Validates and maintains current lists of voting and non-voting members of the Faculty Assembly.
 - 5. Has joint responsibility with the President-Elect for counting all votes in regular and special election voting.
 - 6. Notifies the President and faculty of results of votes.
 - 7. Maintains a permanent and official file of all proceedings of the Faculty Assembly in the Dean's office.
 - 8. Prepares an annual report, which shall be available to all Faculty Assembly members and shall be forwarded to the Dean's office for archival. This report will include a listing of all individuals elected to service.

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:
 - 1. Assumes the responsibilities of the President in the absence of or at the request of the President.
 - 2. Has joint responsibility with the secretary for counting all votes in regular and special election voting.
 - 3. Notifies faculty of the results of all elections.
 - 4. Introduces new faculty members to the mission and purpose of the Faculty Assembly and its Standing Committees.
 - 5. Determines that a quorum is present prior to a vote.

6. Assumes other duties as delegated by the President.

ARTICLE V. MEETINGS

REGULAR MEETINGS

Meetings of the Faculty Assembly will be held bimonthly on odd-numbered months. The meetings will be held in place of the second Wednesday SPH Conference of these months.

This will ensure accordance with Regulations of the Board of Supervisors of the Louisiana State University Chapter I Section 1-2.3c, which requires 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 will be specified at the time of 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.

QUORUM

Two thirds of the delegates constitutes 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

Written authorization given by a delegate to another Faculty Assembly member to act in their place as their agent and/or substitute. Representation proxy is defined as the substitute's presence at a scheduled meeting in 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.

PROCEDURES

The rules contained in the current Robert's Rules of Order 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.

RECORDER

A non-faculty secretary will be assigned by the Dean to serve as recorder for each Standing Committee. A faculty member of each committee will be designated as faculty recorder to review with the committee Chairperson the minutes and sign the official copies of the committee minutes, to be maintained in the Dean's office. The faculty recorder will be responsible for directing the secretary to distribute minutes of the committee to all members of the committee and to administrators of the School of Public Health.

STANDING COMMITTEES

A. **The Standing Committees of the Faculty Assembly are:**

1. Administrative Council
2. Faculty Appointments, Promotions, and Tenure Committee
3. Bylaws, Nominations and Elections Committee
4. Curriculum and Evaluation Committee
5. 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 recommend to the faculty policies and procedures 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.
2. Each faculty member may serve concurrently on either 2 School of Public Health Standing Committees, or a combination of 2 committees - Standing Committee or long term Ad Hoc Committee (assignment lasting longer than 6 months).
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. Bylaws, Nominations and Elections Committee will provide for special elections to fill committee membership vacancies within one (1) month of the vacancy, unless the vacancy occurs within ninety (90) days of the end of the term.

5. A term of Standing Committee membership is 2 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 2 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. Student members of the committees are elected by the student body. Alternate student representatives are elected by the student body. Student members have voting privileges as designated by each committee. Student membership terms are for one year. A student may serve 2 consecutive terms.
9. Standing Committees may request resource persons to advise them on the committee's work. These resource persons do not have voting privileges on the committee.
10. The Dean or Chairperson of a Standing Committee 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 are elected by their respective departments.

E. **Officers**

1. **Chairperson**

- a. The members of each Standing Committee will elect a Chairperson from the committee, with the exception of Administrative Council which is chaired by the Dean.
 - (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 occur before a faculty member can serve as Chairperson on that particular committee again.
 - (3) The Chairperson of any Standing Committee should have been on the faculty at least one full calendar year.
- b. **The duties of the Chairperson are:**
 - (1) Chairs all meetings of the Standing Committee.
 - (2) Prepares agenda and supportive materials for all meetings of the Standing Committee and distributes to committee members at least one (1) week in advance of the committee meeting.
 - (3) Reviews all minutes with the faculty recorder.
 - (4) Prepares reports to be distributed to each faculty member. Submits official copy of the Standing Committee's minutes and reports to the Dean's office for filing.
 - (5) Presents motions related to the committee's work to faculty for vote.

- (6) Prepares an annual report which is attached to the official minutes of the last meeting of the Faculty Assembly prior to Spring graduation.
- (7) Convenes a committee meeting no more than 2 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 member may attend a regular, subgroup or special meeting of a standing committee, having notified 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 or Administrators 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 it is created, hold such meetings as necessary to accomplish the specified tasks, and submit reports to the faculty committee, Dean and Administrators of the School of Public Health as requested.

Administrative Council

A. **Purpose**

To provide shared governance for the School of Public Health related to implementing the strategic plan and meeting goals.

B. **Functions**

1. Develops and approves academic and administrative policies for the School
2. Approves recommendations of the School committees.
3. Reviews budget for the School.
4. Evaluates the progress of the School in meeting its mission and the goals of the strategic plan and provides updates annually with participation of faculty and senior staff.

5. Evaluates progress of the School in meeting Health Sciences Center diversity goals and policies or procedures.
6. Evaluates progress in meeting Council for Education in Public Health and Southern Association of Colleges and Schools accreditation requirements.
7. Evaluates private fund raising activities.
8. Reviews policies and procedures relating to student affairs and recommends changes.

C. **Membership**

- Dean (Chair)
- Associate Dean
- President of Faculty Assembly
- Academic Program Directors
- Two faculty, elected by the Faculty Assembly (1 associate level or above, 1 assistant level or below)
- One student representative

Faculty Appointments, Promotions, and Tenure Committee

A. **Purpose**

1. To recommend faculty 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 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 non tenured faculty 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. Reviews, evaluates and votes on applications for appointment of faculty to the ranks of Assistant Professor, Associate Professor, and Professor in accordance with the guidelines of the LSUHSC School of Public Health.
2. Reviews, evaluates and votes on applications for promotion of faculty to the ranks of Assistant Professor, Associate Professor, and Professor in accordance with the guidelines of the LSUHSC School of Public Health.
3. Reviews, evaluates and votes on applications of Grants of Tenure in accordance with the guidelines of the LSUHSC School of Public Health.
4. Forwards committee recommendations on appointment, promotions, and tenure to the Dean for approval.
5. Periodically reviews LSUHSC School of Public Health guidelines for appointments, promotions, and tenure and makes recommendations to the Dean for approval.

C. Membership

- Associate Dean for Academic Affairs
- Academic Program Director, Biostatistics
- Academic Program Director, Environmental Health
- Academic Program Director, Epidemiology
- Academic Program Director, Behavioral Health
- Academic Program Director, Health Policy/Systems Management
- 2 senior faculty elected by the Faculty Assembly
- 1 faculty appointed by the Dean

Curriculum and Evaluation Committee:

A. Purpose

1. To plan, implement, and evaluate 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 the requirements of the Council for Education in Public Health.
2. To promote optimum articulation between School of Public Health curricula areas.
3. To evaluate course offerings to ensure merit in objectives/content and consistency with philosophy and mission of both the LSUHSC School of Public Health and the LSU Health Sciences Center.
4. To assist teaching faculty in obtaining their maximum potential and effectiveness through performance reviews by peer observers and student evaluations.
5. To provide a forum for faculty and students with regard to curriculum issues

B. Functions

1. Approval of new courses and/or major changes in existing courses and degree programs
2. Creating and maintaining course and degree evaluation procedures
3. Compilation and reporting of evaluation procedure results
4. Approval of students for graduation

C. Membership

- Associate Dean (Chair)
- Representatives selected by each academic program (Biostatistics, Environmental Health, Epidemiology, Behavioral Health, and Health Policy/Systems Management)
- Director of Admissions and Student Affairs
- 2 Student Representatives, from different academic areas

Faculty and Student Grievance Committee

A. Purpose

1. To provide formal recommendations to the Dean on unresolved matters of grievance.
2. To represent the final faculty position on unresolved matters of grievance.

B. **Functions**

1. Determines if a request for an appeal is setting forth an appealable issue.
2. Conducts 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. Conducts any independent investigation necessary including calling witnesses.
4. Renders a written report to the Dean on each appeal.
5. Develops, annually reviews, and amends as necessary the formal School of Public Health Procedures for Faculty Grievances and Appeals.

C. **Membership**

- Five faculty: three elected by the Faculty Assembly each from different academic areas; and two appointed by the Dean
- Two students 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. Reviews Bylaws annually.
2. Interprets the meaning and intent of the Bylaws upon request by the faculty.
3. Provides for revision of School of Public Health Bylaws, as stated in Article VII.
 - a. Accepts 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. Once in the proper format, all requests for Bylaws revision will be brought to the Faculty Assembly at the time of the year when Bylaws are open for revision.

- b. Reviews 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. Polls faculty members for committee membership preferences within the School of Public Health.
5. Prepares 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. Circulates official ballot to voting members of the faculty two (2) weeks prior to election deadline (April).
 - b. Reports the election results to the faculty.
 - c. Retains ballots and signed tally sheets in a sealed envelope (held by the 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. Distributes roster of Standing Committee composition every July.
6. Provides 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. Holds elections for special and ad hoc committees as requested by the Chairperson of the Faculty Assembly and/or the Dean.
8. Establishes election process.

C. **Membership**

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

ARTICLE VII. 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

The Bylaws will be open for revision in January of each calendar year. These Bylaws will be revised by a two-thirds majority of the faculty. Voting takes place after the proposed revision(s) have been distributed for a minimum of 2 weeks. The voting must take place on or before the last meeting of the Faculty Assembly of the Spring Semester. Revisions will be effective July 1.

ARTICLE VIII. LSUHSC FACULTY SENATE REPRESENTATIVES

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

The election of Senators shall be held every three years at the last meeting of the Spring Semester.

Each Senator shall serve for three years or until their successor is elected, and their terms 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.