School of Public Health

Louisiana State University Health Sciences Center

Bylaws of the Faculty Assembly

Originally Approved May 21, 2004

Revised May 18, 2005
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 improve the health and well-being of the people of Louisiana through education, research and community involvement; to prepare health professionals to advance overall health status while diminishing health disparities among underserved and rural populations; and, to pursue research and service activities committed to advancing the human condition throughout the global community.

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 faculty members are automatically granted membership in the faculty assembly and are invited and encouraged to participate. All academic faculty 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. In addition, ex officio members as defined by *Robert’s Rules of Order* (Robert’s Rules of Order Simplified and Applied, 2nd edition) hold a position by virtue of their office; these individuals can vote on all questions unless otherwise specified, although they are not counted in the quorum. Adjunct, joint, and part-time faculty (at 74% or less FTE) 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.

Meetings are open to all voting and non-voting 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 with the exception of the Dean and the Associate Dean. Each year one third of the Delegates of the Assembly shall be selected. 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, with the exception of the Dean, the
Associate Dean(s), 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. 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
chose.

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. Collaborate with the Dean to 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
10. Follow parliamentary procedures based on the stipulated 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 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 for counting all votes in regular and special election voting.
3. Notify faculty of the results of all elections.
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. Review and sign minutes of the Faculty Assembly prepared by non-faculty secretary assigned by the Dean.
3. Direct the non-faculty secretary to distribute minutes of meetings to faculty.
4. Validate and maintain current lists of voting and non-voting members of the Faculty Assembly.
5. Hold joint responsibility with the President-Elect/Past President for counting all votes in regular and special election voting.
6. Notify the President and faculty of results of votes.
7. Maintain a permanent and official file of all proceedings of the Faculty Assembly in the Dean’s office.
8. Prepare 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 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 for counting all votes in regular and special election voting.
3. Notify faculty of the results of all elections.
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, 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 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 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.

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 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.
2. Each faculty member may serve concurrently on either two School of Public Health Standing Committees, two long-term (assignment lasting longer than six months) Ad Hoc Committees, or one of each such Committee types.
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 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 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 are selected 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 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.

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

(6) Prepare an annual report which is attached to the official minutes of the last meeting of the Faculty Assembly prior to Spring graduation.

(7) 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. Meeting 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 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.

Administrative Council

A. Purpose

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

B. Functions

1. Develop and approve academic and administrative policies for the School

2. Approve recommendations of the School committees.

3. Review the budget for the School.
4. Evaluate the progress of the School in meeting its mission and the goals of the strategic plan and provide updates annually with participation of faculty and senior staff.

5. Evaluate progress of the School in meeting Health Sciences Center diversity goals and policies or procedures.

6. Evaluate progress in meeting the Council for Education in Public Health and Southern Association of Colleges and Schools accreditation requirements.

7. Evaluate private fund-raising activities.

8. Review policies and procedures relating to student affairs and recommend changes.

C. **Membership**

- Dean (Chair)
- Associate Deans
- President of Faculty Assembly
- Academic Program Directors
- Director of Admission and Student Affairs
- Business Managers (non-voting)
- Two faculty, elected by the Faculty Assembly (one at Associate Professor level or above and one at Assistant Professor level or below)

**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 tenure-track 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. Review, evaluate and vote on applications for appointment of faculty 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 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

- Associate Dean for Academic Affairs
- 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 elected by the Faculty Assembly
- 1 senior faculty member appointed by the Dean

Curriculum and Evaluation Committee:

A. Purpose

1. To plan, review, 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 coordination among School of Public Health curriculum 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. Approve new courses and/or major changes in existing courses and degree programs

2. Create and maintain course and degree evaluation procedures

3. Compile and report evaluation procedure results

4. Approve students for graduation

C. Membership

- Associate Dean for Academic Affairs (Chair)
- Representatives selected by each academic program (Biostatistics, Environmental Health, Epidemiology, Behavioral and Community Health Sciences, 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 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: three elected by the Faculty Assembly, each from different programs, and two appointed by the Dean.
• Two students elected by the student body 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. 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. Distribute the roster of Standing Committee composition 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
   • Dean
   • 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. 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 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. 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.