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School of Public Health
Louisiana State University Health Sciences Center

Bylaws of the Faculty Assembly

Version effective July 1, 2012

14 **PREAMBLE**

15
16 The Bylaws of the Faculty Assembly of the Louisiana State University Health Sciences Center
17 (LSUHSC) School of Public Health (SPH) are established within the guidelines set forth by the
18 Louisiana State University and the Louisiana State University Health Sciences Center. The
19 Bylaws establish the policies and procedures by which the School of Public Health fulfills its
20 mission.

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

25
26 This mission is accomplished through promoting the highest levels of intellectual and
27 professional endeavors in instruction, research, and service in the field of Public Health.

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29 **ARTICLE I. NAME**

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31 **NAME**

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

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35 **ARTICLE II. PURPOSE AND PRINCIPLE**

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37 **PURPOSE**

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

43
44 **PRINCIPLE**

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

48
49 **FUNCTION**

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

- 58
59 1. Determine policies for admission, progression, and graduation of students.

- 60 2. Establish educational policies and standards of instruction.
- 61 3. Plan, implement and evaluate curricula in all educational programs.
- 62 4. Establish policies/procedures for faculty appointment, promotion and
63 tenure.
- 64 5. Promote student and faculty interests.
- 65 6. Promote public health scholarship in education, research, service, and practice.
- 66 7. Evaluate and approve by vote any significant changes proposed by
67 committees or individual faculty members.
- 68 8. Review and revise School of Public Health Faculty Assembly Bylaws.

69

70 **ARTICLE III. MEMBERSHIP**

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72 **MEMBERS**

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

82

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

84

85 **Delegates**

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

88

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

92

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

97

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

102

103 **ARTICLE IV. OFFICERS**

104

105 **OFFICERS**

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

116

117 **President**

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

120 B. The duties of the President are to:

- 121 1. Represent the faculty in its dealings with the Administration of the School of
122 Public Health.
- 123 2. Report to and communicate with the faculty on all matters affecting its interests.
- 124 3. Represent the faculty on the Administrative Council.
- 125 4. Call the Faculty Assembly meetings.
- 126 5. Advise faculty of the meetings at least two (2) weeks in advance so that the
127 faculty may request items to be placed on the agenda.
- 128 6. Prepare the agenda for the secretary to circulate.
- 129 7. Preside over the Faculty Assembly meetings.
- 130 8. Arrange meetings of the assembled faculty at least once per semester (3 per year).
- 131 9. Authenticate, by signature when necessary, all acts, orders, and proceedings of the
132 Faculty Assembly
- 133 10. Follow parliamentary procedures based on the stipulated edition of *Robert's Rules*
134 *of Order*.

135

136

137 **President-Elect**

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

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

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

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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..
 - 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. Coordinate with the Bylaws Committee to notify the President and faculty of results of votes.
 - 7. Maintain permanent and official electronic files of all proceedings of the Faculty Assembly.
 - 8. 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.

185 **ARTICLE V. MEETINGS**

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187 **REGULAR MEETINGS**

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

195

196 **SPECIAL MEETINGS**

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

204

205 **QUORUM**

206 Two thirds of the Delegates constitute a quorum.

207

208 **VOTING**

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

213

214 **PROXY**

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

224

225 **PROCEDURES**

226 The rules contained in *Robert's Rules of Order* (Robert's Rules of Order Simplified and Applied,
227 2nd edition) shall govern the meetings of the Faculty Assembly, including all Standing and
228 special Ad Hoc committees, except as otherwise provided in the Bylaws.

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231 **ARTICLE VI. COMMITTEES OF THE FACULTY**

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233 **AUTHORITY AND RESPONSIBILITY**

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

238

239 **RECORD ING**

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

244

245 **STANDING COMMITTEES**

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

- 248 1. Faculty Appointments, Promotions, and Tenure Committee
249 2. Bylaws, Nominations and Elections Committee
250 3. Curriculum Committee
251 4. Faculty and Student Grievance Committee

252

253 B. **Purpose**

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

256

257 C. **Function**

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

262

263 D. **Membership**

- 264 1. All voting members of the Faculty Assembly are eligible to serve on Standing
265 Committees. Administrative faculty are eligible to serve on Committees of the
266 Assembly where specified by a particular Committee's membership rules.
267 2. Each faculty member may serve in an elected or appointed capacity on up to three
268 School of Public Health Faculty Assembly Standing Committees concurrently (ex
269 officio membership does not count toward this limit).
270 3. Members of the Standing Committees are to be elected unless otherwise specified
271 in these Bylaws. Faculty committee members may give proxy to a voting
272 committee member.
273 4. The Bylaws, Nominations and Elections Committee will provide for special
274 elections to fill committee membership vacancies for the balance of the vacated
275 term within one month of the vacancy, unless the vacancy occurs within ninety

- 276 days of the end of the term, in which case the vacancy may be left open until a
277 new member is selected as part of the upcoming regularly scheduled election.
- 278 5. A term of Standing Committee membership is two fiscal years, unless otherwise
279 specified in the Bylaws. The fiscal year begins July 1 and ends June 30 of the
280 following year.
- 281 6. Each faculty member may serve no more than two consecutive terms on a
282 particular committee. At least a one (1) year break in membership must occur
283 before a faculty member can serve on that committee again.
- 284 7. Membership on all Standing Committees shall be staggered to provide for carry-
285 over representation.
- 286 8. For committees requiring student members, such members are selected by Student
287 Government Association. Student members have voting privileges as designated
288 by each committee. Student membership terms are for one year. A student may
289 serve two consecutive terms.
- 290 9. Standing Committees may request faculty or other resource persons to advise
291 them on the committee's work. These resource persons do not have voting
292 privileges on the committee.
- 293 10. The Dean may appoint a faculty member as an advisor to a Standing Committee.
294 This faculty member does not have voting privileges.
- 295 11. Faculty members representing their departments or programs are selected by their
296 respective departments or programs.

297
298 E. **Officers**

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300 1. **Chairperson**

- 301 a. The members of each Standing Committee will elect a Chairperson from
302 the committee.
- 303 1) The Chairperson will serve a term of two years.
- 304 2) A committee member may serve as Chairperson for no more than
305 two consecutive terms. At least a one-year break in serving as
306 Chairperson must then occur before a faculty member can serve as
307 Chairperson on that particular committee again.
- 308 3) The Chairperson of any Standing Committee must have been on
309 the faculty for at least one full calendar year prior to assuming
310 office
- 311 4) In case the Chairperson is on extended leave of absence, such as
312 sabbatical leave, maternity leave, or sick leave, not exceeding 6
313 months of absence, then the Chairperson, before starting his/her
314 leave, will arrange for electing an Interim Chairperson of the
315 Standing Committee. Otherwise the FA president calls the
316 Committee to a meeting to initiate the election of the Interim
317 Chairperson. After returning the Chairperson resumes his/her
318 duties for the remainder of the term.
- 319 b. **The duties of the Chairperson are to:**
- 320 (1) Chair all meetings of the Standing Committee.

- 321 (2) Prepare agendas and supportive materials for all meetings of the
322 Standing Committee and distribute them to committee members at
323 least one week in advance of the committee meeting.
324 (3) Review all minutes recorded by the faculty recorder.
325 (4) Prepare reports to be distributed to each faculty member. Submit
326 the official copy of the Standing Committee’s minutes and report
327 to the FA Secretary for filing and posting at the FA web site.
328 (5) Present motions related to the committee’s work to the faculty for
329 vote.
330 (6) Convene a committee meeting no more than two weeks after the
331 election of new committee members to elect a Chairperson for the
332 upcoming year.
333

334 F. **Meetings of the Standing Committees**

- 335 1. Each Standing Committee will meet as often as necessary to carry out its stated
336 functions.
337 2. Each committee is authorized to create appropriate subcommittees to accomplish
338 committee work. The committee will determine the size and distribution of the
339 subgroups from the committee membership. One member from the subgroups
340 will be designated to serve as a liaison to the parent committee.
341 Recommendations from the subgroups will be sent to the parent committee for
342 action.
343 3. A quorum of any committee meeting will consist of a majority of the voting
344 members.
345 4. Any Faculty Assembly member may attend a regular, subgroup or special meeting
346 of a standing committee, after notifying the Chairperson.
347

348 **SPECIAL COMMITTEES**

349 Special committees of the Faculty Assembly may be established as deemed necessary by
350 the President of the Faculty Assembly, the Dean, the Associate Dean, or the
351 Administrative Council of the School of Public Health.
352

353 A. **Purpose**

354 Special and Ad Hoc committees shall be established to accomplish specified tasks.
355

356 B. **Functions**

357 The special committees will perform the task(s) for which they are created, hold such
358 meetings as necessary to accomplish the specified tasks, and submit reports to the Faculty
359 Assembly, Dean and Administrative Council of the School of Public Health as requested.
360

361 **SPECIFIC PURPOSE, FUNCTIONS, AND MEMBERSHIP OF STANDING**
362 **COMMITTEES**

364 **Faculty Appointments, Promotions, and Tenure Committee**

365 A. **Purpose**
366

- 367 1. To recommend faculty members for appointment to the ranks of Associate Professor and
368 Professor in accordance with the guidelines of the LSUHSC School of Public Health.
369 2. To recommend faculty members for promotion to the ranks of Assistant Professor,
370 Associate Professor, and Professor in accordance with the guidelines of the LSUHSC
371 School of Public Health.
372 3. To recommend applications for Grants of Tenure for tenure-track faculty members in
373 accordance with the guidelines of the LSUHSC School of Public Health.
374 4. To recommend changes to the LSUHSC School of Public Health guidelines for
375 appointments, promotions and tenure.
376

377 **B. Functions**

- 378 1. Review, evaluate and vote on applications for appointment of faculty members to the
379 ranks of Associate Professor and Professor in accordance with the guidelines of the
380 LSUHSC School of Public Health.
381 2. Review, evaluate and vote on applications for promotion of faculty members to the ranks
382 of Assistant Professor, Associate Professor, and Professor in accordance with the
383 guidelines of the LSUHSC School of Public Health.
384 3. Review, evaluate and vote on applications of Grants of Tenure in accordance with the
385 guidelines of the LSUHSC School of Public Health.
386 4. Forward committee recommendations on appointments, promotions, and tenure to the
387 Dean for approval.
388 5. Develop and periodically review LSUHSC School of Public Health guidelines for
389 appointments, promotions, and tenure, and make recommendations to the Dean for
390 approval.
391 6. Make current guidelines for appointments, promotion, and tenure available to all faculty
392 members.
393

394 **C. Membership**

- 395 • Academic Program Representative. To minimize redundancy with
396 Administrative Council, each Academic Program Director shall appoint another senior
397 faculty member (Associate or Full Professor rank) to serve as representative. If no other
398 eligible senior faculty member is available, the Program Director shall serve until an
399 appropriate faculty member becomes available.
400 • 2 senior faculty members elected by the Faculty Assembly
401 • 1 senior faculty member appointed by the Dean
402

403 **Curriculum Committee:**

404
405 **A. Purpose**

- 406 1. To plan, review, and monitor academic programs to ensure consistency with the
407 philosophy and mission of the LSUHSC School of Public Health and the LSU Health
408 Sciences Center, and in accordance with criteria of the Council on Education for Public
409 Health.
410 2. To provide educational oversight and strategic policy recommendations for the
411 development of instructional courses and programs offered by the LSUHSC SPH

412 3. To coordinate curricula among SPH programs and partner institutions (e.g. LSUHSC
413 Graduate School).

414

415 **B. Functions**

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

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

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

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

428

429 **C. Membership**

- 430 • Associate Dean for Academic Affairs (ex officio, non-voting)
- 431 • Representatives selected by each academic program (Biostatistics, Environmental
432 Health, Epidemiology, Behavioral and Community Health Sciences, and Health
433 Policy/Systems Management)

- 434 • 3 Student Representatives, eligible for a two-year term of service, selected by the Student
435 Government Association (SGA):

- 436 • Two MPH students, each from different academic areas, selected to maintain a
437 balance between first and subsequent-year students

- 438 • One PhD student.

439

440 **Faculty and Student Grievance Committee**

441

442 **A. Purpose**

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

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

446

447 **B. Functions**

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

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

453 3. Conduct any independent investigation necessary including calling witnesses.

454 4. Render a written report to the Dean on each appeal.

455 5. Develop, annually review, and amend as necessary the formal School of Public
456 Health Procedures for Faculty Grievances and Appeals.
457

458 C. **Membership**

- 459 • Five Faculty Assembly members: three elected by the Faculty Assembly, each
460 from different programs, and two appointed by the Dean.
- 461 • Two students selected by the SGA will serve on the committee only when matters
462 of student grievances are being considered.
463

464 D. **General Provisions**

- 465 1. All parties to the appeal shall attempt to resolve the conflict or dispute at the
466 lowest administrative level possible.
- 467 2. Any committee member believing it to be inappropriate for him/her to hear and
468 vote on a particular case due to a perceived conflict of interest shall recuse
469 him/herself prior to the formal hearing.
- 470 3. A minimum of four committee members must be present at each session.
- 471 4. All grievance procedures shall be conducted in accordance with School of Public
472 Health policies and procedures.
473

474 **Bylaws, Nominations and Elections Committee**

475
476 A. **Purpose**

- 477 1. To maintain, interpret, and revise the Bylaws as required in order to sustain the
478 integrity of the organization.
- 479 2. To establish nomination and election policies and procedures for the LSUHSC
480 School of Public Health.
481

482 B. **Functions**

- 483 1. Review Bylaws annually.
- 484 2. Interpret the meaning and intent of the Bylaws upon request by the faculty.
- 485 3. Provide for revision of School of Public Health Bylaws, as stated in Article VIII.
 - 486 a. Accept written proposals for revision of the Bylaws upon request from any
487 full-time faculty member. These proposals must contain the rationale for
488 the change as well as the specific changes requested. The Bylaws
489 Committee may request additional information from those submitting the
490 proposed revision.
 - 491 b. Review the proposals and their subsequent impact upon present Bylaws.
492 The recommendation(s) of the Bylaws Committee will be presented and
493 the Faculty Assembly will vote on the revisions.
- 494 4. Solicit nominations for elected positions.
- 495 5. Prepare a ballot for the election of officers of the Faculty Assembly and all
496 elected members of Standing Committees within the School of Public Health.
 - 497 a. Circulate the official ballot to voting members of the faculty two (2)
498 weeks prior to election deadline.
 - 499 b. Coordinate with the Secretary to tally and report the election results to the
500 faculty.

- 501 c. Retain ballots and signed tally sheets in a sealed envelope (held by the
502 designated recorder) for thirty (30) days, after which time the ballots will
503 be destroyed unless a challenge has been received from a voting faculty
504 member.
505 d. Coordinate with the Secretary to provide the roster of Standing Committee
506 membership and elected representatives every July.
507 6. Provide for special elections to fill vacancies within one (1) month, unless the
508 vacancy occurs within ninety (90) days of the end of the term.
509 7. Hold elections for Special and Ad Hoc committees as requested by the President
510 of the Faculty Assembly and/or the Dean.
511 8. Establish details of the election process.
512

513 C. **Membership**

- 514 • 2 faculty members elected from Faculty Assembly
 - 515 • Past President/President-Elect
- 516

517 **ARTICLE VII. LSUHSC FACULTY SENATE REPRESENTATIVES**

518 Assembly representatives to the LSUHSC-NO Faculty Senate (Senators) must meet the
519 membership criteria for the LSUHSC School of Public Health Faculty Assembly as outlined in
520 Article III of these Bylaws. Five senators shall be selected to serve on the Faculty Senate as
521 representatives of the School of Public Health's Faculty Assembly. These senators will be
522 elected by the Faculty Assembly.
523

524 The election of Senators will take place in conjunction with annual elections of Faculty
525 Assembly officers and committee members, or by special election as needed to fill vacancies
526 opening up between annual elections.
527

528 The length of a Senator's term is three years, and their term of office shall begin on July 1.
529 Delegates are required to attend Faculty Senate meetings. If a Senator cannot attend a meeting,
530 the Senator may give proxy in writing to another member of the Faculty Assembly.
531

532 The rights and duties of the Senators are outlined in the bylaws of the LSUHSC-NO Faculty
533 Senate.
534

535 **ARTICLE VIII. REPRESENTATIVES TO THE DEAN'S ADMINISTRATIVE**
536 **COUNCIL**

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

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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.

Version history

- First version adopted by ballot, effective May 21, 2004*
- Amendment of May 18, 2005 approved by ballot, effective July 1, 2005*
- Amendment of August 23, 2007 approved by ballot, effective September 12, 2007*
- Amendment of May 7, 2008 approved by ballot, effective May 30, 2008.*
- Amendment of May 14, 2012 approved by ballot, effective July 1, 2012.*