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School of Public Health
Louisiana State University Health Sciences Center

Bylaws of the Faculty Assembly

Version effective September 12, 2007

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.

21
22 The mission of the LSUHSC School of Public Health is to improve the health and well-being of
23 the people of Louisiana through education, research and community involvement; to prepare
24 health professionals to advance overall health status while diminishing health disparities among
25 underserved and rural populations; and, to pursue research and service activities committed to
26 advancing the human condition throughout the global community.

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

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31 **ARTICLE I. NAME**

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33 **NAME**

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

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37 **ARTICLE II. PURPOSE AND PRINCIPLE**

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39 **PURPOSE**

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

45
46 **PRINCIPLE**

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

50
51 **FUNCTION**

52 The general functions of the Faculty Assembly are as follows:

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

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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

105 within an academic year. Under the aforesaid conditions, the Secretary may request that the
106 program members dismiss the Delegate and select a new Delegate.

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108 **ARTICLE IV. OFFICERS**

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110 **OFFICERS**

111 The officers of the Faculty Assembly will consist of the President, President-Elect, Secretary and
112 Immediate Past President. Together, these four officers shall constitute the Executive Board.
113 Officers of the Faculty Assembly will be elected from the voting members who have been on the
114 faculty of the LSUHSC School of Public Health for a minimum of one year. All voting members
115 of the Assembly shall be eligible for election as officers if they have been on the faculty of the
116 School of Public Health for a minimum of one year, with the exception of the Dean, the
117 Associate Dean(s), and Academic Program Chairpersons, who are not eligible. A term for each
118 officer is two (2) fiscal years, unless otherwise specified in the Bylaws. The fiscal year begins
119 July 1 and ends June 30 of the following year. No officer may serve more than one full term
120 consecutively or hold more than one office at a time. Persons taking office partway through a
121 term to fill a vacancy may therefore stand for that same office for the succeeding term if they so
122 chose.

123
124 **President**

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

127 B. The duties of the President are to:

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

143
144
145 **President-Elect**

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

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

- 149 1. Assume the responsibilities of the President in the absence of or at the request of
150 the President.

- 151 2. Hold joint responsibility with the Secretary and Bylaws, Nominations and
152 Elections Committee for counting all votes in regular and special election voting.
153 3. Notify faculty of the results of all elections in collaboration with the Secretary.
154 4. Introduce new faculty members to the mission and purpose of the Faculty
155 Assembly and its Standing Committees.
156 5. Determine that a quorum is present prior to a vote.
157 6. Assume other duties as delegated by the President.
158 7. Assume the responsibilities of the President at the end of the current President's
159 term.
160

161 **Secretary**

- 162 A. The Secretary of the Faculty Assembly will be elected in even-numbered years.
163 B. The duties of the Secretary are to:
164 1. Circulate an agenda one week prior to each meeting.
165 2. Review and sign minutes of the Faculty Assembly prepared by non-faculty
166 secretary assigned by the Dean.
167 3. Direct the non-faculty secretary to distribute minutes of meetings to faculty.
168 4. Validate and maintain current lists of voting and non-voting members of the
169 Faculty Assembly.
170 5. Hold joint responsibility with the President-Elect/Past President for counting all
171 votes in regular and special election voting.
172 6. Coordinate with the Bylaws Committee to notify the President and faculty of
173 results of votes.
174 7. Maintain a permanent and official file of all proceedings of the Faculty Assembly
175 in the Dean's office.
176 8. Coordinate with the Bylaws Committee to provide the roster of Faculty
177 Assembly Committee members and elected representatives every July..
178

179 **Past President**

- 180 A. The individual filling the office of President shall, upon completion of his/her term, serve
181 as Past President for one year to provide continuity to the Executive Board.
182 B. The duties of the Past President are to:
183 1. Assume the responsibilities of the President in the absence of or at the request of
184 the President.
185 2. Hold joint responsibility with the Secretary and Bylaws, Nominations and
186 Elections Committee for counting all votes in regular and special election voting.
187 3. Notify faculty of the results of all elections in coordination with the Secretary and
188 Bylaws Committee.
189 4. Introduce new faculty members to the mission and purpose of the Faculty
190 Assembly and its Standing Committees.
191 5. Determine that a quorum is present prior to a vote.
192 6. Assume other duties as delegated by the President.
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194 **ARTICLE V. MEETINGS**

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196 **REGULAR MEETINGS**

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

203

204 **SPECIAL MEETINGS**

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

212

213 **QUORUM**

214 Two thirds of the Delegates constitute a quorum.

215

216 **VOTING**

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

221

222 **PROXY**

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

232

233 **PROCEDURES**

234 The rules contained in *Robert's Rules of Order* (Robert's Rules of Order Simplified and Applied,
235 2nd edition) shall govern the meetings of the Faculty Assembly, including all Standing and
236 special Ad Hoc committees, except as otherwise provided in the Bylaws.

237

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

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240 **AUTHORITY AND RESPONSIBILITY**

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

245
246 **RECORDER**

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

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254 **STANDING COMMITTEES**

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

- 257 1. Administrative Council
258 2. Faculty Appointments, Promotions, and Tenure Committee
259 3. Bylaws, Nominations and Elections Committee
260 4. Curriculum and Evaluation Committee
261 5. Faculty and Student Grievance Committee

262
263 B. **Purpose**

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

266
267 C. **Function**

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

272
273 D. **Membership**

- 274 1. All voting members of the Faculty Assembly are eligible to serve on Standing
275 Committees.
276 2. Each faculty member may serve in an elected or appointed capacity on up to three
277 School of Public Health Standing Committees concurrently (ex officio
278 membership does not count toward this limit).
279 3. Members of the Standing Committees are to be elected unless otherwise specified
280 in these Bylaws. Faculty committee members may give proxy to a voting
281 committee member.
282 4. The Bylaws, Nominations and Elections Committee will provide for special
283 elections to fill committee membership vacancies for the balance of the vacated

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

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309 1. **Chairperson**

- 310 a. The members of each Standing Committee will elect a Chairperson from
311 the committee, with the exception of the Administrative Council, which is
312 chaired by the Dean.
313 (1) The Chairperson will serve a term of two years.
314 (2) A committee member may serve as Chairperson for no more than
315 two consecutive terms. At least a one-year break in serving as
316 Chairperson must then occur before a faculty member can serve as
317 Chairperson on that particular committee again.
318 (3) The Chairperson of any Standing Committee must have been on
319 the faculty for at least one full calendar year prior to assuming
320 office.
321 b. **The duties of the Chairperson are to:**
322 (1) Chair all meetings of the Standing Committee.
323 (2) Prepare agendas and supportive materials for all meetings of the
324 Standing Committee and distribute them to committee members at
325 least one week in advance of the committee meeting.
326 (3) Review all minutes with the faculty recorder.
327 (4) Prepare reports to be distributed to each faculty member. Submit
328 the official copy of the Standing Committee's minutes and report
329 to the Dean's office for filing.

- 330 (5) Present motions related to the committee’s work to the faculty for
331 vote.
332 (6) Prepare an annual report which is attached to the official minutes
333 of the last meeting of the Faculty Assembly prior to Spring
334 graduation.
335 (7) Convene a committee meeting no more than two weeks after the
336 election of new committee members to elect a Chairperson for the
337 upcoming year.
338

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

- 340 1. Each Standing Committee will meet as often as necessary to carry out its stated
341 functions.
342 2. Each committee is authorized to create appropriate subcommittees to accomplish
343 committee work. The committee will determine the size and distribution of the
344 subgroups from the committee membership. One member from the subgroups
345 will be designated to serve as a liaison to the parent committee.
346 Recommendations from the subgroups will be sent to the parent committee for
347 action.
348 3. A quorum of any committee meeting will consist of a majority of the voting
349 members.
350 4. Any faculty member may attend a regular, subgroup or special meeting of a
351 standing committee, having notified the Chairperson.
352

353 **SPECIAL COMMITTEES**

354 Special committees of the Faculty Assembly may be established as deemed necessary by
355 the President of the Faculty Assembly, the Dean, the Associate Dean, or the
356 Administrative Council of the School of Public Health.
357

358 **A. Purpose**

359 Special and Ad Hoc committees shall be established to accomplish specified tasks.
360

361 **B. Functions**

362 The special committees will perform the task(s) for which they are created, hold such
363 meetings as necessary to accomplish the specified tasks, and submit reports to the Faculty
364 Assembly, Dean and Administrative Council of the School of Public Health as requested.
365

366 **SPECIFIC PURPOSE, FUNCTIONS, AND MEMBERSHIP OF STANDING**
367 **COMMITTEES**

369 **Administrative Council**

370 **A. Purpose**

371 To provide shared governance for the School of Public Health related to implementing
372 the strategic plan and meeting the goals of that School.
373

374 **B. Functions**

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

- 376 2. Approve recommendations of the School committees.
377 3. Review the budget for the School.
378 4. Evaluate the progress of the School in meeting its mission and the goals of the
379 strategic plan and provide updates annually with participation of faculty and
380 senior staff.
381 5. Evaluate progress of the School in meeting Health Sciences Center diversity goals
382 and policies or procedures.
383 6. Evaluate progress in meeting the Council for Education in Public Health and
384 Southern Association of Colleges and Schools accreditation requirements.
385 7. Evaluate private fund-raising activities.
386 8. Review policies and procedures relating to student affairs and recommend
387 changes.

388
389 C. **Membership**

- 390 • Dean (Chair)
391 • Associate Deans
392 • President of Faculty Assembly
393 • Academic Program Directors
394 • Director of Admission and Student Affairs
395 • Business Managers (non-voting)
396 • Two faculty, elected by the Faculty Assembly (one at Associate Professor level or
397 above and one at Assistant Professor level or below)
398

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

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401 A. **Purpose**

- 402 1. To recommend faculty for appointment to the ranks of Associate Professor and Professor
403 in accordance with the guidelines of the LSUHSC School of Public Health.
404 2. To recommend faculty for promotion to the ranks of Assistant Professor, Associate
405 Professor, and Professor in accordance with the guidelines of the LSUHSC School of
406 Public Health.
407 3. To recommend applications for Grants of Tenure for tenure-track faculty in accordance
408 with the guidelines of the LSUHSC School of Public Health.
409 4. To recommend changes to the LSUHSC School of Public Health guidelines for
410 appointments, promotions and tenure.
411

412 B. **Functions**

- 413 1. Review, evaluate and vote on applications for appointment of faculty to the ranks of
414 Associate Professor and Professor in accordance with the guidelines of the LSUHSC
415 School of Public Health.
416 2. Review, evaluate and vote on applications for promotion of faculty to the ranks of
417 Assistant Professor, Associate Professor, and Professor in accordance with the guidelines
418 of the LSUHSC School of Public Health.
419 3. Review, evaluate and vote on applications of Grants of Tenure in accordance with the
420 guidelines of the LSUHSC School of Public Health.

- 421 4. Forward committee recommendations on appointments, promotions, and tenure to the
422 Dean for approval.
423 5. Develop and periodically review LSUHSC School of Public Health guidelines for
424 appointments, promotions, and tenure, and make recommendations to the Dean for
425 approval.
426 6. Make current guidelines for appointments, promotion, and tenure available to all faculty
427 members.
428

429 **C. Membership**

- 430 • Associate Dean for Academic Affairs
431 • Academic Program Representative. To minimize redundancy with Administrative
432 Council, each Academic Program Director shall appoint another senior faculty member
433 (Associate or Full Professor rank) to serve as representative. If no other eligible senior
434 faculty member is available, the Program Director shall serve until an appropriate faculty
435 member becomes available.
436 • 2 senior faculty elected by the Faculty Assembly
437 • 1 senior faculty member appointed by the Dean
438

439 **Curriculum Committee:**

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441 **A. Purpose**

- 442 1. To plan, review, and monitor academic programs to ensure consistency with the
443 philosophy and mission of the LSUHSC School of Public Health and the LSU Health
444 Sciences Center, and in accordance with the requirements of the Council for Education in
445 Public Health.
446 2. To promote optimum coordination among School of Public Health curriculum areas.
447 3. To provide a forum for faculty and students with regard to curriculum issues.
448

449 **B. Functions**

- 450 1. Approve new courses and/or major changes in existing courses and degree programs.
451 2. Suggest changes as appropriate to facilitate coordination among course offerings and
452 curriculum areas.
453

454 **C. Membership**

- 455 • Associate Dean for Academic Affairs
456 • Representatives selected by each academic program (Biostatistics, Environmental Health,
457 Epidemiology, Behavioral and Community Health Sciences, and Health Policy/Systems
458 Management)
459 • Director of Admissions and Student Affairs
460 • 2 Student Representatives, from different academic areas
461

462 **Evaluation Committee:**

463

464 **A. Purpose**

- 465 1) To evaluate course offerings to ensure merit in objectives/content and consistency with
466 philosophy and mission of both the LSUHSC School of Public Health and the LSU Health
467 Sciences Center.
- 468 2) To assist teaching faculty in attaining their maximum potential and effectiveness through
469 performance reviews by peer observers and student evaluations.
- 470 3) To render advice and assistance as necessary for self-study to ensure effectiveness in
471 meeting School objectives and missions.

472

473 **B. Functions**

- 474 1. Create and maintain course and degree evaluation procedures, such as those pertaining to
475 course surveys, peer evaluations, and exit questionnaires.
- 476 2. Compile and report evaluation procedure results.
- 477 3. Document the degree to which course offerings meet School and Health Sciences Center-
478 wide objectives, philosophy, and mission.
- 479 4. Provide recommendations to the Dean and Faculty regarding School self-study and
480 responses to external review.

481

482 **C. Membership**

- 483 • Associate Dean for Academic Affairs
- 484 • Representatives selected by each academic program (Biostatistics, Environmental Health,
485 Epidemiology, Behavioral and Community Health Sciences, and Health Policy/Systems
486 Management). Membership on this Committee should not overlap with that of the
487 Curriculum Committee, with the exception of the Associate Dean for Academic Affairs.

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489 **Faculty and Student Grievance Committee**

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491 **A. Purpose**

- 492 1. To provide formal recommendations to the Dean on unresolved matters of
493 grievance.
- 494 2. To represent the School faculty position on unresolved matters of grievance.

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496 **B. Functions**

- 497 1. Determine whether an appeal actually sets forth an appealable issue.
- 498 2. Conduct hearings on unresolved complaints involving faculty work situations or
499 student academic situations that assert that: a policy, rule, or regulation has been
500 violated or applied improperly; no policy, rule, or regulation exists where one
501 should; or there has been unfair or inequitable treatment.
- 502 3. Conduct any independent investigation necessary including calling witnesses.
- 503 4. Render a written report to the Dean on each appeal.
- 504 5. Develop, annually review, and amend as necessary the formal School of Public
505 Health Procedures for Faculty Grievances and Appeals.

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507 **C. Membership**

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- 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.

513 D. **General Provisions**

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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.

523 **Bylaws, Nominations and Elections Committee**

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525 A. **Purpose**

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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.

531 B. **Functions**

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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 and President-Elect/Past President 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.

- 554 d. Coordinate with the Secretary to provide the roster of Standing Committee
555 membership and elected representatives every July.
556 6. Provide for special elections to fill vacancies within one (1) month, unless the
557 vacancy occurs within ninety (90) days of the end of the term.
558 7. Hold elections for Special and Ad Hoc committees as requested by the President
559 of the Faculty Assembly and/or the Dean.
560 8. Establish details of the election process.

561
562 C. **Membership**

- 563 • Dean
564 • 2 faculty members elected from Faculty Assembly
565 • Past President/President-Elect
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568 **ARTICLE VII. LSUHSC FACULTY SENATE REPRESENTATIVES**

569 Assembly representatives to the LSUHSC-NO Faculty Senate (Senators) must meet the
570 membership criteria for the LSUHSC School of Public Health Faculty Assembly as outlined in
571 Article III of these Bylaws. Five senators shall be selected to serve on the Faculty Senate as
572 representatives of the School of Public Health's Faculty Assembly. These senators will be
573 elected by the Faculty Assembly.
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575 The election of Senators will take place in conjunction with annual elections of Faculty
576 Assembly officers and committee members, or by special election as needed to fill vacancies
577 opening up between annual elections.
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579 Each Senator shall serve for three years or until their successor is elected, and their term of office
580 shall begin on July 1. Delegates are required to attend Faculty Senate meetings. If a Senator
581 cannot attend a meeting, the Senator may give proxy in writing to another member of the Faculty
582 Assembly.
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584 The rights and duties of the Senators are outlined in the bylaws of the LSUHSC-NO Faculty
585 Senate.
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588 **ARTICLE VIII. SUSPENSION AND REVISION OF THE BYLAWS**

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590 **SUSPENSION OF THE BYLAWS**

591 The entire Bylaws document cannot be suspended. Only a specific part of the Bylaws (e.g., a
592 specific article or section of an article) can be suspended by a two-thirds majority vote.
593

594 **REVISION OF THE BYLAWS**

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

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602 *Version history*

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604 *First version adopted by ballot, effective May 21, 2004*

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606 *Amendment of May 18, 2005 approved by ballot, effective July 1, 2005*

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608 *Amendment of August 23, 2007 approved by ballot, effective September 12, 2007*

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