



## **By-laws of the Faculty Senate**

### **ARTICLE I: MEETINGS**

1. Meetings of the Faculty Senate will be open to the public, but only members of the Faculty Council and invited guests will be eligible to speak at Faculty Senate meetings, provided their topic of discussion is contained in the meeting agenda, and they secure permission from the presiding officer to address that issue from the floor.
2. The Faculty Senate reserves the right, upon majority vote, to go into closed session if sensitive or personal items are to be discussed, but no final action can be taken in closed session.
3. The President, the Executive Committee of the Senate, and/or the Senate by majority vote, is authorized to invite guests to speak or to testify about matters under consideration by the Senate.
4. The regular meetings of the Senate will take place alternately on all of the working days of the week in order that no members of the Senate are excluded from attendance due to class schedule. The meeting schedule and room reservations for the following year's meetings will be arranged by the President and Secretary. Notice of scheduled regular meetings will be sent to all members of the Senate no later than the first week of the academic year.
5. Formal notice will be submitted in writing to all members of the Senate in advance of any special meeting. The agenda of special meetings shall be submitted in writing to all faculty.

### **ARTICLE II--AGENDA**

1. The agenda of meetings of the Senate shall include notice of the time and place of the meetings, and shall be circulated to all members of the Faculty Council at least five days in advance of regular meetings.
2. The priority of topics on the agenda shall be established by the Executive Committee.
3. Final action on agenda items can be taken no sooner than the meeting after the one in which the item was introduced.
4. By a majority vote the Senate can change the order of the Agenda.

### **ARTICLE III--ORDER OF BUSINESS**

1. Approval of revision of minutes.
2. President's report

3. Administrator's reports
4. Old business
5. New business
6. Observations and concerns.

#### **ARTICLE IV-MINUTES-REPORTS OF COMMITTEES**

1. The minutes of each meeting will be prepared by the secretary and distributed to the Faculty Senate Executive Committee for tentative approval or correction.
2. After tentative approval by the Faculty Senate Executive Committee, the minutes will be distributed to the faculty and administrative staff. The minutes will be distributed campus-wide within ten working days of the meeting.
3. The minutes will be approved or corrected at the meeting that follows their distribution. Corrections will appear in the minutes of the meeting at which corrections were made.
4. Each standing committee of the Faculty Senate will submit a final report to the Faculty Senate President no later than ten working days prior to the April Faculty Senate meeting. Written reports of special assignments will be submitted by standing committees as the assignments are completed.
5. Reports from Ad hoc Committee to the Faculty Senate:
  - A. Ad hoc committees will submit written reports when the committees' assignments are finished.
  - B. The original charge should be addressed and form the basis of the report. The report should point out any potential problems, questions, etc. related to the area being investigated, that were discovered during the committee's work.
  - C. As a result of this additional input from the committee, the Faculty Senate might find it necessary to expand the original charge or establish another ad hoc committee.

#### **ARTICLE V--OFFICERS**

1. President: The President shall be the presiding officer at meetings of the Faculty Senate. The President shall have the primary responsibility for preparing the agenda for each meeting and shall see that notices of meetings and agenda and minutes of previous meetings are properly circulated. As a representative from his or her College, the President has the right to vote on any and all issues. In the case of a tie vote, the motion fails.
2. Vice President: The Vice President shall assume the responsibility of the President whenever the President is absent or otherwise unable to perform his or her duties.
3. Secretary: Secretary: The Secretary shall edit, summarize, and prepare the minutes for distribution to the Faculty Council and the Administrative Staff. The Secretary shall be responsible for sending the official copy of meeting agendas, minutes, and committee reports to University Archives for permanent retention. Any recording of the minutes will be deleted once the minutes have been typed.

4. Parliamentarian: The parliamentarian shall be prepared to advise the Senate on points of order in accordance with Robert's Rules of Order, except where these Rules have been suspended by the Constitution or By-laws of the Senate.

#### **ARTICLE VI--ELECTION OF SENATE OFFICERS**

1. The Senate President, Vice-President, Secretary, Parliamentarian, and two other members of the Executive Committee of the Senate will be elected for the term of one academic year in a meeting of the Senate in April preceding the semester in which they are to take office. Officers will be limited to no more than two consecutive terms (six years) of continuous service, but will be eligible to serve again after one year.

2. Nominations for officers and members of the Executive Committee shall be made verbally on the floor of the Senate.

3. Elections shall be held by secret ballot. If no one receives a majority vote on the first ballot, then there will be a second balloting between the two nominees receiving the largest number of votes. The nominee who receives a majority vote from the second balloting is elected.

4. In the event of a tie vote in the election of any officer, another balloting shall be held between the tied candidates. If the tie is not broken after the second balloting, the tie shall be broken by the casting of lots. This may be accomplished by the tossing of a coin.

#### **ARTICLE VII--ELECTION OF MEMBERS OF THE SENATE**

1. Elections of members of the Faculty Senate will be carried out in accord with Article III of the Constitution of the Faculty Senate.

2. The Faculty Senate Policy and Personnel Committee will serve as the elections committee and shall be responsible for tallying the votes and keeping records of such elections on file for future reference.

3. Faculty Council members<sup>1</sup> may nominate as many persons as there are members of the Faculty Senate to be elected from their Colleges. The Policy and Personnel Committee will provide a list of persons eligible for nomination.

4. The number of nominees listed on the ballot must equal or exceed the number of Faculty Senate vacancies to be filled from each College. All nominees will be listed on the ballot in alphabetical order.

5. Each eligible faculty member may vote for as many nominees as there are positions to be filled. The nominees who receive a majority of the votes will be elected. Run-offs will be held when necessary.

6. Any ballots not conforming to the proper election rules will be disregarded in the ballot count.

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<sup>1</sup> Per Article I, Sec. 1 of the Constitution of the LSUS Faculty Senate, the Faculty Council is a non-administrative body that consists of all full-time, tenure-track and non-tenure-track, faculty.

7. In the event of a tie vote in any election for the Faculty Senate, another balloting shall be held between the tied candidates. If the tie is not broken after the second balloting, the tie shall be broken by the casting of lots. This may be accomplished by the tossing of a coin.

### **ARTICLE VIII--SENATE COMMITTEES**

1. There will be an Executive Committee of the Faculty Senate composed of the president, vice-president, secretary, parliamentarian, and two other members elected by the Senate. During any given year, not more than two of the six members of the Executive Committee may be from those members of the Faculty Senate representing the same College as outlined in Article VI of the Constitution of the Faculty Senate.

#### 2. Committee Membership

A. The Faculty Senate, upon recommendation of this Executive Committee, designates members to serve on all ad hoc and standing committees of the Faculty Senate.

B. Representation on committees shall be established from these academic units: 1) College of Business, 2) College of Education and Human Development, 3) College of Arts and Sciences, and 4) Library. Faculty Council members' academic unit is determined by their academic appointments.

C. Standing committee appointments shall be for three years. Members of all committees except Policy and Personnel may succeed themselves.

D. The chairs of standing committees for the following academic year will be elected by the members during April preceding the semester in which they are to take office. The term of office begins with the start of the fall semester.

E. The committee chair may declare a seat vacant in the event of three undeclared absences per academic year.

F. The chairs of ad hoc committees will be selected by the Faculty Senate, upon recommendation of its Executive Committee.

#### 3. Faculty Senate or Faculty Senate Committee Recommendations

Faculty Senate Committee recommendations approved by the Faculty Senate shall be implemented by the appropriate administrator unless administrative or other parties establish a majority agreement of the Faculty Senate for an alternate recommendation. As indicated in the Faculty Senate Constitution (Article I, Section 6), failure to resolve a difference concerning the implementation of a recommendation may be addressed to the Faculty Council and resolved by a majority vote.

#### 4. Ad Hoc Committee

A. The Faculty Senate may create and delegate specified powers to its ad hoc committees. Terms of members of ad hoc committees will end when the committee's work is completed.

B. The Faculty Senate will distribute the charge to the members of the committee.

C. Provided with the charge will be background information, such as the history of the situation, importance of the issue, etc. Also included should be copies of any previous studies or materials relevant to the committee's purpose.

D. The committee will be given sufficient time to complete its assignment.

E. Should the ad hoc committee feel it necessary to go beyond its original charge, it should seek approval of the Faculty Senate Executive Committee.

5. The Faculty Senate will receive its standing committee and ad hoc committee reports as stated in Article IV. The standing or ad hoc committee shall be provided an opportunity to present and defend its recommendations to the Faculty Senate before final action is taken by the Faculty Senate.

6. Standing Committees of the Faculty Senate shall be as follows:

#### 6.1 Admissions and Standards

##### A. Functions

1. To review and recommend policies and standards concerning admission requirements of the University.

2. To make recommendations designed to maintain and improve academic excellence among students.

3. To make periodic reports to the Faculty Senate and other appropriate administrators on the work of the committee when requested or when deemed appropriate by the committee.

4. To serve as an appeals board for students on academic matters.

##### B. Composition

Seven voting members to serve three-year terms: two senators from each College, one from the Library, and the Faculty Senate President, ex officio, non-voting.

#### 6.2 Courses and Curricula

##### A. Functions

1. To review and make recommendations on proposed additions, changes, and deletions in courses and curricula in the various departments.

2. To review issues and questions concerning courses and curricula and forward these concerns to the appropriate university division for clarification of action.

3. To review the LSUS catalog to ensure that courses and curricula are current and to coordinate with the Associate Vice Chancellor for Academic Affairs for the accuracy of this catalog.

##### B. Composition

Thirteen voting members to serve three-year terms: four from each College, one from the Library, and the Faculty Senate President, ex officio, non-voting.

#### 6.3 Faculty Research and Development

##### A. Functions

1. To review practices and policies and to recommend changes where needed regarding the awarding of faculty research and/or development grants.

2. To evaluate research proposals and faculty research grants, to select the recipients of the grants, and to award monies to the recipients.

3. To coordinate review of proposals with the Institutional Review Board.

4. To review policies regarding the distribution and use of indirect cost funds obtained by the University from agencies funding faculty research programs.

5. To compare periodically the indirect cost policies of LSUS with the policies of other Louisiana state universities and national institutions of similar size and mission. Such items as research services, in-house grants for research and equipment, and release and/or part-time appointments will be included in this periodic review.

#### B. Composition

Seven voting members to serve three-year terms: two from each College, one from the Library, and the Faculty Senate President, ex officio, non-voting.

### 6.4 Policy and Personnel

#### A. Functions

1. To review, upon request from any member of the Faculty Council, implementation of the by-laws and Regulations and Policies of the LSU Board of Supervisors and the Policy Statements of LSUS which effect the faculty.

2. To receive, study, and make recommendations to the Faculty Senate on concerns or grievances expressed by members of the Faculty Council, serving in effect, as an appeals body for personnel matters.

3. To evaluate and recommend procedures for the selection, retention, promotion, and tenure of faculty. Such procedures will ensure faculty participation in recommendations to be transmitted by the department chair via the College dean and Vice Chancellor for Academic Affairs to the Chancellor.

4. To formulate and recommend procedures for faculty participation in the selection and retention of academic administrators, including department chairs.

5. To consult with the Chancellor and appropriate administrators in the determination of policies and procedures concerning faculty salaries, including initial salary, merit, equity, and promotion increases.

6. To advise the Faculty Senate on matters not specifically designated as a duty of all Faculty Senate Committees.

7. To conduct nominations for and the election of Faculty Senate members in accordance with Article III of the Constitution of the Faculty Senate.

#### B. Composition

Nine voting members to serve three-year terms: two elected by each College, one elected by the Library, two nominated at-large by the Faculty Senate Executive Committee, and the Faculty Senate President, ex officio, non-voting. Members must be full-time, tenured faculty. Those holding part-time or full-time administrative positions are not eligible. Committee members may not succeed themselves. (Committee members will observe all federal, state, and University regulations relative to the privacy of information.)

### 6.5 Student Affairs

#### A. Functions

1. To promote overall student well-being and success by advocating for student needs and concerns.

2. To advise Student Development on student related matters (e.g. student housing, ADA accommodation questions, student policy review, student life, etc.)

#### B. Composition

Nine voting members to serve three-year terms: Two from each College, one from the Library, two students, and the Faculty Senate President, ex officio, non-voting.

### 6.6 Instruction and Professional Development

#### A. Functions

1. To develop and periodically review a system for faculty evaluations on the teaching component of the faculty performance appraisal.

2. To review the student evaluation of teaching forms and make recommendations concerning their administration and use.

3. To enhance professional development through the establishment of a teaching center, workshops, and grants.

#### B. Composition

Seven voting members to serve three-year terms: two from each College, one from the Library, and the Faculty Senate President, ex officio, non-voting. A representative from the Technology Center will serve as a non-voting advisor to this committee.

### 6.7 Library

#### A. Functions

1. To advise the administrative officers on matters related to development and use of library resources and facilities.

2. To assist the Dean of the Library in the allocation of acquisition funds.

3. To initiate and carry out studies relative to Library policy and to make appropriate recommendations to the Vice Chancellor of Academic Affairs.

#### B. Composition

Nine voting members to serve three-year terms: two from each College, one undergraduate student, one graduate student, the Library Dean, and the Faculty Senate President, ex officio, non-voting.

### 7. Reporting Channels

All standing and ad hoc committees of the Faculty Senate shall report directly to the Faculty Senate through the Faculty Senate President. Chairs of all standing and ad hoc committees of the Faculty Senate shall submit a written summary of committee activity to the Faculty Senate President at the end of each academic year. If a committee takes no action, the written report shall so reflect. The Faculty Senate President will forward all routine reports to the appropriate administrative officer after review. Committee reports that recommend any change in procedure, however, will be reviewed by the Faculty Senate. The Faculty Senate President shall forward annual written committee summaries to the Faculty Senate Secretary for transfer to the University Archives.

8. Relationship with University ad hoc and standing administrative committees.

A. The Faculty Senate shall receive reports from Administrative Committees for its information.

B. Whenever an ad hoc administrative committee is established to deal with items in Article II of the Faculty Council Constitution, the Faculty Senate officers shall advise the Chancellor of appropriate Faculty Senate Committees to handle the matter. The Faculty Senate President shall direct any appropriate Senate committee to also consider the matter.

**ARTICLE IX--AMENDING PROCESS**

1. Amendments to these by-laws may be proposed by the Faculty Senate or by any member of the Faculty Council.
2. A proposed Amendment must be distributed in writing to all members of the Faculty Council at least five academic working days prior to consideration and discussion at a Faculty Council meeting.
3. Once a proposed Amendment has been approved by the Faculty Senate, it will be distributed in writing to all members of the Faculty Council at least five working days prior to a duly authorized Faculty Council meeting (either regular or special). Following consideration and discussion by the Faculty Council, it may, upon motion, be brought to a vote for approval or rejection.
4. These by-laws shall be amended after receiving a two-thirds (2/3) vote of the voting membership present and voting at a duly constituted regular or special meeting.
5. A mandatory review of these by-laws must be undertaken at the end of five years after their adoption or revision.

Revised: May 11, 2023