

LSU FACULTY SENATE BYLAWS

Adopted April 18, 2023

Article I. Meetings¹

1. Meetings of the Senate will be open to the public, but only members of the Faculty Council and invited guests will be eligible to speak, excepting that members of the public may comment on agenda items during the designated period for public comments.
2. The Senate reserves the right, consistent with Louisiana Open Meetings Law, to meet in closed session if sensitive or personal items are to be discussed, but no final action can be taken in closed session.
3. The President or a majority of the Faculty Senate Executive Committee (FSEC) or the Senate is authorized to invite guests to speak or to testify about matters being considered by the Senate.
4. The regular meetings of the Senate will take place alternately on all of the working days of the week except Friday. The meeting schedule and room reservations for the following year's meetings will be arranged in July by the FSEC and Faculty Senate staff. Notice of the scheduled regular meetings will be sent to all members of the Senate and posted on the Faculty Senate website when the schedule is finalized.
5. Written notice shall be given to all members of the Senate at least 72 hours in advance of any special meeting.
6. Meetings of the Senate will be run in accordance with the most current edition of *Robert's Rules of Order*, except where superseded by the Constitution or Bylaws of this Senate.

Article II. Agenda

1. The announcement of meetings of the Senate shall include notice of the time and place of the meetings and summaries of business to be conducted. It shall be circulated to all members in advance of regular meetings.
2. The priority of topics on the agenda shall be established by the FSEC.
3. The Senate can change the order of the agenda by majority vote.

¹See also Constitution Article V.

Article III. Order of Business

1. Registration and recognition of attendance for each member or alternate and guests for recording in the meeting minutes.
2. Recognition of individuals having public comments on agenda item(s).
3. Approval or revision of minutes.
4. President's report.
5. Upper administrator's report and question time (if applicable)
6. Unfinished business
7. New business
8. Committee report(s) and invited speaker(s).

Article IV. Meeting Minutes and Reports of Committees

1. The minutes of each meeting will be prepared by the Secretary or Faculty Senate staff and distributed to the FSEC for tentative approval or correction.
2. After tentative approval by the FSEC, the minutes will be distributed to the Faculty Senate. The minutes will be approved or corrected at the meeting that follows their distribution. Corrections will be made as appropriate in the meeting minutes and corrections adopted as a consequence of a vote will also be recorded in the minutes of the meeting at which corrections were made.
3. After approval by the Faculty Senate, the minutes will be posted on the Faculty Senate website.
4. Each standing committee will submit written reports of the yearly activities to the FSEC in April for posting on the Faculty Senate website. Written reports of special assignments will be submitted by standing committees when the assignment is completed.
5. Special committees will submit written reports when the committee's assignment is finished as specified in Article IX, Section 2.

Article V. Executive Committee and Officers

1. *Executive Committee:* The membership of the FSEC is defined in the Faculty Senate Constitution, Article VI. Specific duties of the FSEC are to assist the President in the execution of official duties; to appoint members of Faculty Senate committees, with the exception of elected committee memberships; to set the agenda for Faculty Senate meetings; to appoint a nominating committee for the election of officers; and to serve as the Faculty Senate Elections Committee.

2. *President*: The President, in conjunction with the FSEC, has the responsibility of providing leadership for the Faculty Senate. The President shall be the presiding officer at meetings of the Faculty Senate. The President is the official representative from the Faculty Senate to the University administration, other governing bodies, and the public, and shall have administrative responsibility for the Faculty Senate office. The President is responsible for preparing the agenda set by the FSEC for each meeting, and shall see that notices of meetings, agenda, and minutes of previous meetings are properly posted or circulated. The President does not serve as a voting representative from any school, college, or unit and shall vote only in the event of a tie. Upon taking office, the President will vacate a Senate seat for the presidential term; it shall be filled according to Article VII.
3. *Vice President*: The Vice President shall assume the duties and responsibilities of the President when the President is unable to serve or resigns. In the event the President steps down during their term and there are six months or fewer left of the term, then the Vice President shall assume the duties and responsibilities of the President for the remainder of the term. If the President steps down and there are more than six months remaining in the President's unexpired term, then a special election will be required, as in Article VI. The Vice President shall serve in the capacity of Parliamentarian unless the Senate votes to have a Senate member serve as Parliamentarian. When serving as Parliamentarian, the Vice President shall advise the Senate on points of order in accordance with Robert's Rules of Order, except where these Rules have been superseded by the Constitution or Bylaws of this Senate.
4. *Secretary*: The Secretary shall be responsible for writing and publishing the minutes.
5. *Parliamentarian*: When designated by the Senate, 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 superseded by the Constitution or Bylaws of this Senate.
6. *Members-at-Large*: The three at-large members are elected by the Faculty Senate according to Article VI.
7. *Past President*: The immediate Past President of the Senate serves as a non-voting *ex officio* member of the FSEC.
8. Newly elected officers—President, Vice President, and Secretary—will assume the duties of their respective offices on July 1 of the calendar year in which they were elected. Outgoing officers will remain voting members of the FSEC in accordance with Article VI, Section 3 of the Faculty Senate Constitution.

Article VI. Election of Officers

1. The President, Vice President, Secretary, and three at-large members of the Executive Committee of the Senate for any academic year will be elected following the procedure outlined in Article VII.
2. All current Senators, the President, and sitting members of the FSEC are eligible to be nominated for FSEC positions.² The FSEC shall appoint a nominating committee composed of four retiring members of the Senate representing four different colleges, schools, or units.

²The Constitution Section VI.1 imposes a restriction.

The nominating committee shall report to the FSEC a slate of candidates, at least one for each Senate office, and for two at-large Executive Committee members, after ascertaining that the nominees are willing and available to serve. That slate shall be published in the Agenda for the March meeting of the Senate. At the March meeting, the President shall announce the slate and call for further nominations from the floor. Candidates' qualifications for office shall be circulated before the April meeting. At the April meeting, FSEC members will be elected in the order: President, Vice President, Secretary, and two at-large Executive Committee members. After each election, the floor shall be re-opened for nominations for the next office to be filled. The Agenda for the second or the October meeting of the fall term, whichever occurs first, will include the election of one newly elected senator in the fall term to fill the third at-large position on the FSEC. At the second or the October meeting of the fall term, whichever occurs first, nominations will be opened, and the election held.

3. Elections shall be held in accordance with Louisiana law. If no one receives a majority vote on the first round of voting, then there will be a second round between the two persons receiving the largest number of votes.
4. In the event of a tie vote in the election of any FSEC member, another vote shall be held between the tied candidates. If the tie is not broken after the second round of voting, then it shall be broken by a coin toss performed by a member of the FSEC whose election has been completed.
5. In the event that any elected member of the FSEC does not take office or does not serve out the term and there are more than six months remaining in the term, a special election will be called by the FSEC to fill the open position. The FSEC will make nominations to fill the vacancy at the first Senate meeting after the vacancy occurs. Nominations will appear on the written agenda for the meeting and nominations may be made from the floor. The election will be conducted in the same meeting, according to Article VI, Sections 3 and 4 of the Bylaws.
6. In the event a member of the FSEC is elected to fill the vacant position of President, Vice President, or Secretary, the special election will be extended to fill all resulting FSEC vacancies in the same meeting.

Article VII. Election of Members of the Senate

1. The FSEC shall be responsible for keeping records of such elections on file for future reference.
2. The elections committee may delegate responsibility for conducting elections to the policy committee, senate, council or similar elected body of the college, school, or unit in which the election is to be held. If such a committee does not exist, the procedure shall be conducted by the outgoing senators of the college or school not within a college. However, in the event of an emergency, a dispute, or a conflict of interest, the FSEC is empowered to conduct the election and will not under such circumstances delegate its authority to members of the Senate or other faculty from the college, school, or unit. It shall be permissible for a college, school, or unit to apportion, by faculty action in that unit, senate seats by department.
3. If a Senate seat becomes vacant, then a special election shall be held.
4. It is recommended that elections be held in accordance with the procedures outlined in *Robert's Rules of Order*, §46.

Article VIII. Alternate Representation

1. By written notice to the President submitted before the meeting, a member of the Senate may choose another faculty member representing the same college, school, or unit to be their alternate representative at the Senate meeting. Such a representative must be eligible for election to the Senate.
2. Alternate representatives shall be announced by the President at the start of the meeting, recorded by signature on the sign-in roster, and noted in the minutes.
3. The seat of a member of the Senate who has been repeatedly absent from Senate meetings can be declared vacant by a three-fourths vote of members of the Senate attending a meeting, if a request for such action has been made in writing by at least five percent of the faculty of the college represented or upon a request by the elected college, school, or unit policy committee, senate, or council. The motion to remove a member of the Senate shall be voted on the meeting of the Senate immediately following the request.

Article IX. Committees³

1. Though the FSEC is technically a standing committee of the Senate, its role as specified in the Constitution and Bylaws sets it apart from standing committees as discussed in this section.
2. Members of Standing Committees
 - a. The usual term of service for a voting member of a standing committee will be three years for faculty, one year for students. Terms will be staggered in a manner determined by the FSEC, so that approximately one-third of the voting faculty members of each committee will begin their terms each year. A person may serve for more than three consecutive years in exceptional cases, considering, for example, the need for continuity or special expertise.
 - b. In the spring, each standing committee will elect, as chair for the following year, one of its members who is not in the last year of his or her term on the committee. Whenever there is no chair in place, the FSEC may appoint a chair to serve until the committee elects one.
 - c. In provisions for a term of service on a committee, other than for an *ex officio* or student member, a year will be understood to begin on the first day of fall semester classes and to end on the day before the first day of fall semester classes, unless otherwise specified in these Bylaws or by the appointing authority.
 - d. If a vacancy occurs, and if there is no elected Alternate to fill it, the FSEC will fill it by appointment.
 - e. Committee members will be elected by the Senate for staggered terms for the Budget and Planning Advisory Committee, Faculty Adjudication Committee, and Faculty Appeals Board. Membership in all other standing committees is by FSEC appointment, as specified in Article V, Section 1.
3. Special Committees and their Members
 - a. When the Senate by resolution or the FSEC creates a special committee, it will specify the charges and a defined term of service.

³See the Constitution, Article VI, Sections 4 and 5, for other provisions about committees.

- b. Unless the creating entity provides otherwise, the FSEC will appoint the members of a special committee and will appoint the chair.
- c. Unless otherwise directed in its charge, a special committee will file its report only with the appointing authority.

4. General Provisions for all Committees

- a. Faculty Senate Resolution 07–09 provides that the FSEC is commissioned to “(i) examine the present committee system and to identify those standing committees that, having fulfilled their purposes, may be removed from the slate of committees; and (ii) to develop new, more efficient models for representative committee staffing. [...] [T]he results of the aforementioned [examination] shall be presented for Senate consideration, debate, and voting.”
- b. Unless otherwise specified, Standing Committees will consist of 9 to 12 members from different colleges, schools, or units.
- c. An *ex officio* administration or student member of a committee will be nonvoting and will not serve as chair.
- d. The FSEC will decide questions of committee jurisdiction that may arise.
- e. Each committee is authorized to hold discussions with, make inquiries of, and convey its decisions and recommendations to, the appropriate administrative offices. In these activities, the committee must stay within its stated charge, communicate through appropriate channels, identify the communication as coming from the committee, and comply with the reporting requirements of the next item.
- f. Except as may be provided otherwise in these Bylaws, each committee will report its activities in timely fashion to the Senate through the FSEC; and will respond to requests for information about its activities from the Senate or from the FSEC.
- g. The membership criteria and operating procedures will be detailed in the Faculty Senate Committee Operating Procedures.
- h. Each standing committee will submit in April an annual report of the activities conducted during the academic year and anticipated goals or activities for the next academic year.
 - i. The Senate may, by resolution, instruct a committee or reverse a committee action.
 - j. The representatives of a committee recommending a Resolution to the Senate, even if not Senators, will have the privilege of the floor to move its adoption.

5. The Standing Committees of the Senate:

Admissions, Standards, and Honors Committee

Charges

- 1. To formulate, recommend to the Senate, and monitor policies and standards concerning admission requirements of LSU.
- 2. To conduct continuous studies and to make recommendations designed to maintain and improve the standards of scholarship among students, and
- 3. To study and develop more effective means of recognizing student achievement in scholarship and leadership.

Benefits Advisory Committee

Charges

1. To review, and to make inquiries and recommendations regarding, University retirement plans, health care, insurance programs, annual and sick leave, and other benefits.
2. To consult representatives of other University personnel on common interests in the matter of benefits.
3. To keep informed about the activities and plans of boards and other entities that govern and administer benefits programs affecting faculty.
4. To assure that faculty are informed about significant developments.
5. To consider and respond to questions and issues which may be referred to it by the Faculty Senate, the FSEC, or individual faculty.
6. To establish specialized subcommittees to address specific changes to faculty benefits.

Budget and Planning Advisory Committee

Charges

1. To assure an effective advisory role for the faculty for the budget and planning processes of the University, to encourage the use of faculty expertise, and to keep the Senate informed.
2. To review and make recommendations regarding the long-range implications, for the University's evolving mission, of current budget issues and alternatives.
3. To review and make recommendations regarding the Master Plan and long-range planning in general.
4. To consider questions and issues which may be referred to it by the Faculty Senate or the FSEC.
5. To establish study groups, and to conduct forums or workshops, in order to inform the general faculty or to collect their views when instructed to do so by the Senate; or on its own initiative, with the approval of the FSEC.
6. To select, from among its elected members, the faculty representatives to the University Budget Committee.

Council of College Policy Committees, Councils, and Senates

Charges

1. To allow the executive administrator of the elected policy committees, council, or senate of the various academic units to consult and to communicate with each other and with the FSEC.
2. To make recommendations to the FSEC on matters of interest to the Council, and on matters referred to it by the FSEC.

Courses and Curricula Committee

Charges

1. To approve or disapprove, after review, proposed additions to, alterations of, and elimination of all courses, curricula, and degree programs submitted by colleges and schools, or referred by the Office of Academic Affairs.
2. To notify the appropriate departments and colleges and the Office of Academic Affairs regarding all decisions reached by the committee and to make recommendations concerning needed clarification, coordination, or study of the implications of proposed changes.
3. To consult, when deemed appropriate, with departments which appear to be affected by proposed changes in courses and curricula; departments may appeal decisions made by the committee. If the appeal is supported by the college, school, or unit curriculum committee, the matter shall be sent directly to the Faculty Senate for final determination and placed on the Agenda of the Faculty Senate for the next regularly scheduled meeting of the Senate, and
4. To conduct on its own initiative continuing studies of courses and curricula, and to make recommendations to departments concerned and to the Executive Vice President and Provost concerning changes which appear to be desirable, and which appear to require study by specific departments concerned or by special committees appointed for the purpose.

Diversity, Equity, and Inclusion Committee

Charges

1. To interact with the University Office of Diversity staff in evaluating initiatives to improve diversity, equity, and inclusion of University faculty, staff, and students and the University community.
2. To propose and coordinate activities to increase diversity, equity, and inclusion of faculty members.

Enrollment and Digital Education Committee

Charges

1. To support Enrollment Management in fostering the quality and success of the University's selection and admissions function.
2. To advise Digital and Continuing Education on the role and scope of these programs within the University's educational mission.
3. To assure that faculty have convenient access to ample information about the University admission process and educational functioning.

Faculty Adjudication Committee

Definitions

1. The adjudication process provides for actions to address disputes through formal clarification and evaluation of the issues surrounding the complaint and information obtained during any investigations of the complaint for those disputes have not been resolved through reasoned discussions and decisions of the involved parties and/or the University Ombudsperson.
2. A “complaint” is any action or decision that a faculty member feels has adversely affected his or her professional capacity as an LSU employee that appears to have occurred or been decided unfairly, improperly, or in violation of University policy or has caused hostile or intolerable work conditions. The complaint will be considered a grievance when the Adjudication Committee agrees to accept the complaint as a grievance and begin committee activities on the complaint. Misapplications of University policies, but not dissatisfaction with existing University policies, may be considered as grievances. Violations of academic freedom, negative evaluations not based on objective criteria, salary decisions indicative of a pattern of poor administrative judgments, uncorrected inappropriate or unsuitable work environments, continuing intolerable conditions, and continuing behavior or conduct unbecoming a faculty member may be considered as grievances. Actions or decisions that may not be considered grievances are those that are encompassed by specific University policies, including, but not limited to sexual harassment; discrimination based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability or status as a disabled veteran or a veteran of the Vietnam era; or policies and procedures for appointment, tenure or promotion decisions. The committee shall not hear appeals arising from the dismissal for cause of a tenured faculty member, after due process as outlined in PS-104.
3. The definition of the term, “faculty member,” as used by this committee, shall be the definition provided in the Board of Supervisors Bylaws and Regulations.

Charges

1. To adhere to the Faculty Adjudication Committee guidelines established by the Faculty Senate Executive Committee and the Vice President and Provost.
2. To hear all complaints of faculty members relating to outcomes of salary, promotion, non-reappointment, and tenure decisions believed to be unfair or due to inappropriately applied procedures, and allegations of other unfair treatment, unsuitable environments (unsafe, hostile, inappropriate), or improper implementation of University policy. Any allegation of unfair treatment can become a grievance, but the Adjudication Committee cannot substitute its judgment for an academic judgment made in a fair and reasonable manner, according to University policies and evaluative procedures. The Adjudication Committee can advise administrators on redress and alterations of decisions when it is judged that it may determine, however, that such an academic judgment has been unfairly made or hopelessly sufficiently corrupted by bad practices or procedures and is, therefore, improper, or invalid.
3. To decide whether or not the facts of a faculty petition merit a detailed investigation.

4. To accept a complaint as a grievance and conduct an investigation when it appears to be warranted based upon the information on the situation provided to the committee.
5. To seek to bring about a settlement, if this appears to be possible, among the involved parties with or without a formal investigation of the situation.
6. To report its findings and recommendations, if the case is found to have merit, but a settlement cannot be affected. Copies of these findings will be sent to all parties involved in the investigation, and in a case, which requires administrative assistance, copies will be sent to the LSU administration and to the Faculty Senate Executive Committee. If the findings indicate that the grievance complaint does not merit an investigation, the committee's report shall only be communicated to the petitioner and Faculty Senate President. When the case has been considered by the committee, the committee's report of findings and recommendations shall be communicated to all parties, and to all levels of administration which have been involved in the case. In all cases the distribution of information in reports will comply with all applicable statutes and University regulations and policies, particularly if students are involved in the complaint or grievance.
7. To keep confidential all complaints, grievances, and findings of the committee relative to complaint and grievance petitions. Parties to a complaint or grievance will be protected from retaliation of any form.

Faculty Appeals Board

Charges

1. To deliberate and make recommendations to the Executive Vice President and Provost when PS-104 Dismissal for Cause for Faculty is initiated against a faculty member.
2. To deliberate and make recommendations to the Executive Vice President and Provost when a faculty member appeals a non-reappointment decision or when there is a unit decision to not consider a faculty member request for non-mandatory promotion review.
3. To deliberate and make recommendations to the next highest administrator when a faculty member appeals an administrative decision.

Faculty Personnel Policies Committee

Charges

1. To review and to make inquiries and recommendations regarding university personnel policies and procedures that affect faculty. The areas of concern include, but are not limited to: matters of appointment, review, promotion, advancement to tenure, salary structure, travel support, and sabbatical leave.
2. To consider the provisions for faculty participation in governance in such areas.
3. To perform functions assigned to it by University policy statements.
4. To consider and respond to questions and issues which may be referred to it by the Faculty Senate or the FSEC.

5. To identify and address problem areas of policy, procedure, and communication, but not to provide a grievance mechanism for particular cases.

Status of the Committee

The Faculty Personnel Policies Committee remains authorized on an as-needed basis but remains otherwise dormant with its functions now conducted by the Faculty Senate Executive Committee.

Integrative Learning Core Committee

Charges

1. To review, approve, conditionally approve, or deny course proposals submitted by educational units to be added to the Integrated Learning Core (ILC) list of approved courses.
2. To maintain long-term oversight of the quality and effectiveness of the ILC, including collection of assessment data to ensure the program fulfills the goal of enhancing proficiencies of LSU students.
3. To make recommendations to the Office of Academic Affairs concerning student petitions for exceptions to the published ILC requirements, including course substitutions.
4. To evaluate the effectiveness of individual courses in fulfilling the goals of general education by following published procedures for review of courses.
5. To interpret and clarify the philosophy and goals of general education, to keep abreast of similar programs nationwide, to review periodically the existing requirements, and to recommend restructuring, when appropriate.
6. To coordinate with the Office of Academic Affairs, appropriate college advisors, and counseling faculty that students are adequately informed about ILC requirements.
7. To direct, as needed or as requested, surveys of the educational units, including deans, directors, and department chairs to determine the impact of the ILC requirements on areas such as academic programs, facilities, and faculty and staff scheduling. Identified problems will be provided by the committee to the Executive Vice President and Provost.

The Internationalization Committee

Charges

1. To advise International Programs Office on activities and programs.
2. To advise administrative units of LSU in areas which affect international students and LSU students studying abroad.
3. To develop and promote international exchange programs (study, research, services) between LSU and universities, colleges, and institutes in other countries.

Library Committee

Charges

1. To participate in the development and monitoring of a long-range plan for the library.
2. To advise the administrative officers of the LSU Library on all matters related to development and use of library resources and facilities, including allocation of funds for acquisitions and their distribution among various formats.
3. To inform faculty about library policies, collections, and financial standing.
4. To serve as a channel of communication for expressing faculty needs and expectations to the library administration.

LSU Press Committee

Charges

1. To serve primarily as an advisory group to the LSU Press and to the administration of Louisiana State University in matters relating to the LSU Press.
2. To inform the Faculty Senate of all major LSU Press activities.

Student Aid and Scholarships Appeals Committee

Charges

1. To act as a judicial body to hear and decide appeals from students in connection with granting, withholding, or withdrawing scholarships or financial aid.
2. To advise on policies, procedures, and standards for granting aid and scholarships when requested by the Office of Academic Affairs.

Article X. Changes, Additions, Modifications and Repeal of Bylaws

These Bylaws may be modified or repealed by a two-thirds vote of the total membership of the Senate, provided that the proposal for such change is introduced at least one month or one Senate meeting prior to the vote. Amendments to these Bylaws shall be communicated to the Faculty Council upon adoption.