

## LSU FACULTY SENATE COMMITTEE OPERATING PROCEDURES

Approved by the LSU Faculty Senate Executive Committee on December 1, 2020

### 1. General Provisions for all Committees

- a. The membership criteria and operating procedures will be detailed in the Faculty Senate Committee Operating Procedures.
- b. All committees report to the Faculty Senate Executive Committee (FSEC), who will decide questions of committee jurisdiction when there are questions.
- c. Faculty Senate Resolution 07-09 provides that the FSEC is commissioned to examine the standing committees and determine their active or dormant status according to the need each academic year.
- d. Unless otherwise specified, Standing Committees will consist of 9 to 12 members from different colleges or schools not within a college.
- e. An administration or student member of a committee will be nonvoting and will not serve as chair. An FSEC member may be an observer, , or a voting member of the committee.
- f. Each committee is authorized to hold discussions with, make inquiries of, and convey its decisions and recommendations to, the appropriate administrative offices. In so doing, the committee must stay within its stated charge, observe appropriate channels, identify the communication as coming from the committee, and comply with the reporting requirements of the next item.
- g. 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.
- 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 SO 11aTKth8 1 f.3 TETQq0.0000091TETQq0.0000091beauc Resolution to the Senate, even if not Senators, will have the privilege of the floor to move its adoption.
- k. Unless otherwise specified in the Faculty Senate Bylaws or these operating procedures standing committees will follow Robert's Rules of Order for conducting business.
- l. All committee meetings are open to the public unless the Committee, such as the Faculty Adjudication Committee or the Faculty Appeals Board, is considering personnel matters or other sensitive business items that would necessitate having a closed session. No final action can be taken in closed session so the committee must end the closed session so the final action can be recorded in the committee minutes.

### 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 \_\_\_\_\_ 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, FSEC **will** fill it by appointment.
  - e. Committee members for the Budget and Planning Advisory Committee, Faculty Adjudication Committee, and Faculty Appeals Board will be elected by the Senate for staggered terms.
  - f. Standing Committees generally conduct their activities during the academic year but may be activated during the summer as the need arises.
3. Special Committees and their Members
- a. ~~When the Senate by resolution or when FSEC creates a special committee, it will specify the charges, a definition of~~ When the Senate by resolution or when FSEC creates a special committee, it will specify the charges, a definition of



appointed jointly by the Executive Vice President & Provost and Executive 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, as needed, with regard to:
  - the budget-development process
  - the budget at preliminary stages
  - the approved budget, and
  - audits of University operations.
3. To review and make recommendations with regard to the long-range implications,

Under Faculty Senate Resolution 07-09, the tasks of the Commencement Exercises Committee have been assumed by the FSEC, which will advise the Provost and the Office of Academic Affairs concerning the selection of commencement speakers and the conduct of commencement exercises.

### Charges

1. To allow the elected policy committees 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.

### Membership

For the purposes of these provisions, a college, school, or unit is defined as an academic unit which is represented on the Senate, and which reports directly to the Provost (or designee). Each policy committee of a college whose members are elected by the faculty of the unit, and which operates under written and duly adopted bylaws, shall be entitled to one representative on the Council. The representative will be chosen by the policy committee and must be a voting member thereof throughout his or her membership on the Council. The usual term of service will be two years. Terms of service will be staggered as determined by the Council, so that approximately one-half of the representatives will begin their terms each year.

### Charges

1. To approve or disapprove, after review to determine the best interest of the students and the University, 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

Eleven experienced faculty (no more than two from any college or school); one undergraduate student; one graduate student; chair of the General Education Committee, . The Office of Academic Affairs will provide administrative assistance at the request of the committee Experienced is defined as having had one or more years of active participation on a department, school, or college curriculum committee.)

#### Operating procedures

1. Checking that the proposal is consisted with the guidelines set forth in PS-45.
  - a. Proposals are submitted to the Registrar who disseminates them to committee members.
  - b. The Committee meets every other week and discusses each item in detail.
  - c. The Committee and Registrar (or designee) exchange revisions and additional information needed by the Committee.
  - d. The Registrar's office receives final approval of all submitted revisions and final approved items are sent to OAA for implementation.
2. Verifying new course proposals have been properly justified as to need, anticipated cohort, and uniqueness.
3. Ensuring that all new courses meet SACS requirements, so the number of hours



- 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 Section 1-2.2 A, Bylaws and Regulations of the Board of Supervisors.

#### Charges

1. To adhere to the Faculty Adjudication Committee g



year will elect a Chair-elect who will succeed the Chair the next academic year, and the Chair will become the Past Chair, who will not serve on the Committee if the term has expired. Committee members may only be elected and serve for two consecutive 3-year terms. The committee will meet within the first month of each semester to review the operating guidelines and on a regular basis to discuss pending complaints or accepted grievances.

### Operating Procedures

Faculty dissatisfaction should be resolved as quickly and as simply as possible at the lowest possible administrative level, with Ombudsperson consultation recommended. Frequently the complainant will have already sought redress at one or more administrative levels, and written records of those attempts or conversations with the Ombudsperson will appropriately become information for consideration in the case. The Chair of the Adjudication Committee or Committee member designated by the Chair may advise the complainant to seek administrative remedy before filing the complaint, and the failure of the complainant to do so may result in a decision by the Committee to decline to hear the complaint. The Committee Chair may assist, or request a Committee member to assist, the complainant in assembling the desired documents and description for consideration by the Committee.

A complaint is usually filed with the Committee after the complainant has initially contacted and consulted with the Chair or a member of the Committee and the situation has not been satisfactorily resolved by the University Ombudsperson. It would be expected in most cases that the complainant would make initial contact within 60 to 90 days, if not sooner, upon notification or knowledge of the action or activities necessitating the complaint. The complaint must be a written, signed, and dated statement of the allegations and provide the charges/unfair treatments, supporting information, and requested action for redress. It is then the responsibility of the Committee to decide whether the allegation of unfair treatment seems to warrant a more detailed investigation and accept the complaint as a grievance. The Committee will follow the procedures below approved by the Faculty Senate Executive Committee and Executive Vice President and Provost. Committee members from the same department, school, or program as the complainant normally will be expected to recuse themselves from any activity involving the complaint. Committee members are expected to discuss any other possible conflicts of interest within a committee meeting before the committee initiates activity on the complaint or accepts the complaint as a grievance. If any parties to the complaint allege that the Chair has a perceived or actual conflict of interest, then the Adjudication Committee will determine in closed session without the Committee Chair if there is any potential or perceived conflict of interest by the Chair. If it is determined that there is any potential conflict of interest, the Chair will be recused from any participation in Committee activities involving this specific grievance and the Chair-elect or Past-Chair will assume the role of Chair for the investigation and reporting of this specific complaint.

The Committee Chair will determine if the assembled materials are sufficient for Committee review and if the complainant should themselves present the materials to the Committee at its meeting to deliberate the merit of the complaint for further consideration. The Committee, based upon the information presented in the meeting, may decide that the information is insufficient to form the basis for further investigation or that further investigation is warranted. After the initial decision by the Committee to investigate the complaint as a grievance, the chair may assign the case to a committee member.





referenced in the complaint with the specific appendix notations.

- b. A complaint (or grievance) may be withdrawn at any time by the complainant through written, signed, and dated notification, with accumulated findings of the committee to that point coordinated and communicated with individuals involved in the complaint or grievance.
4. If the complaint is deemed by the committee to fall within the scope of committee responsibility, the Chair will call a committee meeting at which the complainant will personally appear to present allegations of the complaint.
5. The Committee will dismiss the complainant and discuss the complaint as presented and determine the appropriate procedure to follow: to reject the validity of the complaint, to accept the complaint as a grievance, or to seek additional information.
  - a. If complaint is found to lack sufficient evidence or lack cause for further action by the Committee, the findings are communicated only to the complainant and Faculty Senate President.
  - b. If the complaint is accepted as a grievance or more information is desired, the Chair will coordinate Committee activities, including assignment of a subcommittee, if necessary.
6. The committee will normally obtain written information and interview individuals to gain knowledge of the circumstances of the grievance allegations.
  - a. Individuals named adversely in a grievance will be provided a copy of the allegations and be given an opportunity to meet with the committee and to comment upon the accuracy of the involvement, contributions, and allegations.
  - b. Additional information may be accepted or sought.
7. Chair will coordinate a written committee report to be communicated with the grievant, Faculty Senate President, and Provost.
  - a. If possible administrative action is determined, suggested, or recommended, the report will include pertinent information to substantiate committee findings and suggestions and/or recommendations, the specific action(s), and the administrator(s) who should conduct the action(s).
  - b. Grievant is given the opportunity to review the report.
  - c. Report is sent to Faculty Senate President, Provost, complainant, and other individuals and administrators with involvement in the adjudication process, including the next higher-level administrator.

- consider request for promotion.
3. To deliberate and make recommendations to the next highest administrator when a faculty member appeals an administrative decision.

Membership





5. Program Evaluation. The FSILC Committee will continually evaluate the direction, structure, and success of integrated learning at LSU, and will recommend desired changes in committee charges and ILC structure to the FSEC.
6. Communication. The FSILC Committee, in conjunction with the OIE and OAA, will coordinate dissemination of ILC requirements to all faculty, counselors, and undergraduate advisers throughout LSU.
7. Impact. The FSILC Committee, in conjunction with the OIE and OAA, will periodically survey educational units as to the perceived status and effectiveness of the ILC program at LSU. Full implementation of the ILC is scheduled to occur in 2022, hence it is anticipated that tri-annual surveys beginning in 2025 will allow sufficient time for units to assess the impacts of ILC courses on development of the nine proficiencies in LSU undergraduates.
8. Meetings
  - a. Meeting Schedule. The Committee will normally meet every 2 to 3 weeks during the fall and spring academic semesters when there are proposals or other considerations before the committee.
  - b. Quorum. A quorum will consist of 50% or greater (six or more) of the voting members (in attendance).
  - b. Voting. Motion for votes on proposals and other issues before the Committee must be called and seconded. The vote of a majority of the voting members present shall decide any question before the committee. Meeting minutes will only document counts for and against questions called, not individual member votes.
  - c. Attendance. When a voting member is unable to attend a meeting, they may appoint a representative to attend in their place. Voting Members missing two consecutive meetings may be dismissed from the committee. The representative cannot vote.
  - e. Minutes. Draft minutes will be prepared by the secretary and submitted to the chair for circulation to the Committee prior to the next meeting. Minutes must be approved by simple majority before deemed official. Approved minutes will be submitted to the OIE for posting on the ILC website.
  - f. Support. The OIE provides administrative support for the ILC Committee and the website. **simple majority before de**.
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