

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 *ex officio* administration or student member of a committee will be nonvoting and will not serve as chair. An FSEC member may be an observer, *ex officio*, 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 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.
- 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 *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, 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 the FSEC creates a special committee, it will specify the charges, a definite term of service, and who will receive the committee report.
 - b. Unless the Senate resolution or FSEC that creates a special committee provides otherwise, the FSEC will appoint the members of a special committee and will appoint the chair.
4. 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.

Membership

Voting membership will include one representative from each college or school (Agriculture, Art and Design, Business, Coast and Environment, Engineering, Human Sciences and Education, Humanities and Social Science, Mass Communication, Music and Dramatic Arts, Science, Law School, School of Veterinary Medicine)

Ex-officio (non-voting) membership will include the Executive Vice President and Provost (or designee), Director of Admissions (or designee), and the University Registrar. The committee may invite the Director of Academic Center for Student Athletes, Honors College Dean, University College Director, or other administrative personnel for advice or additional information on specific business items

Operating Procedures

1. Proposals submitted from the various academic-related units on campus must be submitted using the ASH Proposal Routing Form (available on the ASH website). Forms

must be signed by the appropriate department and unit administrators prior to consideration by the Committee and submitted to the Office of the University Registrar (OUR) for recording. The OUR will then circulate to the Committee chair for distribution to the membership.

Normally proposals will have a first reading and discussion, with a second reading and vote at the next following meeting. Representatives from the submitting unit(s) should be invited to attend the readings to introduce the proposal and answer any questions raised during discussions.

In cases where proposals are not contentious and no further data is required, a motion may be made to move a vote at the first reading. This motion must pass unanimously for a vote to be taken at first reading.

The Faculty Senate or FSEC may ask the Committee to provide input on resolutions and these items will not require the proposal routing form.

2. 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.
3. A quorum will consist of 50% or greater of the voting members
4. 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.
5. 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 OUR for posting on the ASH website and to the Faculty Senate office for posting on the Faculty Senate website.

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 Executive Committee, or individual faculty.
6. To establish specialized subcommittees to address specific changes.

Membership

Six to eight faculty members and one retired emeritus faculty member, representing a balance among disciplines, colleges, and schools; and up to two *ex officio* members

appointed jointly by the Executive Vice President & Provost and Executive Committee.

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, 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, for the University's evolving mission, of current budget issues and alternatives.
4. To review and make recommendations with regard to the Master Plan and long-range planning in general.
5. To consider questions and issues which may be referred to it by the Faculty Senate or the FSEC.
6. 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.
7. To select, from among its elected members, the faculty representatives to the University Budget Committee.

Membership

The voting members shall be eight faculty, six elected and two appointed. They will serve three-year terms, except that the terms will be staggered in a manner decided by the Executive Committee. The members should be present or former members of the FSEC, present or former officers of a policy committee, or persons with other appropriate experience. They may not concurrently serve in administrative positions as chairs or higher.

- The six elected members: Each year at its March meeting, the Senate will elect persons to fill vacancies for terms that begin in the fall, and will also elect an Alternate, who will stand by to fill any vacancy that may occur on the Committee during the next year. The FSEC will serve as the nominating committee for these positions, after receiving suggestions from college policy committees, councils, or senates, and nominations from the floor will be solicited.
- The two appointed members: The FSEC will appoint two additional members who will be selected to improve breadth of representation, or to meet needs for expertise.
- *Ex officio* members: The Provost (or designee) will be an *ex officio* member. The Provost and FSEC may jointly appoint up to two additional *ex officio* members.

Commencement Exercises Committee

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.

Council of College Policy Committees, Councils, and Senates

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.

Courses and Curricula Committee

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 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 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 changes which appear to be desirable and which appear to require study by specific departments concerned or by special committees appointed for the purpose.

Membership

Eleven experienced faculty (no more than two from any college or school); one undergraduate student; one graduate student; chair of the General Education Committee, *ex officio*. 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 consistent 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 proposed for lecture, lab, and all student out of class activities meet the minimum required by SACS.
4. Checking that all course syllabi meet LSU standards and are consistent with LSU policies such as PS-22 that describes excused absences.
5. Checking that new courses have been carefully developed. For example: (1) A course that anticipates 60 students cannot propose 30 min student presentations to be given in the 3 course meetings during dead week because 30 total hours would be required for the proposed activity. (2) A field trip course that took place for 10 days would not be approved without careful thought on contingency plans for excused absences.
6. Verifying with other academic units that a proposal does not create conflicts with their unit and proposing resolutions to conflicts.
7. Verifying that a new curriculum has the proper contingency plans for students who fail to matriculate.
8. Addressing new courses and curricula concerns for the University, including, but not only, oversight of new online courses and curricula.

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.

Membership

The voting members shall be six to nine faculty members, one appointed undergraduate or graduate student, and *ex officio* the Vice Provost for Diversity, Equity, and Inclusion (or designee). Members may not be higher administrative officers.

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.

Membership

The voting members shall be six to nine faculty members and one appointed undergraduate student, with qualifications of being presently or formerly substantially engaged in curricular or educational matters in an academic unit, but members may not be department chairs or higher administrative officers. *Ex officio* members will be the Vice President for Enrollment (or designee) and the Vice President for Digital Education (or designee).

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

Charges

1. To adhere to the Faculty Adjudication Committee guidelines established by the FSEC and the Vice President and Provost.
2. To hear all complaints of faculty members relating to the outcomes of salary, promotion, non- reappointment, and tenure decisions that are 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 by the committee. 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.

Membership

Nine tenured faculty members; three members elected each year by the Senate to serve a three-year term. Nominations may be made from the floor of the Senate. The three persons who receive the largest number of votes shall be elected. The fourth person shall be an alternate. If a replacement is needed for a member unable to serve a full term, the alternate shall serve. Chairs or heads of departments and higher administration personnel are ineligible to serve on this committee. The Committee at the beginning of each academic

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 subcommittee of two or more members of the Committee and appoint a subcommittee chair. The subcommittee develops the facts of the case and takes it through its necessary stages

under the direction of the Committee. The process usually includes asking people to meet with the Committee.

All Committee and subcommittee meetings are closed. Since the process is not an adversarial proceeding, legal counsel is not appropriate. If legal representation is required as a condition of participation of an individual in committee inquiries, the legal representative will serve only as an advisor to the individual and will not directly participate in committee activities. The Chair or a Committee member designated by the Chair may act in the role of mediator at any time in an attempt to affect a solution agreeable to all parties. At any time, the Committee may decide not to further pursue the investigation, and to formulate and issue its findings in a report.

Protections

1. After having used the adjudication procedure in the prescribed manner, the complainant/grievant will be protected from reprisal for such use. The protection is the joint responsibility of the University administrative offices, Faculty Senate, and Faculty Senate Adjudication Committee.
2. When a complaint is initially accepted and made the subject of an investigation by the Committee, any individual named adversely in the complaint will be given a copy of the complaint and afforded the opportunity to respond. In this process anyone who makes defamatory statements about another person is not exempt from the consequences under law of making such statements.
3. While the Committee should always strive for discretion and tact in performing its duties, no promise of confidentiality will be made in the process of eliciting information or in exchange for such information.
4. Once the investigation of a grievance is in process, the Committee will not enlarge the charge stated in the original complaint. The findings of the Committee must respond to the specifics of the grievance and deal only with issues relevant to the charge. The complainant, however, may subsequently file a new complaint with new charges and specifications, in which case the process must be re-initiated, and all information discovered by committee activity must be newly and independently developed.
5. Allegations or discoveries that under law or university policy require disclosure to an appropriate office will be reported immediately and the concerned parties will be notified of this action. Important reporting includes, but is not restricted to, threat of physical harm, commission of crimes, racial incidences, sexual harassment, misuse of state funds and property, academic misconduct, and scientific misconduct.
6. Committee members will be protected by university legal counsel for their participation and appropriate actions in the grievance process and may seek legal advice from the University General Counsel upon approval by the Faculty Senate President.

Records

The Committee will keep written minutes as a record of its actions and investigation, including summaries of oral statements made by persons and documents submitted for consideration. People adversely named in the complaint should always be given a copy of the complaint before being asked to respond. Written responses and comments should be solicited whenever possible.

The records of investigation are confidential and the property of the Faculty Senate. After the committee report is filed with the appropriate administrator and Faculty Senate President, individual committee members will hold their records on the case for six months before

returning the records to the current Committee Chair for disposal by shredding. Documents retained by the Chair as official committee records for each case after the closure of the case will be deposited in a sealed file in the Faculty Senate office and marked with the last name of the complainant, date of report, and date of disposal that is 6 years from the date of the report. Access to sealed files by persons or agencies beyond the Committee will be gained after approval of the current Committee Chair and Faculty Senate Executive Committee.

Reporting and Resolution of Complaints and Grievances

Unless a complaint or grievance is settled through mediation in a manner satisfactory to the parties involved before the Committee has a formal investigation, a written statement of findings and, if appropriate, recommendations will be formulated and adopted by the Committee. If the findings indicate that the complaint is not within the purview of the Committee, or lacks merit, the report will be communicated only to the complainant and Faculty Senate President. If an investigation has been initiated, a final written report will be given to the Provost, to the grievant, to the Faculty Senate President, to involved individuals named in the grievance, and to every level of University administrators involved in the investigation. If the implementation of the recommendations requires administrative assistance, the statement of findings will also be sent to the appropriate University administrative officer and overseen by the Provost and Faculty Senate Executive Committee.

The Adjudication Committee is an investigatory and advisory body authorized by and acting for the Faculty Senate. Responsibility for the final resolution of complaints and grievances is jointly among University administrators and Faculty Senate. The Committee reports its activities in summary form at the end of the academic year to the Faculty Senate, but it may request advice or assistance from the Faculty Senate Executive Committee at any time.

Procedures to Address Faculty Complaints and Potential Grievances

1. Complainant makes contact with the Chair or a member of the Faculty Adjudication Committee and is advised to schedule a meeting with the Chair.
2. Chair or Chair Committee member designee and complainant meet and determine if the complaint has or should be first discussed with the Ombudsperson. If the complaint has not been resolved by the Ombudsperson to the complainant's satisfaction and the complainant wants to proceed with the complaint to the Committee, the Chair or Chair member designee and complainant review the complaint or allegations and the committee procedures. The complainant may request that the Chair-elect or Past Chair meet to review the complaint or allegations if it is alleged or perceived that there is a potential or actual conflict of interest by the Chair.
 - a. Responsibilities of committee and complainant are presented.
 - b. Confidentiality and procedures of process are explained.
 - c. Format of complaint for presentation to the committee is discussed.
3. Once a complaint is formally presented to the Chair as a written, dated, and signed document, the Chair distributes the complaint to committee members and calls a committee meeting to decide upon further action.
 - a. Chair will assist complainant, or request a Committee member to assist the complainant, in preparing materials for committee use. Complaint should provide specific details of allegations or complaints and requested action for redress. Supplementary materials supporting the complaint should be attached to the complaint as appendices and

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.
 - d. Report copy to Faculty Senate President will be marked with the last name of complainant/grievant, date of report, and date of disposal 6 years from date of the report, and deposited in a controlled access file in the Faculty Senate Office. Access to sealed files by persons or agencies beyond the Committee will be gained after approval of the current Committee Chair and FSEC.

Faculty Appeals Board

Charges

1. To 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 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 request for promotion.

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

Membership

Twelve to fifteen faculty members, representing a balance among disciplines, colleges, and schools, with one third of the members elected each year by the Senate to serve a three-year term. Nominations may be made from the floor of the Senate. The persons who receive the largest number of votes shall be elected. The next individuals receiving votes shall be alternates, in the order of the number of votes and will serve as replacements if a member(s) are unable to serve a full term. Chairs or heads of departments and higher administration personnel are ineligible to serve on this committee. The Committee at the beginning of each academic 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.

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

Membership

Seven faculty members, representing a balance among disciplines, colleges, and schools; and up to two *ex officio* members appointed jointly by the Provost and FSEC.

Status of the Committee

Following the passage of Faculty Senate Resolution 07–09, the Faculty Personnel Policies Committee remains authorized on an as-needed basis but remains otherwise dormant. Its day-to-day functions have been transferred to the FSEC.

Integrative Learning Core Committee

Charges

1. To maximize the exposure of students to a diversity of proficiencies in the General Education courses.

2. 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.
3. 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.
4. To make recommendations to the Office of Academic Affairs concerning student petitions for exceptions to the published ILC requirements, including course substitutions.
5. To evaluate the effectiveness of individual courses in fulfilling the goals of general education with sending of ILC evaluations and recommendations through the Faculty Senate Executive Committee to Office of Academic Affairs by following published procedures for review of courses.
6. To interpret and clarify the philosophy and goals of general education and integrated learning, to keeping abreast of similar programs nationwide, to review periodically reviewing the existing requirements, and to recommend restructuring, when appropriate.
7. To coordinate with the Office of Academic Affairs, appropriate college advisors, and counseling faculty that students are adequately informed about ILC requirements.
8. 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.

Membership

1. Voting membership will consist of experienced faculty members, preferably those who have taught general education/ILC courses, with one representative from Agriculture, Art & Design, Business, Coast & Environment, Engineering, Human Sciences & Education, Humanities & Social Sciences, Mass Communication, Music & Dramatic Arts, Science, and a representative from the Honors College.
2. Experienced faculty members are those who have had one or more years of active participation on a department, school, or college curriculum committee.
3. Membership cannot not include faculty at the Department Head/Chair and above.
4. Ex-officio (non-voting) membership will include; one upper-division undergraduate student; the Vice Provost for Academic Affairs (or designee), representative from the University Registrar (or designee), and representative from the Office of Institutional Effectiveness (or designee).
5. The usual term of service for a voting member will be three years. Terms will be staggered in a manner determined by the Faculty Senate Executive Committee, 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.
6. In provisions for a term of service on a committee, other than for an ex officio 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.
7. In the spring, the committee will elect a chair and co-chair for the following year from its voting members. A chair must have at least one full year left of his or her term on the

committee. Whenever there is no chair in place, the Faculty Senate Executive Committee may appoint a chair to serve until the committee elects one.

8. If a vacancy occurs, and if there is no eligible Alternate for the position, the FSEC will name a faculty member to fill the vacancy. The individual filling the vacancy must meet the requirements of part 1 above.
9. Additional consulting, non-voting members may be invited to the committee with approval by the FSEC.
10. In the fall, the committee will elect a secretary for purposes of taking and maintaining meeting minutes.

Operating Procedures

1. **Course Proposal Review.** Courses being considered by ILC have been approved or are being considered by the Faculty Senate Courses and Curriculum Committee. ILC courses at LSU are on a 5-year review cycle, at which time departments are required to submit an updated re-application to continue on the ILC course list. Forms for new/re-submitted courses are online in a menu-driven format, and resources are available through the Office of Institutional Effectiveness (OIE) to help instructors develop the proposal. After the proposal has been submitted and checked by OIE, it is assigned to FSILC committee members for review. Those committee members review the application for clarity and content, making sure it addresses the material and pedagogy for the proficiency and corresponding dimensions of the American Colleges and Universities rubric(s) chosen for the course, and that it has a well-defined assessment protocol. The committee members will make a brief presentation to the FSILC committee regarding the course and the proposal, particularly noting any concerns regarding content or pedagogy. If the course is not deemed broad enough (i.e., it is mostly for majors from the proposing unit, or requires several prerequisites), it may be rejected. Additionally, course proposals may be returned to the proposing unit for clarification or modification. Subsequently, proposals that are deemed to be acceptable upon initial review, and those that are deemed acceptable after revision, are voted on by the FSILC Committee and the decision sent to OAA for implementation and the Faculty Senate office for recording.
2. **Assessment.** The FSILC Committee is responsible for developing assessment guidelines for all ILC courses. Protocols for ILC course assessment include data collection each time the course is taught, submission of the data annually to the OIE, and 3-year course impact reports submitted by course coordinators regarding trends in the data and use of the results in modifying course content or pedagogies to improve student understanding and achievement of the selected proficiencies. The FSILC Committee will review aggregate proficiency data on an annual basis once ILC has been fully implemented; each proficiency will be reviewed once every three years.
3. **Appeals.** The FSILC Committee discusses and votes on all petitions from students regarding desired exceptions to the ILC guidelines. The vote and committee rationale for each petition are sent to the OAA for implementation. Most of the petitions involve non-ILC courses that students would like to substitute for approved courses; historically, few petitions have been supported by the FSILC Committee.
4. **Re-application.** At the time of course re-application, the FSILC committee will review enrollments, grade distributions, and assessment results to ensure that courses are making significant contributions to the improved development of ILC proficiencies in LSU undergraduates. Evidence that a course is not contributing to the ILC program, particularly courses that have not been taught at least once a year, will result in the course being recommended to FSEC for deletion from the ILC course list.

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.
9. Changes to Operating Procedures. Upon one-week written notice stating the proposed changes, modifications, or amendments to be considered at a regular meeting, changes in the Committee Operating Procedures must be approved by 2/3 vote of committee members and will become effective upon approval by FSEC. Proposed changes must be consistent with the requirements and procedures of the Faculty Senate Constitution and Bylaws and general Committee Operating Procedures.

The Internationalization Committee

Charges

1. To select tuition exemption scholarships for international students.
2. To screen prospective LSU student Fulbright applicants.
3. To act in an advisory capacity to administrative units of LSU in areas which affect international students and LSU students studying abroad, and
4. To develop and promote international exchange programs (study, research, services) between LSU and universities, colleges, and institutes in other countries.

Membership

Nine faculty members ; one representative from the Office of Admissions (or designee), *ex officio*; Director of International Student Office (or designee), *ex officio*; Director of International Programs, LSU Agricultural Center (or designee), *ex officio*; Division of Continuing Education, *ex officio*; one undergraduate international student or an undergraduate student participating in the international program; one graduate international student or graduate student participating in the international program.

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, and
4. To serve as a channel of communication for expressing faculty needs and expectations to the library administration.

Membership

Five to eight faculty members representing a balance among disciplines, colleges, and schools; one graduate student and the Dean of University Libraries (or designee), *ex officio*.

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, and
2. To inform the Faculty Senate of all major LSU Press activities.

Membership

Eight faculty members; Director of the LSU Press, *ex officio*.

Operating Procedures

1. The committee typically meets 3-5 times during the year. (The summer meeting is usually held during the week before classes of the following fall semester.) A week, or so, prior to the meeting, the members of the committee receive a packet of materials from the Press which contains an agenda of the upcoming meeting; the minutes of the previous meeting; readers reports, authors responses, editors' reports, and other relevant correspondence on the set of manuscripts that the Press proposes to publish in the near future
2. The members of the committee review the packet of materials prior to the meeting, paying particular attention to the integrity of review processes.
3. At the meeting, the committee votes to approve the minutes of the previous meeting. The committee also discusses each manuscript, and votes whether or not

to approve it for publication. The decision is implemented by the Director of the LSU Press.

4. The meeting concludes with a determination of the date of the next meeting.

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, and
2. To advise on policies, procedures, and standards for granting aid and scholarships when requested by the Office of Academic Affairs.

Membership

A pool of twenty (20) to thirty (30) faculty selected by the Office of Academic Affairs and approved annually by the FSEC with the committee chair appointed by the FSEC for a three (3) year term. From this pool of twenty to thirty people, a subcommittee panel of five (5) to seven (7) faculty members to serve as a majority of the voting members for each judicial panel convened by the Office of Student Aid and Scholarships; Director of the Office of Student Aid and Scholarships, *ex officio*; Executive Vice President and Provost for Academic Affairs (or designee), *ex officio*; Vice President for Enrollment Management (or designee), *ex officio*; and other staff members as required by NCAA regulations.