

SECTION V

**Constitution of the LSUA Faculty Council
and Faculty Senate¹**

and

SECTION V-a

**Bylaws of the LSUA
Faculty Council, Faculty Senate
and Committees Thereof¹**

¹Revised August 2003

Louisiana State University at Alexandria
Faculty Handbook

**CONSTITUTION
LSU AT ALEXANDRIA FACULTY COUNCIL AND FACULTY SENATE**

ARTICLE I -- DEFINITIONS

Section 1: The following definitions shall apply in this Constitution, unless otherwise indicated:

Academic College shall mean a college of the university comprised of academic departments which has as its primary purpose the provision of classroom instruction of full-time and part-time students.

Academic Department shall mean a department within one of the university=s colleges which has as its primary purpose the classroom instruction of full-time and part-time students.

Administrator shall mean any university employee who is a director (staff or support position), department chair, dean, vice chancellor, chancellor or any employee with half or greater primary responsibilities and duties to the university involving administrative matters and not involving teaching in the classroom.

By-Laws shall mean the By-Laws of the Faculty Council and Senate duly adopted and in force at the time.

President shall mean the President of the Senate.

Regulations shall mean the By-Laws and Regulations of the Board of Supervisors for Louisiana State University and Agricultural and Mechanical College.

Senate shall mean Faculty Senate.

System President shall mean the President of the Louisiana State University System.

University shall mean Louisiana State University Alexandria (a/k/a LSU Alexandria or LSUA).

ARTICLE II – NATURE AND FUNCTIONS OF THE FACULTY COUNCIL

Section 1: The Faculty Council shall consist of all full-time members of the faculty with the academic rank of Instructor or above and all administrators with academic rank of Instructor or above.

SECTION II

Section 2: The Faculty Council shall determine the educational policy of the university, including, but not limited to, establishing curricula, setting standards of instruction, determining requirements for degrees, and determining general educational policy.

Section 3: The Faculty Council may enter a vote of *Ano confidence* in regard to any administrator, policy or decision, utilizing a process set forth in the By-laws.

Section 4: The Faculty Council may perform any other function not specifically prohibited by the Regulations.

Section 5: The Faculty Council shall meet at least once each academic year. The Faculty Council may hold other meetings as deemed necessary. Regular and special meetings of the Faculty Council shall be conducted pursuant to the provisions of the By-Laws. Voting shall be conducted pursuant to the provisions of the By-Laws.

Section 6: Not less than 50 percent of the membership of the Faculty Council shall constitute a quorum provided the Faculty Council may, in the By-Laws, establish a higher percentage of membership for a quorum.

ARTICLE III -- NATURE AND FUNCTIONS OF THE FACULTY SENATE

Section 1: The Faculty Senate shall consist of members of the Faculty Council duly elected in accordance with the provisions of this Constitution.

Section 2: The Senate, as the elected appropriate standing committee of the LSUA Faculty Council, shall have as its function the implementation of the duties of the Faculty Council and representation of the Faculty Council at any and all times when the Council is not in session. The actions of the Senate will be effective immediately subject to repeal or suspension by its parent body, the Faculty Council, or as prescribed by the Regulations. Duties of the Senate shall be exercised in a manner consistent with the policies of the Faculty Council.

Section 3: The Senate shall consider any matter within its jurisdiction on its own initiative or which is brought to its attention by resolution of the Faculty Council; it may consider any matter within its jurisdiction at the request of the University or of any member or members of the Faculty Council.

Section 4: The Senate shall maintain liaison with all other segments of the University community and with other interested groups and individuals.

SECTION II

Section 5: The Senate shall periodically report its formal actions to the Faculty Council and report to the System President as provided by the Regulations.

Section 6: Any appropriate subject under consideration by the Senate may, at the Senate's discretion, be referred directly to the Faculty Council, prior to or in lieu of formal action.

Section 7: The Senate shall constitute the election committee for any and all voting of the Faculty Council.

ARTICLE IV-- MEMBERSHIP

Section 1: Members and alternate members of the Senate shall be elected by their respective academic departments or colleges allocated in the following way:

1 member and one alternate member from each academic department;

1 member and one alternate member elected at-large from each academic college;

1 member and one alternate member from the Library

Section 2: The Senate shall consist of no fewer than eleven members. If the allocation system by academic departments and colleges does not meet this minimum, the Faculty Council shall elect at-large members for one-year terms to satisfy the requirement of this section. Any dispute arising from such allocations shall be finally determined by a majority vote of the Faculty Council.

Section 3: All members of the Faculty Council shall be eligible for election to the Senate, with the exception of administrators (see Article I, Section 1). Eligibility shall be determined as of the date of election, and questions of eligibility shall be determined by majority vote of the Senate. In the event that any member of the Senate shall terminate membership in the Faculty Council or shall become an administrator, the seat shall be declared vacant and appropriate steps shall be taken under the provisions of this Constitution to fill the vacancy. The Senate may, by by-law or resolution, create reasonable conditions for continued membership in the Senate not inconsistent with the provisions of this Constitution.

Section 4: The terms of office of members of the Senate shall be three years. Members elected to fill unexpired terms shall serve until the expiration of that term. Terms of office for newly elected members shall begin on the first regular class day of the fall semester. Expiration of terms of office for sitting Senators shall be the first regular class day of the respective fall semester.

SECTION II

Section 5: No member of the Senate shall be elected for more than two consecutive full terms.

Section 6: Half of the faculty members eligible to vote in election of Senate members of a Department or College may by written petition request the Senate conduct a recall election in regard to the respective department or college representative, in a manner provided in the By-Laws. It shall take a two thirds vote of the said eligible faculty members to recall a Senate representative.

ARTICLE V-- ELECTION OF MEMBERS

Section 1: The Senate shall designate a person or persons who will administer the procedures for nomination and election of members of the Senate. All disputes arising out of the nomination or election of members shall be determined by majority vote of the Senate.

Section 2: The election of members of the Senate shall be conducted during the month of March in each year, with approximately one-third of the membership to be elected in each year. The Senate shall determine and publish the method of nomination and election of its members, provided, however, that each voting member of the Faculty Council shall at all times be entitled to nominate and to vote for each Senate seat allocated to that member's academic department and college.

Section 3: The names of all persons elected to the Senate, together with their academic affiliation, shall be published in the Catalog and in all appropriate handbooks and official publications of the University.

Section 4: Administrators shall not be eligible to vote in elections involving the membership of the Senate.

ARTICLE VI -- OFFICERS

Section 1: The Senate shall elect from its membership a president, vice president, and a secretary. Officers of the Senate shall serve for a term of one year, beginning on the first day of class in the fall semester. The Senate shall enact procedures for the nomination and election of its officers.

Section 2: The Senate may create such additional offices as may be deemed necessary or desirable.

Section 3: After the election of Senate representatives in March, the Senate for the following year shall meet in March for the sole purpose of electing its officers.

ARTICLE VII -- MEETINGS

Section 1: The Senate shall hold at least nine meetings during the period from August through May.

Section 2: Special meetings of the Senate may be called at any time during the entire calendar year by the President and shall be called by the President at the written request of the constitutionally required quorum of the Senate.

Section 3: A majority of the authorized membership of the Senate shall constitute a quorum for the transaction of business of the Senate.

Section 4: The secretary of the Senate shall record detailed minutes of the proceedings at all meetings. The minutes of meetings of the Senate shall be available for inspection upon the request of any member of the Faculty Council.

Section 5: The General Operating Principles for LSUA Committees shall apply, where appropriate, to the Senate. Robert's Rules of Order will apply unless specifically provided otherwise in the Constitution or By-Laws.

ARTICLE VIII -- COMMITTEES

Section 1: The Senate shall have such standing and special committees as may from time to time be created by its action.

Section 2: All such committees shall submit reports to the Senate. The Senate in turn shall report to the Faculty Council, the Chancellor, and any other appropriate persons.

Section 3: Any member of the university community, including faculty, administrators, staff, and students, is eligible for appointment by the Senate or Council to any committee of the Senate.

Section 4: Determination of vacancy on any standing or special committee shall be made by the Senate, which in turn will notify the Committee on Committees of such vacancy for its appropriate action.

ARTICLE IX-- AMENDMENTS

Section 1: Amendments to this Constitution may be proposed either by the Senate or by written petition of one third of the entire membership of the Faculty Council with a 30-day period between proposal of an amendment and the final vote upon the proposed amendment. The Senate shall enact procedures for the petitioning process.

Section 2: Amendments to this Constitution shall become effective upon adoption by a two-thirds vote of the entire membership of the Faculty Council.

ARTICLE X-- EFFECTIVE DATE

This Constitution shall become effective the first day of class of the fall semester after its adoption by the Faculty Council, except that the provisions of Article XI B TRANSITIONAL PROVISIONS shall become effective immediately.

ARTICLE XI -- TRANSITIONAL PROVISIONS

Section 1: All duly elected members of the present Faculty Senate shall automatically become members of the Senate for the remainder of their respective unexpired terms. Seats in the Senate are allocated as follows:

<u>College</u>	<u>Department</u>	<u>Expiration Date</u>
Arts & Sciences	Behavioral and Social Sciences	August 2004
	Arts, English and Humanities	August 2005
	Mathematics and Physical Sciences	August 2004
	Biological Sciences	August 2006
	At-Large	August 2006
Professional Studies	Business Administration	August 2005
	Nursing	August 2004
	Education	August 2006
	Allied Health	August 2006
	At-Large	August 2004
Library		August 2005

Upon the expiration of these terms of office, the representation shall be determined according to the schedule in Article IV.

Section 2: Immediately upon adoption of this Constitution, the Senate shall constitute a transition committee with full power and authority to hear and act on all matters relating to the implementation of the Constitution and By-Laws.

Section 3: Upon adoption of this Constitution, the faculty of the departments and colleges having an open Senate seat shall meet to vote for their respective Senate representative to take office on the first day of class in the Fall Semester 2003.

Section 4: After the election of the Senate members as provided in Article XI, Section 3, the Senate for Fall Semester 2003 shall meet for the purpose of electing its officers.

Louisiana State University at Alexandria
Faculty Handbook
