

APPENDIX B

THE FACULTY SENATE (A STANDING COMMITTEE OF THE FACULTY COUNCIL) LOUISIANA STATE UNIVERSITY AT EUNICE CONSTITUTION

ARTICLE I. NAME

The name of this organization shall be the Faculty Senate of Louisiana State University at Eunice, herein called the Faculty Senate.

ARTICLE II. NATURE: PURPOSE: AND FUNCTIONS

- A. The Faculty Senate shall be an elected standing committee of the LSUE Faculty Council.
- B. The purpose of the Faculty Senate shall be to enable the Faculty Council of Louisiana State University at Eunice to perform more effectively its duty of formulating the educational policies of LSUE, as stated by the Bylaws and Regulations.¹
- C. The Faculty Senate of Louisiana State University at Eunice, as a body whole or working through its committees, shall establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy, subject to approval of the LSU Board of Supervisors, as set forth in that Board's Bylaws and Regulations and shall attend to such other matters as are proper to the faculty.
- D. In an advisory capacity, the Faculty Senate shall:
 1. serve as a medium of communication between the faculty as a whole and the LSUE Administration;
 2. promote the professional, economic, and social welfare of the faculty;
 3. promote the rights and aid the progress of the student body;
 4. provide the Chancellor of Louisiana State University at Eunice with an organized, primarily non-administrative² faculty body that can promptly assist him in any matter affecting the welfare of LSUE;

¹ Throughout this document, "Bylaws and Regulations" is defined as Bylaws and Regulations adopted by Board of Supervisors, March 1977 revision as hereafter amended.

² Throughout this document, the term "non-administrative" shall refer to those faculty not appointed by the Chancellor to the LSUE Administrative Council.

5. promote the relationship between Louisiana State University at Eunice and the area it serves.

ARTICLE III: MEMBERSHIP AND ELECTIONS

- A. Members of the Faculty Senate, with the exception noted in Article III, section D., shall be elected on a representative basis by and from the full-time³ non-administrative faculties of the separate faculty units.⁴ Faculty rank must be held by all members elected under this provision.

The Bylaws and Regulations provide definition of faculty rank as required under this provision. Members of the LSUE Administrative Council, as named by the Chancellor of the LSUE campus, shall not be eligible for election to the Faculty Senate by and from their respective separate faculty units, this prohibition not being applicable to those Administrative Council members noted in Article III, section D.2. of this constitution.

- B. Upon the creation of additional units containing fewer than the required number of eligible faculty members, each such unit shall be entitled to one Faculty Senate seat.
- C. Members of the Faculty Senate shall be elected by and from their respective separate faculty units according to the number of full-time non-administrative faculty members within each unit. Members of the Administrative Council, with the exception of those faculty representatives elected by the Faculty Council to the Administrative Council, shall not be eligible to vote in Faculty Senate elections within their respective faculty units, nor shall they be counted among the number of faculty members in the unit for purpose of apportioning the membership of the Faculty Senate. The number of seats to which a unit is entitled shall be determined using a ratio of one Faculty Senate seat to each five full-time non-administrative faculty members within the unit, with the qualification that each faculty unit shall have a minimum of one Senate seat. The schedule shall increase by subsequent intervals of five additional eligible faculty members, or major fraction thereof, per additional Faculty Senate seat. Determination of the number of seats to be allocated to each faculty unit shall be made at the time of the election. The number of seats shall be based on the number of positions within the faculty unit, even if some of the positions are vacant at the time of the election, so long as a search has been approved for the vacant positions.
- D. One member of the LSUE Administrative Council shall be seated in the Faculty Senate. This member of the Faculty Senate shall be one elected by and from the membership of the Administrative Council. The following provisions shall apply:

³ Full-time faculty are those not identified as "part time" under the heading "Administrators, Nonclassified, and Faculty" in the LSUE Faculty Handbook of August 1977, and in subsequent editions of the same.

⁴ Faculty units are defined as being organizational units of the LSUE faculty which are each administered directly by a member of the LSUE Administrative Council.

1. The Chancellor of Louisiana State University at Eunice shall not be eligible for election to this seat.
 2. Those representatives elected by the Faculty Council to serve on the Administrative Council shall not be seated in the Faculty Senate under the provisions of Article III, section D. They shall be eligible for election to the Faculty Senate by and from their respective faculty units through the provisions of Article III, section A, so long as all other qualifications for membership are met.
 3. Faculty rank must be held by the Faculty Senate member elected under the provisions of Article III, section D. The definition of Faculty rank given in the Bylaws and Regulations shall apply.
- E. No faculty member employed on an academic year basis may sit in the Faculty Senate who has not completed at least one academic year of full-time faculty service at LSUE prior to the beginning of the academic year in which his term begins. Likewise, no faculty member employed on a fiscal year basis may sit in the Faculty Senate who has not completed at least one fiscal year of full-time faculty service at LSUE prior to the beginning of the academic year in which his term begins.
- F. The Faculty Senate shall consist of no fewer than ten members. If the allocation system by separate faculty units and the provisions of Article III, section D, do not meet this minimum, the Faculty Council shall elect at-large members for one year terms to satisfy the requirements of this section.
- G. The Faculty Senate shall determine questions of eligibility for membership should any disputes arise. The Faculty Senate shall also make provisions to fill seats vacated by incapacitation, death, resignation, or by any changes in a member's employment status within LSUE.
- H. All members of the Faculty Senate shall be elected to two year staggered terms, the initial terms to be decided by lot. Members elected to fill unexpired terms shall serve until the expiration of that term. All Faculty Senate terms shall begin immediately following the first meeting of the LSUE Faculty Council in each academic year.
- I. Elections for the membership of the Faculty Senate shall be held in April of the academic year preceding the beginning of the membership's term of office. Election procedures shall be established by the Faculty Senate membership, except in the case of the member representing the LSUE Administrative Council, who shall meet all qualifications for membership as provided elsewhere in this constitution. All voting within the respective faculty units during elections for the Faculty Senate membership shall be by secret ballot.

ARTICLE IV: GOVERNMENT

- A. Minority Rights:

The Faculty Senate shall be considered the organized voice of the Faculty Council at any and all times during which the Faculty Council is not in session, but any minority voice of the Faculty Senate is assured the right to register dissent in either a written or oral statement.

B. Officers:

1. There shall be at least three officers elected by and from the membership of the Faculty Senate of Louisiana State University at Eunice. Those officers, who shall serve one year terms, are:
 - a. the Chairperson, who shall not be that Faculty Senate member elected by the LSUE Administrative Council
 - b. the Vice-Chairperson
 - c. the Secretary
2. Duties of the officers:
 - a. the Chairperson shall:
 - (1) preside at all meetings of the Faculty Senate;
 - (2) call special meetings when he deems it necessary or upon the receipt of a written request of a majority of the Faculty Senate members;
 - (3) prepare an agenda for all meetings of the Faculty Senate;
 - (4) appoint all special committees of the Faculty Senate and make provision for the appointment of members to standing committees of the Faculty Senate, except as specified elsewhere in this constitution;
 - (5) represent the Faculty Senate to other groups and individuals;
 - (6) serve as a channel of communication for the Faculty Senate.
 - b. the Vice-Chairperson shall:
 - (1) serve as Chairperson in the event of the incapacity, absence, death, or resignation of the Chairperson until his return or the expiration of the Chairperson's term of office, whichever the case may be. (In the event of a vacancy in the office of Chairperson and the succession of the Vice-Chairperson, a new Vice-Chairperson shall be elected at

the first regularly scheduled meeting following realization of the vacancy to serve the remainder of that term of office. In the event that a Vice-Chairperson is ineligible to succeed to the office of Chairperson, the Vice-Chairperson shall call a special meeting to elect a Chairperson who shall complete that one year term of office.)

(2) perform any duties delegated to him by the Chairperson.

c. The Secretary shall:

(1) keep and preserve minutes of all meetings of the Faculty Senate;

(2) prepare and distribute copies of the minutes and agendas of the Faculty Senate to the membership of the Faculty Council;

(3) prepare and distribute all necessary correspondence.

(4) preside over the Faculty Senate in the event of the absence of both the Chairperson and Vice-Chairperson.

(5) not be eligible for the order of succession in the event of vacancies in the offices of both Chairperson and Vice-Chairperson. (In such cases the Secretary shall preside only until a special meeting of the Faculty Senate may be convened for the purpose of filling the vacant offices. The Secretary shall call such a special meeting and conduct the election of these officers who shall serve only until the expiration of the current one year term.)

C. The Faculty Senate shall create and fill from its membership any additional offices deemed necessary or desirable by the Senate membership.

D. If any office shall become vacant in which the vacancy is not otherwise provided for in this constitution, the Faculty Senate shall elect an officer to fill the vacancy during the first regular Faculty Senate meeting following realization of the vacancy. The officer thus elected shall serve until the next regular election for the office which he holds.

ARTICLE V: MEETINGS

A. The Faculty Senate shall hold at least nine regular meetings during the period from August through May. The meeting dates shall be agreed upon in advance and publicized to the entire Faculty Council membership. Additionally, members of the Faculty Council shall be given at least a forty-eight hour notice of each meeting, including the proposed agenda. In the case of an emergency meeting, the forty-eight hour notice will not be necessary.

B. Two-thirds of the authorized membership of the Faculty Senate shall constitute a quorum

for the transaction of business. A majority vote of those Faculty Senate members present shall be required for the approval of items of business.

- C. Actions taken during meetings of the Faculty Senate shall be effective immediately subject to:
1. repeal or suspension by a majority vote of the members present and voting of its parent body, which is the LSUE Faculty Council, or
 2. suspension by the Chancellor of Louisiana State University at Eunice or by the President of the LSU System, as prescribed in the Bylaws and Regulations. In no case may an action of the Faculty Senate contravene the Bylaws and Regulations.
- D. For purpose of conducting its business, the Faculty 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.
- E. Any appropriate subject under consideration by the Faculty Senate may, at the Faculty Senate's discretion, be referred directly to the Faculty Council, prior to or in lieu of formal action.
- F. All actions of the Faculty Senate shall be recorded by the Secretary in the minutes of that meeting. The minutes of all actions shall be prepared by the Secretary for distribution to the entire membership of the Faculty Council, and to the Office of the Chancellor of LSUE, at least one week prior to the next regularly scheduled meeting of the Faculty Senate.
- G. The Faculty Senate shall establish its own internal rules of operation, excepting those established elsewhere in this constitution. Such internal rules as are established by the Faculty Senate shall be consistent with all provision of this constitution and with the Bylaws and Regulations.
Parliamentary procedure shall be governed by the latest revision of Robert's Rules of Order, except where such rules are superseded by this constitution or by the Bylaws and Regulations.
- H. All meetings of the Faculty Senate shall be open to the Faculty Council, except such closed or executive sessions as may be permitted under provisions elsewhere in this constitution. No final or binding action shall be taken during such a closed or executive session, and all such sessions shall be conducted in conformity with all applicable laws of the State of Louisiana and the Bylaws and Regulations. Any member of the Faculty Council may attend any open meeting with the right to seek recognition from the Chairperson for the purpose of speaking.

ARTICLE VI: COMMITTEES

- A. The Faculty Senate shall have such standing and special committees as may from time to time be created by its action, except that the creation or dissolution of any standing committee shall be ratified by the Faculty Council. Special committees are herein defined as being of temporary duration and may be created and dissolved by the Faculty Senate as deemed necessary or desirable.
- B. The Faculty Senate shall determine the procedures for appointing the membership of standing committees, except as specified by provisions elsewhere in this constitution. The Faculty Senate shall determine qualifications for committee membership, except as specified by provisions elsewhere in this constitution.
- C. Any member of the Faculty Council shall be eligible for appointment to any standing committee of the Faculty Senate. The Faculty Senate Chairperson may appoint members of special committees at his own discretion. No members of the LSUE Administrative Council, except those members elected by the Faculty Council to the Administrative Council, shall serve on special committees appointed for the purpose of hearing grievances of academic personnel. The Faculty Senate as a whole and/or any of its committees shall have no power stronger than recommendation regarding disposition of grievances of academic personnel. The Faculty Senate and/or its special committee shall go into closed or executive session, if deemed necessary or desirable, whenever matters concerning academic grievances are being considered. Such sessions shall be conducted in conformity with all applicable laws of the State of Louisiana, with the Bylaws and Regulations, and with provisions elsewhere in this constitution.
- D. There shall be student representation on each standing committee of the Faculty Senate. The SGA President shall establish procedures for appointing student representatives to its standing committees. Student eligibility shall be full-time students in good academic standing. The Faculty Senate Chairperson, in consultation with the SGA President, may appoint students in good academic standing. The Faculty Senate Chairperson, in consultation with the SGA President, may appoint student representatives to special committees of the Faculty Senate.
- E. All standing and special faculty committees are committees of the Faculty Senate. They shall report to the Faculty Senate all actions taken in the name of the faculty. At each regularly scheduled meeting of the Faculty Senate the reports of committee actions shall be noted in the minutes by the Secretary of the Faculty Senate. The Secretary shall distribute the minutes including notices of committee actions, to the entire membership of the Faculty Council, to the Office of the Chancellor of LSUE, and to

any other appropriate persons or offices, as noted in Bylaws and Regulations.

ARTICLE VII: AMENDMENTS

- A. Amendments to this constitution may be proposed either by majority vote of the Faculty Senate or by written petition of one-third of the entire voting membership of the Faculty

Council.

- B. The Constitution shall be amended after a two-thirds vote of the entire voting membership of the LSUE Faculty Council. Each voting member of the Faculty Council must be presented with a written copy of the proposed amendment at least seven days prior to the meeting in which the amendment is to be considered.

ARTICLE VIII: EFFECTIVE DATE

This Constitution shall go into effect immediately upon its adoption by the Faculty Council, and approval by appropriate LSU System authorities.

ARTICLE IX: TRANSITIONAL PROVISIONS

- A. Until the first meeting of the Faculty Senate, the business of the faculty shall be conducted through the Faculty Council and its committee structure.
- B. The Committee on Committees of the Faculty Council shall establish election procedures consistent with the provisions of this constitution and shall conduct an election no later than April 29, 1979. Said election shall determine the membership for the first year of operation of the Faculty Senate. The Committee on Committees shall announce the results of election to the entire membership of the Faculty Council.
- C. The Faculty Senate shall assume its duties and authorities immediately following the first meeting of the Faculty Council at the beginning of the 1979-80 academic year.
- D. Immediately upon adoption of this Constitution, the Faculty Council's Policy Committee shall constitute a transition committee. It shall have full power and authority to deal with all matters relating to the implementation of this Constitution, with the exception of the conducting of an election as provided under Article IX, section B.

Adopted by the Faculty Council on April 19, 1978

Revised by the Faculty Council on March 4, 1979

Revised and adopted by the Faculty Council on May 3, 1979

Reviewed and adopted by the Faculty Council on Oct. 9, 1986

Revised and adopted by the Faculty Council on December 1, 1997