

## **FACULTY BYLAWS**

### **E. J. OURSO COLLEGE OF BUSINESS ADMINISTRATION**

#### **LOUISIANA STATE UNIVERSITY AND AGRICULTURAL & MECHANICAL COLLEGE**

##### **1 Preamble and Definitions.**

These Bylaws govern the organization and procedures of the faculty of the E. J. Ourso College of Business Administration, Louisiana State University and A & M College. All numbered sections and subsections are referred to as articles.

##### 1.1 Definitions

- 1.1.1 State means the State of Louisiana.
- 1.1.2 University means Louisiana State University and A & M College.
- 1.1.3 College means the E. J. Ourso College of Business Administration.
- 1.1.4 Dean means the Dean of the College.
- 1.1.5 Assembly means the Faculty Assembly of the College as defined in article 2.
- 1.1.6 Academic staff means all full-time academic staff having the rank of instructor or higher, including academic staff on sabbatical leave or leave without pay.
- 1.1.7 Tenure track faculty includes both tenured faculty and untenured tenure track faculty.
- 1.1.8 ISDS means Information Systems and Decision Sciences.
- 1.1.9 PAI means the Public Administration Institute.
- 1.1.10 Departments are Accounting, Economics, Finance, ISDS, Management, Marketing, and PAI.
- 1.1.11 P&T Committee means the Promotion and Tenure Committee.
- 1.1.12 ISDC means the Instructional Support and Development Committee.
- 1.1.13 IRC means the Information Resources Committee.
- 1.1.14 ITG means the Information Technology Group.
- 1.1.15 Year means academic year as defined by the University.
- 1.1.16 MBA means Masters of Business Administration.
- 1.1.17 Graduate programs means all Masters and Ph. D Programs in the College, except the MBA program.
- 1.1.18 Standing Committees of the Assembly are the Policy Committee, the P&T Committee, the ISDC, the Curriculum Committee, the IRC, the Graduate Programs Committee, the MBA Committee, and the Scholarship Committee.

##### 1.2 Ratification of Bylaws.

- 1.2.1 These Bylaws become effective upon ratification by a simple majority of the eligible voting assembly members present and voting at a regularly scheduled meeting.

**2 Constitution of the Faculty Assembly.**

- 2.1 The Assembly of the College comprises all academic staff as defined in article 1.1.6.
- 2.2 The Dean, Associate Deans and Assistant Deans are ex officio members of the Assembly if they are not part of the academic staff pursuant to article 1.1.6.
- 2.3 Voting members of the Assembly are the tenure track faculty as defined in article 1.1.7.
- 2.4 The Presiding Officer of the Assembly is the Chair of the Policy Committee or the Vice-Chair of the Policy Committee if the Chair is absent. The Policy Committee is constituted in article 6.

**3 Powers and Duties of the Assembly.**

- 3.1 Powers of the Assembly.
  - 3.1.1 The Assembly has jurisdiction over all matters relating to the academic affairs of the College, subject to the regulations of the University.
- 3.2 Duties of the Assembly.
  - 3.2.1 Meet at least once a semester during the year at times determined by the Policy Committee. The Assembly meeting may coincide with a College faculty meeting called by the Dean.
  - 3.2.2 Determine undergraduate and MBA student-admissions policies for the College.
  - 3.2.3 Establish curricula and courses.
  - 3.2.4 Determine degree requirements and recommend candidates for diplomas, degrees, and certificates.
  - 3.2.5 Determine policies for student recruitment and retention.
  - 3.2.6 Determine grading policies.
  - 3.2.7 Recommend educational and academic policies relating to the administration of University services (e.g., University library, computer center) as they pertain to the College.
  - 3.2.8 Adopt regulations governing its own procedures.
  - 3.2.9 Elect members to serve on College Committees and the Faculty Senate.
  - 3.2.10 Provide recommendations to the Dean on all budgets.

**4 Procedures of the Assembly.**

- 4.1. Notice of Meetings.
  - 4.1.1 At least ten (10) business days notice is required for all Assembly meetings.
- 4.2. Quorum.
  - 4.2.1 A quorum for Assembly meetings comprises 50% of all voting Assembly members as defined in article 2.3.
  - 4.2.2 Members voting by proxy pursuant to article 4.4 are deemed to be part of the quorum.
  - 4.2.3 When a quorum is not present, votes may be conducted by secret ballots mailed to Assembly members by the Secretary and returned to the Secretary.

#### 4.3 Voting and rules of order.

- 4.3.1 Unless otherwise specified in these Bylaws, all matters and issues will be resolved by a simple majority vote of those voting members as defined in article 1.1.7 present and voting at an assembly meeting.
- 4.3.2 Members voting by proxy pursuant to article 4.4 are deemed to be present and voting.
- 4.3.3 Unless otherwise specified in these Bylaws, Robert's Rules of Order prevail.
- 4.3.4 The Parliamentarian selected by the Policy Committee pursuant to article 6.4.1 advises the Presiding Officer on all disputes regarding rules of governance and conduct of meetings.

#### 4.4 Proxy voting.

- 4.4.1 Voting Assembly members as defined in article 2.3 may vote by written proxy.
- 4.4.2 Members holding proxies must deposit the written proxies with the Presiding Officer prior to any votes.
- 4.4.3 Proxies must specify both the name of the member voting by proxy and the name of the member who exercises the proxy.
- 4.4.4 Proxies may specify the resolutions for which a proxy is valid. Proxies without stated restrictions are deemed to be valid for all resolutions.
- 4.4.5 For the purposes of article 4.4.4, the term resolutions includes amendments to resolutions.

#### 4.5 Call for special meeting.

- 4.5.1 Any member of the faculty may call for a meeting of the Assembly by presenting the Policy-Committee-Chair with a written request for such a meeting signed by fifteen (15) voting members of the Assembly.
- 4.5.2 The request for the special meeting must include the reason for the meeting.
- 4.5.3 Subject to articles 4.5.4 and 4.5.5, upon receipt of the request, the Policy Committee Chair will schedule the meeting within ten (10) business days.
- 4.5.4 If a request for a special meeting is made between May 1 and the beginning of the Fall semester, the Policy Committee Chair will schedule the meeting as soon as practicable, but not later than ten (10) business days after the beginning of the Fall semester.
- 4.5.5 If a request for a special meeting is made between December 1 and the beginning of the Spring semester, the Policy Committee Chair will schedule the meeting as soon as practicable, but not later than ten (10) business days after the beginning Spring semester.

#### 4.6 Resolutions.

- 4.6.1 Resolutions submitted to the Assembly must be in writing.
- 4.6.2 Resolutions submitted to the Assembly must be distributed by the Policy-Committee-Chair to the Assembly as part of the agenda pursuant to article 6.5.3.
- 4.6.3 At the time of discussion, any member may require a secret ballot on any motion.

#### 4.7 Amendments to Bylaws.

4.7.1 Amendments to these Bylaws require a two-thirds (2/3) majority of voting Assembly members as defined in article 2.3 who are present at a regularly scheduled meeting.

4.7.2 Proposed amendments must be submitted to the Policy Committee at least ten (10) business days prior to the meeting at which they are considered.

4.7.3 Proposed amendments are part of the agenda and are subject to article 6.5.3.

#### 4.8 Copies of Bylaws

4.8.1 A copy of these by-laws must be distributed to all Assembly members upon ratification by the Assembly, and whenever these Bylaws are amended.

### 5 Standing Committees of the Assembly.

5.1 All Standing Committees of the Assembly except the Policy Committee are constituted in this article. The Policy Committee is constituted in article 6.

5.1.1 Members of Standing Committees serve staggered two-year terms. Members from Accounting, Economics, and Finance are elected in odd numbered years. ISDS, Management, Marketing and PAI members are elected in even numbered years.

5.1.2 Recall.

5.1.2.1 A Department may vote to recall its representative to any Standing Committee.

5.1.2.2 A recall requires a two-thirds (2/3) majority of a Department's voting faculty as defined in article 8.2.

5.1.2.3 If a recall is successful, within five (5) business days the Department must notify the Chair of the Standing Committee who the Department's new representative is to that Committee.

5.1.3 Standing Committees keep a record of their proceedings. The minutes of each Standing Committee meeting are forwarded to the Assembly Secretary who maintains permanent records.

5.1.4 At the end of each year, each Standing Committee reports its activities to the Assembly.

#### 5.2 Promotions and Tenure Committee.

5.2.1 The P&T Committee comprises one full professor from each Department elected by the tenure track faculty of the Department as defined in article 1.1.7.

5.2.2 Pursuant to PS 36, the P&T Committee is an advisory committee to the Dean.

5.2.3 Pursuant to PS 36, the P&T Committee evaluates tenure track faculty for tenure and promotion.

5.2.4 All deliberations by the P&T Committee are confidential.

5.2.5 Members of the P&T Committee may discuss, but not vote on, candidates from their own Department.

5.2.6 The P&T Committee ranks applications for sabbatical received from eligible faculty.

### 5.3 Instructional Support and Development Committee.

5.3.1 The ISDC comprises one member elected by each Department and one member appointed by the dean.

5.3.2 The ISDC improves instruction in the College.

5.3.3 Instruction includes, but is not limited to, issues related to mentoring of junior faculty, introducing technology into the classroom, evaluating teaching, selecting College Teaching Award winners, and nominating College faculty for University Awards.

### 5.4 Undergraduate Curriculum Committee

5.4.1 The Undergraduate Curriculum Committee is comprised of one member elected by each department contributing courses to the undergraduate curriculum and the Associate Dean responsible for undergraduate academics. All members with the exception of the Associate Dean are voting members.

5.4.2 The Dean will call the first meeting of the year where the committee will elect its chair from among its voting members.

5.4.3 The committee reviews all proposals to create, remove or alter undergraduate courses and undergraduate programs. The committee will assure that the college faculty has the opportunity for comment and input. The committee will vote to recommend action on proposals. If the Dean does not support a committee vote, it will be referred to the Faculty Assembly.

### 5.5 Information Resources Committee.

5.5.1 The IRC comprises one member elected by each Department and the head of ITG.

5.5.2 The IRC provides information technology to support research, teaching and administration for both faculty and staff.

5.5.3 The IRC provides information technology for both in-class use (e.g., multimedia-equipped classrooms) and "virtual classroom" use (e.g., web based and other online curriculum supplements).

5.5.4 The IRC works with the ITG to coordinate technological resources and the network infrastructure.

### 5.6 Graduate Curriculum Committee

5.6.1 The Graduate Curriculum Committee is comprised of one member elected by each department contributing courses to graduate programs other than the MBA and the Associate Dean responsible for graduate academics. In addition, the Chair of the Undergraduate Curriculum Committee will serve as an ex-officio member. All members with the exception of the Associate Dean and the Chair of the Undergraduate Curriculum Committee are voting members.

5.6.2 The Dean will call the first meeting of the year where the committee will elect its chair from among its voting members.

- 5.6.3 The committee reviews all proposals to create, remove or alter graduate courses, with the exception of courses primarily for the MBA. The committee also reviews all proposals to create, eliminate or alter graduate programs with the exception of the MBA. The committee will assure that the college faculty has the opportunity for comment and input. The committee will vote to recommend action on proposals. If the Dean does not support a committee vote, it will be referred to the Faculty Assembly.
- 5.7 MBA Curriculum Committee
  - 5.7.1 The Graduate Curriculum Committee is comprised of one member elected by each department contributing courses to the MBA program and the Associate Dean responsible for the MBA program. In addition, the Chair of the Undergraduate Curriculum Committee will serve as an ex-officio member. All members with the exception of the Associate Dean and the Chair of the Undergraduate Curriculum Committee are voting members.
  - 5.7.2 The Dean will call the first meeting of the year where the committee will elect its chair from among its voting members.
  - 5.7.3 The committee reviews all proposals to create, remove or alter MBA courses and the MBA program. The committee will assure that the college faculty has the opportunity for comment and input. The committee will vote to recommend action on proposals. If the Dean does not support a committee vote, it will be referred to the Faculty Assembly.
- 5.8 Scholarship Committee.
  - 5.8.1 The Scholarship Committee comprises one member elected by each Department.
  - 5.8.2 The Scholarship Committee evaluates recommendations about scholarships received from departments.
  - 5.8.3 The Scholarship Committee selects recipients of scholarships.
- 6 The Policy Committee.**
  - 6.1 Membership.
    - 6.1.1 The Policy Committee comprises one representative elected by each Department pursuant to article 5.1.1.
  - 6.2 Officers.
    - 6.2.1 At the beginning of each year, the Policy Committee elects a Chair, a Vice-Chair, and a Secretary from among its members.
    - 6.2.2 The officers elected pursuant to article 6.2.1 perform the same functions for the Assembly.
  - 6.3 Powers of the Policy Committee.
    - 6.3.1 The Policy Committee initiates and reviews College educational matters and comments upon any administrative and academic matters it deems appropriate.

- 6.3.2 Interpretation of Bylaws.
  - 6.3.2.1 The Policy Committee interprets these Bylaws.
  - 6.3.2.2 Interpretation of these Bylaws is guided by precedents established by prior Policy Committees.
- 6.4 Duties of the Policy Committee.
  - 6.4.1 At the beginning of each year, select a qualified parliamentarian to advise the Presiding Officer as defined in article 2.4.
  - 6.4.2 Advise the Dean of the College on a regular basis and represent the Assembly in any and all matters that might affect or pertain to the Assembly's welfare, professional goals, teaching, research, and service activities; and on any other matters it deems appropriate.
  - 6.4.3 Evaluate the College's strategic plan and report the conclusions to the Dean and the Assembly.
  - 6.4.4 Evaluate the College's faculty hiring priorities and report the conclusions to the Dean and the Assembly.
  - 6.4.5 Distinguished faculty positions.
    - 6.4.5.1 Distinguished faculty positions include Professorships and Chaired Professors.
    - 6.4.5.2 Recommend policies and procedures regarding the appointment, evaluation and reappointment of distinguished faculty positions.
    - 6.4.5.3 Recommended policies and procedures must reflect an awareness of donor, Board of Regents, and University guidelines on this subject.
  - 6.4.6 College Budget
    - 6.4.6.1 Evaluate the College's budget annually and report the conclusions to the Dean and the Assembly.
    - 6.4.6.2 The Dean must provide a copy of the prior-year's budget to the Policy Committee at least ten (10) business days prior to the first faculty meeting of the year.
  - 6.4.7 Conduct an independent biennial evaluation of the Dean's performance and report the conclusions to the Dean, the Assembly, and the Provost.
  - 6.4.8 When appropriate, recommend amendments of the College Bylaws to the Assembly.
  - 6.4.9 Appoint sub-committees of the Committee as necessary for the purpose of carrying out the duties of the Committee.
- 6.5 Duties of the Chair.
  - 6.5.1 Pursuant to article 2.4, call and preside over Assembly meetings.
  - 6.5.2 Call a meeting of the Assembly at least once per semester. Notice must be given pursuant to article 4.1.1.
  - 6.5.3 Prepare the agenda for Policy Committee and Assembly meetings. An Assembly-meeting-agenda must be distributed to the faculty at least five (5) business days in advance of a called meeting.
  - 6.5.4 Preside over all Policy Committee meetings.

- 6.5.5 Maintain a calendar indicating the timing of all Assembly elections.
- 6.5.6 Notify the Dean, Provost and Assembly of upcoming Assembly meetings.
- 6.5.7 Arrange the election of all Standing Committees pursuant to article 5.1.1.
- 6.5.8 Handle all official Policy Committee correspondence.
- 6.6 Duties of the Vice-Chair.
  - 6.6.1 Assist the Chair in the performance of his or her duties.
  - 6.6.2 Pursuant to article 2.4, preside over Assembly meetings in the absence of the Policy Committee Chair.
- 6.7 Duties of the Secretary.
  - 6.7.1 Store and maintain Policy Committee correspondence, minutes, and other documents.
  - 6.7.2 Keep minutes of Assembly meetings, and distribute these minutes to the Provost and the Assembly within five (5) business days of the meeting.
  - 6.7.3 Keep minutes of Policy Committee meetings, and distribute these minutes to Policy Committee members within five (5) business days of the meeting.
  - 6.7.4 Maintain a current list of voting members of the Assembly, as defined in article 2.3.
  - 6.7.5 Conduct the election for the members of the Policy Committee pursuant to article 6.1.
  - 6.7.6 Conduct the election for the College's representatives to the Faculty Senate of the University.
  - 6.7.7 Safeguard minutes and records received from Standing Committees per article 5.1.3.

## **7 Ad Hoc Committees.**

- 7.1 The Dean, the Assembly and the Policy Committee may establish ad hoc Committees.
- 7.2 Ad hoc Committees do not exist for more than two years.
- 7.3 Ad hoc Committees keep a record of their proceedings. The minutes of each ad hoc Committee meeting are forwarded to the Assembly Secretary who maintains permanent records.
- 7.4 At the end of each year, each ad hoc Committee reports its activities to the Assembly.

## **8 Departments.**

- 8.1 A Department's faculty comprises the academic staff in the Department as defined in article 1.1.6.
- 8.2 A Department's voting faculty are the tenure track faculty of the Department as defined in article 1.1.7.
  - 8.2.1 The tenure track faculty in a department can choose to grant voting rights on departmental matters to other academic staff within the department, as the tenure track faculty in the department deems appropriate.
- 8.3 A Department's faculty has jurisdiction over matters concerning its educational policies.

- 8.4 The Chair of the Department.
  - 8.4.1 The Chair is a member of his or her Department.
  - 8.4.2 The Chair is the representative of his or her Department to the College and the University.
- 8.5 Duties of the Chair of the Department.
  - 8.5.1 Call and preside over departmental meetings. Departments meet at least once a semester.
  - 8.5.2 Prepare the agenda for departmental meetings.
  - 8.5.3 Provide a copy of these Bylaws to new faculty.
- 8.6 Meeting procedures.
  - 8.6.1 At least ten (10) business days notice is required for all departmental meetings.
  - 8.6.2 An agenda must be distributed to the faculty at least five (5) business days in advance of a called meeting.
  - 8.6.3 Minutes of departmental meetings are taken, circulated to all departmental faculty, and permanently maintained in a file.
- 8.7 Suspension or waiver of meeting procedures.
  - 8.7.1 At the first meeting in a year, the Department may vote to suspend any of the requirements in article 8.6 for the year.
  - 8.7.2 At any meeting the Department may vote to waive any of the requirements in article 8.6 for that meeting.

## **9 Election and Evaluation of Department Chairs.**

- 9.1 Department Chairs are elected for renewable terms, not to exceed three years each.
- 9.2 Evaluations of Department Chairs.
  - 9.2.1 Evaluations of Department Chairs are conducted by the voting faculty of a Department.
  - 9.2.2 A Department Chair's performance is evaluated two years after the Chair is appointed or reappointed.
  - 9.2.3 The conclusions from an evaluation of a Department Chair are reported to the Department's non-voting faculty, the Dean, and the Provost.
  - 9.2.4 The Dean must provide a written response to an evaluation of a Department Chair within ten (10) business days.
- 9.3 If an incumbent Department Chair elects not to seek another term, or if the position is otherwise due to be vacated, the tenure track members of a Department elect a Search Committee from the Department's tenure track faculty.
- 9.4 Duties of the Search Committee.
  - 9.4.1 The Search Committee solicits applicants for the Chair position.
  - 9.4.2 State and University policies regarding searches must be followed.
  - 9.4.3 An outside search may be conducted.

- 9.4.4 The Search Committee elects a Chair for the Search Committee who calls all meetings and handles all correspondence.
- 9.4.5 The Search Committee convenes a meeting of all tenure track members of a Department's faculty to discuss the applicants.
- 9.4.6 The Search Committee provides opportunities to other departmental constituents (including instructors, staff, students, alumni and employers) to contribute to this process.
- 9.5 Voting for candidates.
  - 9.5.1 A formal vote on the candidates is taken.
  - 9.5.2 The voting faculty is defined pursuant to article 8.2.
  - 9.5.3 The vote is by secret ballot and conducted by the Chair of the Search Committee.
  - 9.5.4 The Chair of the Search Committee forwards the Department's recommendation to the Dean.
- 9.6 Decision by the Dean.
  - 9.6.1 After receipt of the vote and discussions with the faculty and nominee, the Dean may accept or reject the recommendation.
- 9.7 Rejection of a Department's recommendation.
  - 9.7.1 If the Dean rejects a Department's recommendation, the Dean must explain his or her reasons to the Department, in writing, within five (5) business days.
  - 9.7.2 The Department reconvenes, repeating the voting process, then forwards a new recommendation to the Dean.