

CHAPTER I

ACADEMIC AND ADMINISTRATIVE ORGANIZATION

Section 1-1. Order of Communications and Reports. The official recommendations and communications of any member of the academic or nonacademic staff shall be sent through channels to the appropriate officer. An administrative officer shall, when so requested, promptly transmit any such recommendations or communications, with the officer's own comments and recommendations thereon, to the next higher office.

Section 1-2. Academic Organizational Units.

1-2.1. THE FACULTY OF THE UNIVERSITY SYSTEM.

The faculty of the University System shall consist of the faculties of the several campuses as defined below (Sec. 1-2.2). The President and the academic officers of the System shall be members of the University System faculty and the former shall be its highest officer.

1-2.2. THE FACULTIES OF THE SEVERAL CAMPUSES.

- a. **Membership.** Full-time members of the academic staff having the rank of Instructor or higher (or equivalent ranks¹) shall constitute the faculty of the campus on which they are appointed. The faculty may organize itself into a Faculty Council which shall include all full-time members of the faculty and members of the Administrative Council. As a class, part-time members of the academic staff having the rank of Instructor or higher (or equivalent ranks) may be enfranchised to the degree deemed appropriate by the faculties of the several campuses. Members of the Administrative Council, not holding academic rank, shall be non-voting members of the Faculty Council.
- b. **Duties.** The faculty or Faculty Council² shall establish curricula, fix standards of instruction, determine requirements for degrees, and generally determine educational policy, subject to the authority of the Board. Except as otherwise provided, each faculty shall establish its own educational policies. It shall, within the framework of the educational policy of the System, have legislative power over all matters pertaining to its own meetings and may delegate its own authority to an elected Senate and/or to standing committees, whose authority shall be limited to matters which are proper to the faculty and which have been specifically delegated by the faculty. It shall make recommendations for the granting of degrees through its respective colleges or schools not within a college.
- c. **Actions.** Any action of a faculty or Faculty Council which, in the judgment of the chief administrative officer of the campus, or of the President, is administrative or which seriously affects the interests of another faculty of the LSU System or of the System itself, may be suspended by the President and such action shall be reported to the Board at its next meeting. All questions of jurisdiction among colleges, schools not within colleges, or divisions shall be determined by the chief administrative officer of each campus, or in inter-campus situations, by the President.

Minutes of all actions taken by the faculties or Faculty Councils, together with appropriate recommendations of the major administrative officer concerned, shall be reported to the President. The President may then refer any such action on academic matters of general System concern to the appropriate council, or a committee thereof, for consideration.

¹See Section 2-6.

²The terms "faculty" and "Faculty Council" are used interchangeably in this Section (1-2-2).

- d. **Meetings.** Each faculty or Faculty Council shall meet at least once each academic year at the call of the President as chairman or of the chief administrative officer of the campus as vice-chairman, or upon the written request of 50 members or 20 percent of the membership, whichever is the smaller number. At least five days notice of meeting shall be given. It shall be the prerogative of the President to preside; otherwise, the administrative head of the campus will preside.
- e. **Quorum.** Not less than 25 percent of the membership of the faculty or Faculty Council shall be necessary to constitute a quorum, provided, however, that any faculty or Faculty Council (at a meeting at which a quorum of 25 percent of the members is present) may, by majority vote, establish a higher percentage of the membership as a quorum for future meetings.

1-2.3. THE FACULTIES OF COLLEGES AND SCHOOLS.

- a. **Membership.** The faculty of each college or school not within a college, except the Graduate School, shall consist of all members of the academic staff having the rank of Instructor or higher (or equivalent rank) who are appointed full-time and a part of or all of whose current work is in that particular college or school. As a class, part-time members of the academic staff having the rank of Instructor or higher (or equivalent rank) may be enfranchised to the degree deemed appropriate by the faculty of the college.
- b. **Duties.** The faculty of each college or school not within a college shall define and recommend degree programs for units under its jurisdiction. The faculty shall recommend candidates for degrees to be awarded by the college or school not within a college.
- c. **Meetings.** The dean of each college and the dean or director of each school not within a college shall call a faculty meeting when it seems advisable to do so, provided there be at least one meeting during each semester and summer term. The dean or director shall be required to call a faculty meeting upon the written request of one-fourth of the members of the faculty. At the time the faculty members are notified of a meeting, the chief administrative officer of the campus and the chief academic officer shall receive the same notification.
- d. **Quorum.** Not less than 25 percent of the membership of the faculty of a college or school not within a college shall be necessary to constitute a quorum, provided, however, that such faculty (at a meeting at which a quorum of 25 percent of the members of such faculty is present) may, by majority vote, establish a higher percentage of the membership as a quorum for future meetings.

1-2.4 THE DEPARTMENTAL FACULTY.³

- a. **Membership.** The departmental faculty shall consist of all members of the academic staff of a department having the rank of Instructor or higher (or equivalent rank) who are appointed full-time for at least a one-year period and a part or all of whose work for the current year is in that particular department. As a class, part-time members of the academic staff having the rank of Instructor or higher (or equivalent rank) may be enfranchised to the degree deemed appropriate by the faculty of the department.
- b. **Duties.** The departmental faculty shall have jurisdiction over matters concerning its educational policies insofar as these do not conflict with the policies of other departments, the rules and regulations of its own college or school, the campus, or the University System.
- c. **Meetings.** The Chairman or head of the department shall call a meeting of the departmental faculty when it seems advisable to do so.

1-2.5. THE GRADUATE FACULTY.

- a. **University System Graduate Division Faculty.** The Graduate Faculty of the System shall consist of the graduate faculties of the several campuses. Election to the graduate faculty of one campus shall automatically mean election to the University System Graduate Division Faculty.

The principal officer of the Graduate Faculty of the System shall be the chief academic officer of the System staff, who shall preside over the Executive Graduate Council (Sec.1-2.6) as its chairman.

- b. **Individual Campus Graduate Faculty.** The Graduate Faculty on each campus shall consist of those members of the teaching, research, and extension faculties who have been so designated by the Chancellor upon the recommendation of the Graduate Council (Sec. 1-2.7) acting upon appropriate nominations. Such designation shall provide for classification of the Graduate Faculty as members or associate members according to their qualifications and experience.
- c. **Voting Powers.** Voting power at faculty meetings is vested in the members on matters of educational policy, and in the members and associate members in recommending candidates for degrees.

1-2.6. THE EXECUTIVE GRADUATE COUNCIL. (See **Bylaws**, Article VII, Section 7.)

1-2.7. THE CAMPUS GRADUATE COUNCIL.

- a. **Establishment.** Each campus offering graduate work shall have a Graduate Council, which shall advise the Dean of the Graduate School in the administration of the academic affairs and policies of the Graduate School. Each campus shall formulate a policy regarding the operation of the Graduate Council, including membership, length of terms, and functions.
- b. **Approval.** Each campus shall submit its policy and any subsequent amendments concerning the Graduate Council to the President of the LSU System for review and approval. Until such campus policies are approved, the existing provisions shall control.

³Including faculties of schools within colleges.

Section 1-3. Administrative Units.

1-3.1. THE ADMINISTRATIVE COUNCIL.

- a. **Membership.** The Administrative Council shall be composed of the principal administrative officers of a campus (as designated by the chief administrative officers); three members of the faculty of tenured rank elected annually for one-year terms by the faculty or a delegated body thereof; and such other persons as may be specifically designated by the chief administrative officer.
- b. **Duties.** The Administrative Council shall advise the Chancellor in the administration of the affairs of that campus.
- c. **Officers.** The Chancellor shall be the chairman of the Administrative Council on his campus, and shall appoint a secretary who shall keep minutes of all meetings and shall maintain a roll of the members of the Administrative Council.
- d. **Time of Meeting.** The Administrative Council of each campus shall meet at the call of the Chancellor. The President may, at his discretion, call upon and preside over any or all of the Administrative Councils of the University System to advise him concerning the affairs of the System.

1-3.2. COUNCIL OF ACADEMIC DEANS AND DIRECTORS.

The deans and directors of colleges, or of schools not within colleges, together with other academic officers of equivalent rank, responsible to the chief academic officer, shall constitute the Council of Academic Deans and Directors of a campus, and shall meet at the call of the chief academic officer as chairman. The Council shall advise the chief academic officer in the administration of the academic affairs of the campus.

1-3.3 THE ATHLETIC COUNCIL.

- a. **Establishment.** There shall be established an Athletic Council on campuses having organized athletic programs and participation in inter-collegiate competition. Each campus shall formulate a policy regarding the operation of the Athletic Council. This policy shall address membership, terms of office, voting and bylaws, and functions of the Council. This policy shall be in compliance with the rules and regulations of the appropriate athletic oversight organization.
- b. **Approval.** Each campus shall submit its policy concerning the Athletic Council to the President of the LSU System for review and approval as well as any subsequent amendments to this policy.

Section 1-4. The Paul M. Hebert Law Center.

1-4.1. The Paul M. Hebert Law Center is designated as a separate major administrative subdivision of the University System whose administrative head shall be its Chancellor.

1-4.2. The Paul M. Hebert Law Center, including its Center for Civil Law Studies, shall continue to carry on all of the instructional, research, and public service activities formerly within the jurisdiction of the Louisiana State University Law School and to expand such services to the State of Louisiana as personnel and financial resources permit.

- 1-4.3. The Center for Civil Law Studies, within the Paul M. Hebert Law Center, shall promote and encourage the scientific study of the civil law system in the modern world, its history, structure, principles, and actualities, with a view toward facilitating a better understanding and further development of the private law of the State of Louisiana and other civil law jurisdictions by means of theoretical and practical activities of all kinds, including publications, translations, the sponsorship of faculty and student exchanges and visiting scholars, and the presentation of specialized programs, seminars and lectures.
- 1-4.4. The Louisiana State University Law School shall be continued and recognized as a major unit within the Paul M. Hebert Law Center, charged with the responsibility for conducting the primary educational and degree-granting functions of the Law Center.
- 1-4.5. The faculty of the Paul M. Hebert Law Center shall consist of all present members of the Law Faculty, together with all persons who shall be appointed in the future with the academic rank of Instructor or higher.

