

**SOUTHEASTERN LOUISIANA UNIVERSITY FACULTY SENATE**

**CONSTITUTION & BYLAWS**

**(Updated May 2025)**

**Preamble**

The faculty of Southeastern Louisiana University, endeavoring always to promote academic excellence; having a genuine, substantial, and conscientious interest in the University; and desiring a more active voice in the affairs thereof, within applicable laws and policies, do hereby effect through this Constitution the Faculty Senate of Southeastern Louisiana University, mindful of its responsibilities to the faculty, the students, and the President of the University.

**Article I. Name.**

Section 1. This organization shall be known as the Faculty Senate of Southeastern Louisiana University, hereinafter referred to as the Senate.

**Article II. Purpose.**

Section 1. To serve as a representative voice of the faculty.

Section 2. To provide a means of communication between faculty and the President of the University.

A. To provide a means whereby the administration, through the President of the University, may refer matters of common faculty interest to a body representing the faculty.

B. To provide a means whereby the faculty can offer, through the Senate, suggestions or recommendations to the President of the University pertaining to matters of common faculty interest.

Section 3. To accept and share responsibility with administration and students in all efforts to improve the stature and the usefulness of the University.

**Article III. Jurisdiction.**

Section 1. The Senate may hear, consider, and advise the President of the University on any matter of faculty concern.

Section 2. The Senate, upon its request, may be furnished by the President of the University information appropriate to its consideration in such a matter.

#### **Article IV. Membership and Term of Office.**

Section 1. Members of the Senate shall be elected by secret ballot from the General Faculty of the University.

Section 2. The General Faculty shall include all full-time faculty with academic rank of instructor or above who do not have a twelve-month contract and may not claim compensatory time. All full-time permanent faculty of the Library are included in the General Faculty with the exception of the Library administrators.

Section 3. Membership in the Senate shall be determined by proportional representation, in accordance with the formula provided in the Bylaws.

Section 4. Senators shall be uninstructed representatives. It is their responsibility, however, to seek the views and opinions of their colleagues. Senators must present the views of constituents upon written request signed by two or more members of the General Faculty.

Section 5. A Senator may be recalled by two-thirds vote of the General Faculty of the department represented or by a petition signed by two-thirds of the General Faculty of the department represented.

Section 6. The term of office of a Senator shall be two calendar years, commencing at the first Senate meeting in August following his/her election.

Section 7. Senators may be eligible for re-election, excepting senators who have been expelled from the Senate via Section 10.

Section 8. Approximately one-half of the members of the Senate shall be elected each year. The terms of office shall be staggered in accordance with the procedures stipulated in the Transitional Article of the Bylaws.

Section 9. The Senate shall be the sole judge of the qualifications of its members and shall have the power to review any contested election.

Section 10. The Senate may suspend or expel a senator from the body by a two-thirds majority vote of those present for any of the following reasons:

- A. Irregular attendance as defined in the Bylaws Article I, Section 3,
- B. Inhibiting the functions and operations of the Senate,
- C. Violating the rules of the Senate as expressed in the Constitution and Bylaws,
- D. Other just cause.

#### **Article V. Meetings.**

Section 1. The Senate shall meet in regular session once a month, August through May.

Section 2. Special meetings of the Senate may be called as stipulated in the Bylaws.

Section 3. Rules governing the conduct of regular and special meetings shall be as stipulated in the Bylaws.

## **Article VI. Officers.**

Section 1. All officers of the Senate shall be elected members of the Senate.

Section 2. Officers of the Senate shall be the President, the Vice President, the Recording Secretary, the Membership Secretary, and the Parliamentarian.

Section 3. The officers of the Senate shall be elected in accordance with the Bylaws.

Section 4. The officers of the Senate shall discharge their duties as stipulated in the Bylaws.

## **Article VII. Executive Committee.**

Section 1. The Executive Committee of the Senate shall consist of the President, Vice President, Recording Secretary, Membership Secretary, Parliamentarian, and two members-at-large.

Section 2. The members-at-large shall be elected from the Senate.

Section 3. The duties and responsibilities of the Executive Committee shall be as stipulated in the Bylaws.

Section 4. The Faculty Senate shall have the right of recall upon a member of the Executive Committee for just cause.

## **Article VIII. Elections.**

Section 1. Members of the Senate shall be elected by secret ballot during the first half of March of each year. The Nomination and Elections Committee of the Senate shall be responsible for conducting the election as provided in the Bylaws.

Section 2. Officers of the Senate shall be elected by secret ballot at the April meeting of the Faculty Senate as the first order of business. The Chairman of the Nominations and Elections Committee shall preside until the President is elected.

## **Article IX. Committees.**

Section 1. The standing committees of the Senate shall be:

- A. Academic Committee
- B. Professional Rights and Responsibilities Committee
- C. Faculty Welfare Committee
- D. Nominations and Elections Committee
- E. Constitution and Bylaws Committee
- F. Budget Committee

G. Facilities, Safety, and Security Committee

H. Faculty Senate Liaison(s) to the Student Government Association (SGA) Committee

Section 2. Standing committees shall:

- A. Formulate and recommend actions and policies for approval by the Senate.
- B. Be available to consult and advise the President of the University.
- C. Study matters assigned to them by the President of the University, the Senate or the Executive Committee, and consider requests of faculty when submitted in writing.
- D. Seek factual information and the opinions of interested parties prior to any final action on a matter, and
- E. Report to the Senate as requested by the President of the Senate.

Section 3. The functions of the standing committees of the Senate shall be as stipulated in the Bylaws.

Section 4. Ad Hoc committees of the Senate may be appointed by the President of the Senate.

## **Article X. Amendments.**

Section 1. Any proposal to amend, alter, or repeal the provisions of this Constitution shall be initially supported by either:

- A. A simple majority vote of the Senate.
- B. A petition signed by at least twenty-five percent of the General Faculty and authenticated by the Membership Secretary.

Section 2. Any such proposal shall be made at least one regular meeting preceding that at which the vote on ratification is taken.

Section 3. Proposed amendments shall require ratification by either:

- A. A two-thirds vote of the total Senate, or
- B. An absolute majority vote of the General Faculty.

Section 4. Pursuant to Article X. Section 3. Subparagraph A, provisions for vote by absentee ballot shall be made by the Nominations and Elections Committee of the Senate.

Section 5. The procedure for amendments shall be as stipulated in the Bylaws.

Section 6. Any and all proposed changes in the Constitution, once ratified, must be forwarded to the President of the University for final approval.

## **Article XI. Interpretation.**

Provisions of this Constitution and Bylaws, whenever unclear, ambiguous, or indefinite, shall be subject to interpretation by a simple majority vote of the total Faculty Senate. Interpretations by the Senate shall stand unless overruled by a simple majority vote of General Faculty members who shall vote on matters of interpretation whenever a minimum of twenty-five percent of the Senators shall demand interpretation by the General Faculty.

## **Article XII. Effective Date.**

When the provisions of this document have been recommended for approval by the General Faculty, it shall become effective on the date it is finally approved by President of the University.

## **BYLAWS**

### **Article I. Membership.**

**Section 1. Eligibility.** Members of the Senate shall be elected from the General Faculty as defined in Article IV of the Constitution.

**Section 2. Formula for Representation.** The Senate shall consist of a total number of members as determined by the following formula; there shall be:

- A. One Senator from departments with 14 or fewer General Faculty members.
- B. Two Senators from departments with 15 to 24 General Faculty members, three Senators from departments with 25 to 34 General Faculty members, etc.
- C. To achieve as nearly as possible a uniform system of two-year staggered terms in the Senate, each department, which shall be entitled to additional Senate seat(s) due to an increase in its General Faculty members, shall determine whether the current Senator(s)' term(s) expire in the current year or the following year. If the existing term expires in the current year, then the new additional senator shall be elected to an initial one-year term and thereafter to a regular two-year term. If the existing term expires in the following year, then the new additional senator shall be elected to a regular two-year term.

**Section 3. Vacancies.** In case of decease, resignation, incapacity, change of status, or irregular attendance of any Senator, a special election shall be held to fill the vacancy, arranged by the Nominations and Elections Committee of the Senate, provided the opening occurs in the first year or before February 15 of the second year of the vacating Senator's two-year term. Irregular attendance shall be defined as failure to attend at least one-half of the regular Senate meetings during any one semester.

**Section 4. Proxy Voting.** Any member of the Faculty Senate may designate a member of the full-time faculty from his/her department to serve as his/her alternate at any specific meeting of the Faculty

Senate; provided, however, no person may be designated an alternate for more than one, absent elected senator and no elected senator may serve as his/her alternate. Any faculty member currently under suspension or expulsion from the Faculty Senate is not eligible to act as an alternate. To designate an alternate a member of the Senate shall execute a proxy form specifying the name of the alternate, the meeting for which the alternate shall represent the absent senator, and certifying that the named alternate is a full-time member of the faculty of his/her department. The executed alternate form may be presented to the Membership Secretary prior to roll call or the alternate form without the Senator's signature may be presented prior to roll call provided that the absent Senator e-mail his/her expressed permission for the alternate.

**Section 5. Suspension and Expulsion.** On a two-thirds vote of the Faculty Senate present a senator may be suspended or expelled from the Faculty Senate.

1. Suspension from the Faculty Senate shall result in the affected senator being barred, physically and otherwise, from any participation in Faculty Senate business for the duration of the suspension. The suspension shall commence immediately upon the vote to suspend, it shall endure for a period of no less than three monthly Faculty Senate meetings after the meeting in which the suspension vote occurred and no more than two years. No right of proxy shall prevail for the duration of the suspension. The affected academic department may regain representation in the Faculty Senate through the use of the recall provision, as long as any replacement to fulfill the remainder of a term in question is not already under suspension or expulsion from the Faculty Senate at the time of their seating there. A second suspension vote in a single term on the same affected faculty senator shall in fact be a vote on expulsion.
2. Expulsion from the Faculty Senate shall result in the affected senator being permanently barred, physically and otherwise, from any participation in Faculty Senate business.
3. The choice to either suspend or to expel a sitting faculty senator is entirely at the discretion of the Faculty Senate.

## **Article II. Officers.**

### **Section 1. Duties of Officers.**

1. The President shall
  - A. Preside at meetings of the Executive Committee,
  - B. Select the place of meeting of the Senate and notify Senators of any change in regularly designated times and places,
  - C. Preside at meetings of the Senate,
  - D. Appoint the members to the standing committees of the Senate subject to the approval of the Executive Committee,
  - E. Assign each new proposal and/or matter to the appropriate committee of the Senate,
  - F. Be a voting member of the Senate,

- G. Inform any constituency when it is necessary for it to fill a vacancy in its representation in the Senate,
- H. State clearly each issue being voted on before the vote is taken and announce to the Senate the results of the vote,
- I. Appoint a member of the Senate to keep records of any meeting from which the Recording Secretary is absent,
- J. Appoint ad hoc committees of the Senate subject to the approval of the Executive Committee,
- K. Transmit to the President of the University all recommendations and resolutions approved by the Senate,
- L. Appoint a member of the Executive Committee to maintain a current log of recommendations and/or resolutions submitted to the President of the University and the response by said officer.
- M. Serve as a non-voting member of the Executive Committee for one year following the expiration of his/her term of office.
- N. Serve directly or through a designee as one of two voting delegates representing the Senate to the Association of Louisiana Faculty Senates.
- O. Recommend faculty appointments to the standing committees of the University to the President of the University.
- P. Represent the Senate on the University Planning Council and Academic Affairs Committee.
- Q. Represent the faculty at various University functions.

2. The Vice President shall

- A. Serve as a member of the Executive Committee,
- B. Assume, in the absence of the President, the duties of the President, and
- C. Become the President should the position become vacant.
- D. Serve directly or through a designee as one of two voting delegates representing the Senate to the Association of Louisiana Faculty Senates.

3. The Recording Secretary shall

- A. Serve as a member of the Executive Committee,
- B. Keep clear and accurate records of the transactions of the Senate.
- C. Be responsible for reproducing and distributing minutes of each meeting of the Senate.
  - i. A draft of the minutes shall be distributed to all members of the Senate at least one week prior to the next Senate meeting.
  - ii. The approved minutes shall be distributed to the General Faculty within one week after the meeting at which the minutes were approved.

- D. Ensure that the records and other papers of the Senate are stored electronically on the Faculty Senate homepage of the Southeastern website.
- E. Preside, in the absence of the President and Vice President, at meetings of the Senate long enough to allow for the election of a temporary chairperson for that meeting.
- F. Carry on any necessary correspondence of the Senate.
- G. Tabulate and record the results of all votes of the Senate.

4. The Membership Secretary shall

- A. Serve as a member of the Executive Committee,
- B. Keep a current list of all members of the General Faculty eligible for membership in the Senate in accordance with Article IV. Section 2 of the Constitution.
- C. Keep a current list of the members of the Senate,
- D. Record the names of the members present at each meeting of the Senate and inform the President when excessive absences occur,
- E. Provide an agenda for the Senate meetings two days ahead of the meeting and,
- F. Serve as an ex officio member of the Nominations and Elections Committee.
- G. Call for elections of faculty members to the University Planning Council, Faculty Grievance Committee, and University Tenure and Promotion Committee.

5. The Parliamentarian shall

- A. Advise the presiding officer on parliamentary procedure at the meetings of the Executive Committee and the Senate,
- B. Keep available for reference at all meetings a copy of the Constitution and Bylaws of the Senate and a copy of Roberts' Rules of Order (revised), and
- C. Ensure that the Constitution and Bylaws of the Senate are stored electronically on the Faculty Senate homepage of the Southeastern website.
- D. Prepare a handout for Faculty Senators at the first meeting of the academic year explaining parliamentary procedure as conducted by the Faculty Senate.

Section 2. **Term of Office.** The term of office for each officer shall be for one twelve (12) month period, running from June 1, (beginning of summer term following the April election) through May 31.

### Article III. Executive Committee.

#### Section 1. Meetings.

The Executive Committee shall meet a week prior to each regular meeting of the Senate and prepare an agenda for that meeting.

**Section 2. Duties.** The Executive Committee shall

- A. Evaluate proposals submitted by a senator for consideration by the Senate and
  1. Determine if the proposal is appropriate for consideration by the Senate,
  2. In consultation with the Provost or his/her representative, determine if the proposal can be immediately addressed through existing university channels,
  3. If appropriate, place the proposal on the agenda of the next Faculty Senate meeting, and
  4. Notify the senator who submitted the proposal of the final disposition of any proposal not placed on the agenda,
- B. Distribute an agenda to all Senators at least two days prior to all regular meetings of the Senate, and
- C. Prepare a yearly calendar of meetings of the Senate, stipulating the deadlines for submitting proposals to be included in the agendas.
- D. Post minutes of the Executive Committee meetings on the Faculty Senate webpage.

**Section 3. Ejection.** On a majority vote, any member or guest may be ejected from any Executive Committee meeting for just cause. The ejection will take place immediately after an affirmative vote. The ejected individual retains the right to attend any future meetings.

#### **Article IV. Elections.**

**Section 1. Election of Senators.** All members of the General Faculty, as defined in Article IV, Section 2 of the Constitution, are legal voters. In cases in which voters have affiliation with more than one academic department, voting shall take place in only one department. The Nominations and Elections Committee of the Senate shall supervise elections of Senators in each academic department. They shall distribute a notice that it is time to hold elections along with instructions regarding how elections should be conducted. The Senator within each department whose term is not up for renewal shall conduct the election and report the results to the Chair of the Nominations and Elections Committee. The Senator conducting the election shall solicit nominations, ensure that nominees are willing to serve, and if more than one person is nominated, shall prepare a ballot. If only one candidate is nominated, that person will be declared the winner without going through the balloting process. Voting will occur via one of the following methods, to be determined by the Faculty Senate Executive Committee, in consultation with the Nominations and Elections Committee:

- A. Web-Based Voting
  1. Web-Based voting will occur, at a clearly designated time, through secure and anonymous web-based software approved by the Faculty Senate Executive Committee, in consultation with the Nominations and Elections Committee.
- B. Ballot Box

1. At a clearly designated time and place, a Ballot Box will be provided in each department. The Ballot Box will be closed, except for a slot used to place ballots inside. The box will be clearly marked "Ballot Box."
2. Numbered anonymous ballots will be provided to all eligible voters in a department. The anonymous ballots will include only the names of the candidates, the office for which all are running, and a box or line marked "FOR" preceding each candidate's name.
3. Near the Ballot Box, a sign-in sheet will list the names of all eligible voters in the department. In the presence of the person facilitating the election in each department, eligible voters must sign their name to the sign-in sheet, and then deposit their completed ballot into the Ballot Box.
4. Proxy votes are allowed, but only if a Faculty Senate proxy form is deposited into the ballot box. The proxy voter must also sign-in with his/her own signature, clearly indicating for which senator the proxy is acting.
5. The person facilitating the voting will then count the ballots and report the results to the Nominations and Elections Committee.

#### C. Campaigning

When the election for a Senator has more than one nominee, each nominee shall have the option of presenting his/her goals and plans to the faculty of the academic department. The method of presentation may be by email, hardcopy in faculty departmental mail boxes, and by meetings individually or as a group.

### Section 2. **Election of Officers.**

The Nominations and Elections Committee shall at the April meeting of the Senate, submit at least one name for each office of the Senate and, after other nominations have been called for from the floor, the vote shall be taken in accordance with Article VIII, Section 2 of the Constitution.

### Article V. **Committees.**

**Section 1. Formation.** In accordance with Article II, Section 1, Subparagraphs 1.D and J of the Bylaws, the President of the Senate shall appoint members to all standing and ad hoc committees of the Senate.

A Senator shall not be a member of more than one standing committee of the Senate. Each standing and ad hoc committee of the Senate shall have the authority to appoint non-Senate members of the General Faculty to serve on its committee. The chairperson of each standing committee and ad hoc committee of the Senate shall be appointed by the President of the Senate.

### Section 2. **Standing Committees of the Senate.**

The **Academic Committee** of the Senate shall consider, make recommendations on, and report to the Senate on matters pertaining to academic policies, practices, and standards in any area appropriate to its purview.

The **Professional Rights and Responsibilities Committee** of the Senate shall consider, make recommendations on, and report to the Senate on matters pertaining to academic freedom, academic fairness, and professional ethics in any area appropriated to its purview.

The **Faculty Welfare Committee** of the Senate shall consider, make recommendations on, and report to the Senate on matters pertaining to faculty welfare, benefits, and programs in any area appropriate to its purview.

The **Nominations and Elections Committee** of the Senate shall

- A. Establish and provide a calendar of elections,
- B. Distribute the calendar to each member of the General Faculty,
- C. Notify the General Faculty of the number of senatorial positions to be filled by mid-February of each year,
- D. Provide instructions to the Senators conducting departmental elections,
- E. Supervise the counting of votes as necessary,
- F. Provide certification of winning candidates, and
- G. Arrange all special elections to fill vacancies.

The **Constitution and Bylaws Committee** of the Senate shall make recommendations on, and report to the Senate on matters pertaining to the amendment of the Constitution and Bylaws.

The **Budget Committee** of the Senate shall consider, make recommendations on, and report to the Senate on matters pertaining to the budget, state and legal issues affecting the budget, or other resources of the university.

The **Facilities, Safety, and Security Committee** shall consider, make recommendations on, and report to the Senate on matters pertaining to the physical plant and safety and security of the University Community in any area appropriate to its purview.

The **Faculty Senate Liaison(s) to the Student Government Association (SGA) Committee** shall assign its members to attend meetings of the SGA on a rotational basis. The committee shall consider, make recommendations on, and report to the Senate on matters pertaining to the SGA.

## Article VI. **Meetings.**

**Section 1. Regular Meetings.** The first regular meeting of the Senate shall be held in August. Other regular meetings shall be held pursuant to Article III, Section 2, Subparagraph C.

**Section 2. Special Meetings.** Special meetings of the Senate may be called by the Membership Secretary at the request of the President of the Senate or upon the written request of twenty-five percent of the Senators.

Section 3. **Quorum.** A simple majority shall be required to conduct business at any meeting of the Senate.

Section 4. **Minutes.** A complete and permanent set of minutes of each meeting shall be kept by the Recording Secretary.

Section 5. **Guests.** Meetings of the Senate shall be open. The Senate may choose to go into executive session by a majority vote of the members present for a specific purpose allowed by law. A member of the General Faculty may be allowed to address the Senate for a specific purpose for no more than ten minutes at the request of a Senator. The President of the University, or his designated representative, or any person not a member of the General Faculty may address the Senate subject to the approval of a majority of those present.

Section 6. **Conduct of Meetings.** The conduct of Senate business shall be in accordance with Roberts' Rules of Order (Revised).

Section 7. **Ejection.** On a majority vote, any member or guest may be ejected from any Faculty Senate meeting for just cause. The ejection will take place immediately after an affirmative vote. The ejected individual retains the right to attend any future meetings.

Section 8. **Agenda of Meeting.** The agenda at Senate meetings may include, without reference to order, the following items:

- A. Call to Order
- B. Roll Call
- C. Approval of Minutes
- D. Reports of Committees of the Senate
- E. Unfinished Business
- F. New Business
- G. Announcements
- H. Adjournment

Section 9. **Procedures on Proposals other than Amendments.** The following procedures shall be used for all proposals to the Senate:

A. Proposals for consideration by the Senate must be submitted in writing to the Executive Committee at least three days before the next scheduled meeting of the Senate Executive Committee. This provision may be waived only if the Executive Committee interprets a proposal to be an emergency.

B. Proposals added to the agenda per Article III, Section 2A or Article VI, Section 9A of these Bylaws, shall be read to the Senate during the portion of the meeting devoted to new business.

C. After each proposal is read, the Senate shall consider the question of sending the proposal to a standing committee of the Senate. Debate on the question shall be limited to five minutes for proponents and five minutes for opponents.

D. If a majority of the Senate present approve, the President shall assign the proposal to the appropriate committee of the Senate. If less than a majority of the Senators present approve, the proposal shall be dropped.

E. At the next meeting of the Senate, the appropriate committee of the Senate shall make a full report of its studies on the proposal and state any alterations or objections that it feels advisable to make.

F. After the appropriate committee of the Senate has completed its report, the Senate shall debate the question of adopting the proposed recommendation. Amendments may be submitted from the floor.

G. The failure of a committee of the Senate to make a report at its appointed time shall not preclude the right of the Senate at that time to move, debate, adopt, or reject the proposed recommendation or a variation of it.

H. A proposed recommendation shall not be adopted as a recommendation of the Senate unless it receives the vote of a majority of the Senators present.

I. A minority report may be filed by a Senator(s) who does not vote with the majority.

J. If the Executive Committee interprets a proposal to be an emergency, the proposal need not be referred to committee, and a recommendation may be introduced, drafted, and adopted during the same meeting at which it was proposed.

K. The President of the University, at his discretion, may submit items to the Senate for discussion.

**Section 10. Voting Procedures.** Voting shall be by show of hands. A roll call vote is required when requested by at least three Senators. A secret ballot requires a majority vote of the Senate.

## **Article VII. Amendments.**

Section 1. Amendments to this Constitution or its Bylaws shall be made at regular meetings of the Senate.

Section 2. The following procedure shall be used for any proposed amendment to the Constitution:

A. To propose an amendment, a Senator must notify the Recording Secretary of his/her intentions in writing at least three weeks prior to the next regular meeting. A copy of the proposal shall be included in the call for the next regular meeting and a copy shall be sent to each member of the General Faculty at least ten days prior to the next meeting.

B. At the next regular meeting, the President of the Senate shall read the proposal and call for preliminary debate which shall be limited to five minutes for proponents and five minutes for opponents.

C. For the proposal to be admitted for further consideration after preliminary debate it must be supported by a simple majority of the Senators present or by a petition in favor of the proposal furnished by the proposer pursuant to Article X, Section 1, Subparagraph B of the Constitution. Without either type of support, the proposal shall die for lack of support.

- D. Upon a proposal's being admitted for further consideration, the President of the Senate shall refer the proposal to the Constitution and Bylaws Committee of the Senate for study.
- E. At the next meeting of the Senate, the Committee shall make a full report of its studies on the proposal and state any alterations or objections that it feels advisable to make.
- F. After the Committee has completed its report, the Senate shall debate the question of adopting the proposal. Amendments to the proposal may be submitted from the floor.
- G. The failure of the Committee to make its report at the appointed time shall not preclude the right of the Senate at that time to move, debate, adopt, or reject the proposal or a variation of it.
- H. After debate, the proposal shall require a two-thirds vote of the total membership.
- I. If the Senate fails to ratify the proposed amendment, a Senator may elect to put the question to the General Faculty, whereupon the President of the Senate shall instruct the Nominations & Elections Committee of the Senate to prepare, conduct, and certify a vote of ratification by the General Faculty.
- J. Ratification by the General Faculty shall require an absolute majority vote and shall take precedence over the Senate's previous vote on ratification.
- K. Upon ratification, the amendment shall be submitted to the President of the University for final approval.

Section 3. A proposed amendment to the Bylaws must receive an absolute majority vote of the Senate.

**Article VIII. Office, Duties, Term, and Elections for the Member and Alternate Member to the Faculty Advisory Council of the Board of Supervisors for the University of Louisiana System.**

Section 1. **Office.** There shall be a member and alternate member elected by the Faculty Senate from among the members of the General Faculty, as defined in Article IV, Section 2 of the Constitution.

**Section 2. Duties of Member and Alternate.**

- A. The member shall
  - 1. Serve on the Faculty Advisory Council
  - 2. Represent the faculty of Southeastern Louisiana University
  - 3. Serve as liaison for Faculty Senate and faculty to the Board of Supervisors Faculty Advisory Council
  - 4. Make regular reports on the Board of Supervisors and Faculty Advisory Council.
  - 5. Advise the alternate member in a timely manner when said member is unable to attend Faculty Advisory Council meetings so the alternate can take the member's place.
- B. The alternate member shall

1. Attend meetings of the Faculty Advisory Council when the member is unable to attend
2. Report to the Faculty Senate on meetings of the Board of Supervisors and Faculty Advisory Council covered by the alternate for the member
3. Possess all rights, duties, and voting privileges of the member when taking the member's place
4. Become the member to the Faculty Advisory Council at the end of the member's term, or upon resignation, or demise
5. Attend sufficient meetings of the Faculty Advisory Council with the member so as to be familiar with Faculty Advisory Council procedures.

**Section 3. Term of Office.**

- A. The term of office for the member shall be for two years, commencing immediately upon election. Thereafter the alternate shall automatically become the member.
- B. The term of office for the alternate member shall be for two years with the right of succession as member for an additional two years.

**Section 4. Elections.**

- A. Candidates for member and alternate shall notify the Nominations & Elections Committee chairperson that they are willing to serve. If more than one person volunteers for each position, an election will be held during a regular meeting of the Senate.
- B. All members of the Faculty Senate shall be electors.

**Section 5. Recall.** The Faculty Senate shall have the right of recall upon the member or alternate for just cause.

**Article IX. Election for Faculty Members to the University Planning Council**

**Section 1. Purpose.** The University Planning Council comprised of faculty, department heads, academic deans and professional staff shall evaluate and make recommendations to the President of the University concerning University priorities addressing questions of institutional purpose and goals, strategic planning and budget development.

**Section 2. Membership.** The University Planning Council's faculty membership shall consist of nine tenured full-time faculty, apportioned among the university's academic units and the library as follows:

College of Arts, Humanities and Social Sciences - two members

College of Business - one member

College of Education - one member

Library - one member

College of Nursing and Health Sciences - two members

College of Science and Technology - two members

**Section 3. Terms of Office.** Term of office for all members shall be two years staggered as follows:

A. Elected in even numbered years:

One from Nursing and Health Sciences

One from Arts, Humanities & Social Sciences

One from Science and Technology

One from Business

One from Library

B. Elected in odd numbered years:

One from Education

One from Nursing and Health Sciences

One from Arts, Humanities & Social Sciences

One from Science and Technology

**Section 4. Procedures.** Refer to the election to the Faculty Grievance Committee members in the Bylaws Article XI, Section 2, Subsections A through E excluding those references to alternates.

**Section 5. Review of Faculty Growth in Academic Units.** A review of faculty growth in academic units shall be conducted every three years (Spring 2025, 2028, 2031, etc.) to assess the need for realigning committee representation, ensuring equitable and proportional faculty representation across all units.

#### **Article X. Election of Faculty Members to the Tenure and Promotion Committee**

**Section 1. Purpose.** The Tenure and Promotion Committee, at the exclusive option and discretion of the candidate for tenure and/or promotion, shall review the candidate's application to ensure that the criteria for tenure and/or promotion in the candidate's department have been applied fairly and consistently by lower recommending units. When there are conflicting recommendations from the lower units, the committee shall study all the particulars of the process. The committee shall forward a written evaluation and recommendation to the Provost with a copy to the candidate.

**Section 2. Membership.** The Tenure and Promotion Committee shall consist of nine tenured full-time full professors, apportioned among the university's academic colleges and the library as follows:

College of Arts, Humanities and Social Sciences - two members

College of Business - one member

College of Education - one member

Library - one member

College of Nursing and Health Sciences - two members

College of Science and Technology - two members

If a unit has no tenured full professors, the representative shall be a tenured associate professor. If no tenured associate professor exists in that unit, the representative shall be a tenured assistant professor.

The most senior committee member – determined by academic rank and length of service at that rank – shall serve as chair.

**Section 3. Terms of Office.** The term of office for all members shall be three years. Terms shall be staggered among members to provide continuity.

**Section 4. Election.** The Faculty Senate shall conduct the elections at the end of the spring semester. The electors shall consist of the tenured and tenure-track faculty from each department. The election shall be conducted according to the same procedures specified for the election of members of the Faculty Grievance Committee in Article XI, Section 2 of these Bylaws.

**Section 5. Review of Faculty Growth in Academic Units.** A review of faculty growth in academic units shall be conducted every three years (Spring 2025, 2028, 2031, etc.) to assess the need for realigning committee representation, ensuring equitable and proportional faculty representation across all units.

#### **Article XI. Election of Faculty Members to the Faculty Grievance Committee**

**Section 1. Purpose and Terms of Office.** The committee determines the faculty position on grievances. Members shall serve for three-year terms, with terms staggered among members to provide continuity.

**Section 2. Membership and Selection.** The Faculty Grievance Committee shall consist of nine full-time tenured faculty members with at least ten years of service on the Southeastern faculty, apportioned among the university's academic units and the library as follows:

College of Arts, Humanities, and Social Sciences - two members

College of Business - one member

College of Education - one member

Library - one member

College of Nursing and Health Sciences - two members

College of Science and Technology - two members

Administrators (i.e., Department Heads and above), the Faculty Ombudsperson, complaint mediators, and the President of the Faculty Senate are excluded from service on this committee. The committee shall elect its own chair who shall be a voting member. The Chair shall serve a three-year term and may serve only two consecutive terms.

A. The Faculty Senate's Membership Secretary will, by March 1, inform heads of departments not having a continuing voting member that their faculty need to hold an election. By March 15 the full-time faculty in each department not having a continuing voting member will elect a qualified individual as their nominee.

B. By April 1 the Faculty Senate Nominations and Elections Committee shall follow established Senate policy in order to disseminate ballots listing these nominees to the full-time faculty members in the appropriate constituencies needing to elect new member(s). For each seat, faculty shall vote for two individuals. The person receiving the greatest total votes as well as over fifty percent of the votes shall be the member; the person with the second highest vote total shall be the alternate. In the event that two seats must be filled for the same constituency, then the two candidates with the most votes over fifty percent shall fill those seats, with the one receiving the most votes filling the seat with the longer term. The two candidates receiving the next highest vote totals shall be the alternates, again with the one receiving the higher vote total serving the longer term. Ballots must be collected by the Nominations and Elections Committee by April 15.

C. Absentee ballots shall be permitted but must be in the hands of the Nominations and Elections Committee by the April 15 deadline.

D. If only one candidate receives more than fifty percent of the vote on the first ballot, he/she shall be declared the winner of the longer term. The other three top candidates shall be listed on a run-off ballot, with instructions for faculty to vote for one individual. The person receiving the highest vote total shall fill the other term, and the other two shall be alternates. The April 22 and May 5 deadlines apply here as well.

E. The procedures for conducting hearings shall be in accordance with the Southeastern Louisiana University Faculty Handbook as amended.

**Section 3. Review of Faculty Growth in Academic Units.** A review of faculty growth in academic units shall be conducted every three years (Spring 2025, 2028, 2031, etc.) to assess the need for realigning committee representation, ensuring equitable and proportional faculty representation across all units.

APPENDIX A SOUTHEASTERN LOUISIANA UNIVERSITY

FACULTY SENATE PROXY FORM

(This form can also be filled out on-line by clicking [here](#).)

APPOINTMENT OF PROXY SENATOR I hereby designate and appoint \_\_\_\_\_  
to serve as my alternate and proxy at a meeting of the Faculty Senate of Southeastern Louisiana  
University to be held on \_\_\_\_\_, 20\_\_\_\_, or any adjournment thereof. I certify that the  
named alternate is a full-time member of the faculty of the Department I represent.

\_\_\_\_\_  
\_\_\_\_\_  
(Print name of Senator granting proxy) \_\_\_\_\_ Date (Signature of Senator  
granting proxy) \_\_\_\_\_ Department \_\_\_\_\_