

**Bylaws of the Faculty Assembly  
Louisiana State University School of Dentistry**

**PREAMBLE**

The mission of the Louisiana State University Health Sciences Center School of Dentistry (LSUSD) is to serve the needs of the citizens of the State of Louisiana by educating future general dentists, specialists and allied dental professionals to provide excellent and current health care. The School of Dentistry should also play a leadership role in research and provide health care services and information to the dental community and the public.

In pursuit of this mission and the purposes stated in the LSUSD Faculty Assembly Constitution, the Faculty of LSUSD institutes the Faculty Assembly and its bylaws. The bylaws of the Assembly are subject to the rules and regulations of the Board of Regents, the Board of Supervisors, the President of the University, the Chancellor of the Health Sciences Center and the Dean of the School of Dentistry.

**ARTICLE I.**

**Membership of the Faculty Assembly**

Section 1. The name of the organization shall be the Faculty Assembly of the School of Dentistry. The term Assembly shall refer to the Faculty Assembly of the School of Dentistry. The term Faculty shall refer to the full-time and part-time members of the academic staff of the School of Dentistry. The term Delegate shall refer to the members of the Assembly elected to represent the Faculty.

Section 2. The faculty of LSUSD is composed of Basic Scientists and Clinicians.

Section 3. Basic Science Faculty are considered members of the following departments: Oral and Craniofacial Biology and Medical Bibliography.

Section 4. Clinical Faculty are considered members of the following departments: Comprehensive Dentistry and Biomaterials, Endodontics, Oral and Maxillofacial Surgery, Oral and Maxillofacial Pathology, Orthodontics, Pediatric Dentistry, Periodontics, and Prosthodontics.

Section 5. Faculty with joint appointments in Basic Science and Clinical departments shall be classified as being either in a Basic Science or Clinical department according to their primary appointment.

Section 6. Except for meetings of the Executive Board and closed sessions of the Delegates, all meetings of the Assembly and meetings of the Delegates of the Assembly are open to all Faculty members, including part-time and gratis faculty.

Section 7. All full- and part-time faculty members in accordance with LSU System Permanent Memoranda PM-23 with teaching responsibilities located at the School of Dentistry Campus are granted membership in the Faculty Assembly. All faculty members are eligible to vote in Faculty Assembly meetings. Only delegates are eligible to vote at Delegates of the Assembly meetings.

## **ARTICLE II.**

### **Nature and Function of the Delegates of the Assembly**

Section 1. The Delegates of the Assembly shall consist of members of the Assembly elected in accordance with these bylaws.

Section 2. The Delegates shall represent the Assembly in all matters and shall voice the policies, opinions and sentiments of the Assembly on any matter within their jurisdiction. The jurisdiction of the Assembly shall encompass matters of the School of Dentistry and affairs of the Health Sciences Center that affect the day-to-day and long-term functioning of the School of Dentistry.

Section 3. The Delegates shall consider on their own initiative any matter within their jurisdiction or any matter brought to their attention by the Assembly.

Section 4. The Delegates shall work closely with the Dean of the School of Dentistry and shall report their actions and findings to the Dean. The Delegates shall also maintain liaison with the Vice-Chancellor of Academic Affairs and Chancellor of the Health Sciences Center.

Section 5. The Secretary-Treasurer shall regularly post minutes of meetings and other summaries on the U: drive.

Section 6. Any recommendation of the Delegates shall be submitted to the Assembly for review and possible action.

## **ARTICLE III.**

### **Election of the Delegates of the Faculty Assembly, LSUSD Representative to the American Dental Education Association and LSUSD Clinic Committee**

Section 1. The Assembly shall elect 15 Delegates, serving staggered three-year terms. Three Delegates shall be members of the Assembly from Basic Science Departments and twelve shall be members of the Assembly from Clinical Departments. Of the twelve clinical science Delegates, three shall be elected from the part-time faculty.

Section 2. All members of the Assembly shall be eligible for election as Delegates, with the exception of the Dean, the Associate Deans, the Assistant Deans, and Department Heads. Eligibility for election shall be determined as of the date of election.

Section 3. The procedures for nomination and election of Delegates shall be administered by persons designated by the Assembly for that purpose.

Section 4. The nomination of Delegates shall be held each year in April. Each member of the Assembly shall be emailed a nominating ballot. Each member of the Assembly may nominate one member of the Assembly from a Basic Science department, one full-time member of the Assembly from a Clinical department, and one part-time member of the Assembly from a Clinical department. The deadline for the return of the nominating ballot shall be stated on the ballot and shall not be more than two weeks after the emailing of the ballot. Nominations received after the deadline for the return nominating ballots shall not be considered. To be considered valid, a nominating ballot must be emailed by the member of the Assembly making the nomination.

Section 5. Anyone nominating a candidate must ensure that the person is willing to be listed on the ballot. The acceptance of a nomination shall imply a willingness to be a candidate and to accept the responsibility of operating an effective Assembly, including the assignment to committees and holding of elected offices.

Section 6. The number of candidates shall be limited to not more than three times the number of seats to be filled. Each year the three faculty members of the Assembly from the Basic Science departments receiving the most nominations shall be the candidates from the Basic Science departments. The nine full-time faculty members and the three part-time faculty members of the Assembly from the Clinical departments receiving the most nominations shall be the candidates from the Clinical departments.

Section 7. The election of Delegates shall be held each year in May. Voting will be conducted online. Each member of the Assembly shall be emailed instructions for voting. The ballot shall list, in alphabetical order in separate groups, the names of the candidates from the Basic Science departments and the names of the candidates from the full-time and part-time Clinical departments. The deadline for the return of the election ballot shall be stated on the ballot and shall not be more than two weeks after the emailing of the ballots. Ballots received after this time shall be invalid. Anonymity of voters will be maintained.

Section 8. Each year, each member of the Assembly may vote for one candidate from the Basic Science department, one candidate from the part-time Clinical departments, and three candidates from the full-time Clinical departments for the new term of office, in addition to delegates required to fill vacancies in the previous two terms of office. The one candidate from the Basic Science departments who receives the most votes shall be the Delegate from the Basic Science departments. The one candidate from the part-time Clinical departments and the three candidates from the full-time Clinical departments who receive the most votes from the Assembly shall be the Delegates from the Clinical departments. The single candidate from each of these divisions receiving the next highest number of votes shall be an Alternate Delegate for a one-year term. Ties shall be decided by the Executive Board.

Section 9. The Delegates shall serve for three years or until the successor is elected, and their terms of office shall begin on July 1.

Section 10. No Delegate shall serve more than two consecutive terms. For purposes of determining eligibility to continue in office, a Delegate who has served more than half a term (18 months) shall be considered to have served a full term. A delegate who has served two consecutive terms shall be ineligible for re-election for one year.

Section 11. A Delegate desiring to resign shall submit his/her resignation in writing to the Secretary-Treasurer of the Assembly, who shall present it to the Executive Board.

Section 12. In the event that a Delegate resigns, an Alternate shall fill the remaining term. Should an Alternate slot become vacant, the President shall fill the vacancy by appointment of a faculty member from the designated category (FTC, PTC, BS).

Section 13. A Delegate may forfeit his/her elected office if that Delegate is absent from three regularly scheduled meetings of the Delegates within any one-year period. An Alternate will fill the vacancy. The Delegate who has been dismissed will be notified of such action in writing by the Secretary-Treasurer.

Section 14. The Assembly shall elect an LSUSD Representative and Alternate to the American Dental Education Association (ADEA). The Representative to ADEA shall have a three-year term and will represent LSUSD at the ADEA annual meetings and shall report to the Delegates of the Faculty Assembly and Dean after each meeting. If the LSUSD representative to ADEA cannot attend an ADEA meeting, the Alternate shall take his/her place at the meeting. The LSUSD Representative to ADEA and an Alternate shall be full time faculty members and shall be elected in the same manner and at the same time that is specified in these bylaws for the election of Delegates of the Faculty Assembly. The number of terms will also be limited to two consecutive terms.

Section 15. The Assembly shall elect one Faculty Representative and one Alternate to serve on the Dental School Clinic Committee. The Faculty Representative will be a voting member of the Clinic Committee. The term of the Faculty Representative and Alternate will be two years. The Clinic Committee Representative and Alternate shall be elected in the same manner and at the same time that is specified in these bylaws for the election of Delegates of the Faculty Assembly. The number of terms will also be limited to two consecutive terms. The Faculty Representative will attend the Clinic Committee meetings and present a report at the meetings of the Delegates of the Faculty Assembly. If the Faculty Representative cannot attend a meeting of the Clinic Committee, the alternate shall fulfill the duties of the Representative. If neither Representative nor Alternate are able to attend the Clinic Committee meeting, a clinician from the Executive Board of the Delegates of the Faculty Assembly will be chosen by the Representative to fulfill the duties of the Representative.

#### **ARTICLE IV. Election of Officers**

Section 1. In June, the incoming President shall nominate Delegates for president-elect and secretary-treasurer from among the 15 Delegates of the Assembly. Any Delegate can make additional nominations. At the last meeting of the fiscal year, the Delegates of the Assembly shall elect a President-Elect and Secretary-Treasurer. Additional officers may be elected if necessary. The election may be by written ballot.

Section 2. The officers shall be elected by ballot to serve for one year or until their successors are elected, and their term of office shall begin at the close of the meeting at which they are elected. When a delegate has served a full term as President-Elect, that Delegate shall automatically become the President for the next term. A Delegate with a single year or less left in their current term as a Delegate is eligible for election as President-Elect provided that individual is eligible for re-election. If the President-Elect fails to be re-elected as a Delegate, a new election will be held to fill that office.

Section 3. No Delegates shall hold more than one office at a time, and no Delegate shall be eligible to serve more than two consecutive terms in the same office. The President may not be elected President-Elect for the succeeding term.

Section 4. If the President's office becomes vacant, the President-Elect shall fill the vacancy and shall continue his/her own term as President. Vacancies in the office of the President-Elect or Secretary-Treasurer shall be filled by a vote of the Delegates. Nominations for such election shall be made by the President or by any member of the Delegates.

## **ARTICLE V.**

### **Meetings of the Delegates of the Assembly**

Section 1. Meetings of the Delegates shall be attended by the Delegates and Alternates and shall be open to all members of the Faculty. The regular meetings of the Delegates shall be held no less than four times per academic year unless otherwise ordered by the President, the Executive Board, or by a majority of the Delegates.

Section 2. Special meetings of the Delegates may be called by the President or by the Executive Board.

Section 3. Nine of the fifteen Delegates/Alternates shall constitute a quorum.

Section 4. Only Delegates/Alternates are eligible to vote at meetings of the Delegates. Alternates may vote only when adequate delegates are not present to constitute a quorum.

Section 5. Upon majority vote of the Delegates, the Delegates may go into closed session if sensitive or personal items are to be discussed.

Section 6. Delegates will approve minutes of the previous Delegates' meeting.

**ARTICLE VI.**  
**Meetings of the General Faculty Assembly**

Section 1. Meetings of the General Faculty Assembly shall be open to all members of the Faculty. The regular meetings of the General Faculty Assembly shall be held no less than four times per academic year unless otherwise ordered by the President, the Executive Board, or by a majority of the Delegates.

Section 2. Special meetings of the General Faculty Assembly may be called by the President or by the Executive Board.

Section 3. Members present shall constitute a quorum.

Section 4. All faculty attending the General Faculty Assembly meeting will be eligible to vote.

Section 5. Members attending General Faculty Assembly meetings will approve minutes of the previous General Faculty Assembly meeting.

**ARTICLE VII.**  
**Executive Board**

Section 1. The President, President-Elect, immediate past-President, and Secretary-Treasurer shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Delegates and General Faculty Assembly, schedule the time and place of meetings, make recommendations to the Delegates, and shall perform such other duties as are specified in these bylaws. The Executive Board shall be subject to the orders of the Delegates of the Faculty Assembly and the General Faculty Assembly, and none of its acts shall conflict with action taken by the Delegates of the Faculty Assembly or the Faculty Assembly.

Section 3. Special meetings of the Executive Board may be called by the President and shall be called upon the request of three members of the Board.

**ARTICLE VIII.**  
**Committees**

Section 1. The Delegates of the Faculty Assembly will identify the standing and special committees of the Faculty Assembly and specify their responsibilities.

Section 2. The Dean of LSU School of Dentistry shall appoint standing or special committees, as deemed necessary.

Section 3. Faculty of LSUSD will elect members of the following standing committees: Admissions, Curriculum, Faculty Promotions, Gold and Precious Metals, Infection Control, Library Advisory, Quality Assurance, Radiation Safety, Scholarship, Student Affairs, and Technology Fee.

Section 4. Standing committees, whose members are named via other methods, are Academic Performance Advancement (APAC), Advanced Education, Clinic, Dental Hygiene Advisory, Dental Laboratory Technology Advisory, Faculty Dental Practice, Implant, Strategic Planning, and Student Research.

## **ARTICLE IX.**

### **Election of Committees**

Section 1. The procedures for nomination and election of Standing Committee members shall be administered by persons designated by the Assembly for that purpose.

Section 2. The nomination of committee members shall be held each year in May. Each member of the Assembly shall be emailed a nominating ballot. Each member of the Assembly may nominate members of the Assembly for the positions of each committee which will become vacant on July 1. The deadline for the return of the nominating ballot shall be stated on the ballot and shall not be more than two weeks after the emailing of the ballot. Nominations received after the deadline shall not be considered. To be considered valid, a nominating ballot must be emailed by the member of the Assembly making the nomination.

Section 3. Anyone nominating a candidate must ensure that the person is willing to be listed on the ballot. The acceptance of a nomination shall imply a willingness to be a candidate and to accept the responsibility of membership on the committee. The number of candidates shall be limited to not more than three times the number of seats to be filled.

Section 4. The election of committee members shall be held each year in June. Voting will be conducted online and will be conducted by the Secretary, President and President-Elect of the Assembly. Each member of the Assembly shall be emailed instructions for voting. The deadline for voting shall not be more than two weeks after the emailing of the announcement. Votes received after this time shall be invalid. Anonymity of voters will be maintained.

Section 5. Committee rosters will be maintained by the Secretary of the Faculty Assembly. Following the June elections, the Secretary will prepare a finalized list and post it online for all faculty members by July 1.

## **ARTICLE X.**

### **Parliamentary Authority**

Section 1. The rules contained in the current edition of Robert's Rules of Order shall govern the Assembly in all cases to which they are applicable and in which they are consistent with these bylaws and any special rules of order the Assembly shall adopt.

## **ARTICLE XI.**

### **Amendment of Bylaws**

Section 1. Changes to these bylaws must be presented in writing to the Delegates of the Faculty Assembly. Following approval by two-thirds of the Delegates, these proposed changes to the bylaws may be presented at any regular meeting of the General Faculty Assembly. At a subsequent meeting of the General Faculty Assembly, amended bylaws must receive approval by a two-thirds vote of the members present.

## **ARTICLE XII**

### **Voting on Major Curriculum Changes**

Section 1. Whereas the Faculty is empowered by the Board of Supervisors to establish curricula, fix standards of instruction, determine requirements for degrees and generally determine educational policy, any major curriculum changes require the approval of the faculty. A major curriculum change is defined as involving more than one department.

Section 2. When the administration, curriculum committee or other group offers a proposal for a "major" curriculum change, they are to present a recommendation for consideration to the Dean and the President of the Faculty Assembly of the School.

Section 3. It shall be the responsibility of the Faculty Assembly, in consultation with the dean, to conduct a forum for the review of the proposed changes. This forum shall discuss the offered changes in the curriculum. The forum will follow Robert's Rules of Order for informal meetings. The President of the Faculty Assembly or his/her designate will preside over the forum. If deemed necessary, another forum for continuation of discussion may be scheduled. At the forum, the Assembly shall conduct a plebiscite, by written ballot, seeking authorization of the proposed changes. The signature of the voter and the printed name of the voter are both necessary for a valid ballot. The votes will be counted and reported by representatives of the Faculty Assembly and the Administration according to Robert's Rules of Order. A majority of the valid votes cast will determine the outcome.

Section 4. All full- and part-time faculty members in accordance with LSU System Permanent Memoranda PM-23 with teaching responsibilities located at the School of Dentistry Campus are eligible to vote.

Section 5. A list of the eligible voting faculty members shall be compiled by the Assembly and provided to the Dean and the Vice Chancellor for Academic Affairs for review. The Vice Chancellor for Academic Affairs shall adjudicate any dispute in this regard.



Section 6. The result of the plebiscite shall be reported to the Dean and the Vice Chancellor for Academic Affairs within seven working days. The Vice Chancellor shall report the results to the Chancellor of LSUHSC and forward a recommendation to the LSU System Office.

### **ARTICLE XIII. Faculty Forums**

Section 1. In order to foster communication, improve services, and provide a venue for faculty expression at the School of Dentistry, the Faculty Assembly will sponsor open forums for the discussion of topics of interest. A summary of the forum discussion will be reported to the Delegates of the Faculty Assembly. The Delegates will take appropriate actions as warranted by the forum.

### **ARTICLE XIV. Duties of Officers**

Section 1. President – The president shall preside at all meetings of the Faculty Assembly, Delegates, Executive Board, and Faculty Forums unless he/she designates the president-elect or another substitute. The president will be the principal executive officer of the Faculty Assembly. The president shall coordinate the work of the officers and committees of the Faculty Assembly in order to promote the objectives and purposes of the Faculty Assembly.

Section 2. President-Elect – The president-elect, in the absence or inability of the president to serve, shall perform all the duties of the president. The President-Elect shall serve as parliamentarian. The parliamentarian shall be prepared to advise the Delegates and the Assembly on points of order in accordance with the current edition of Robert's Rules of Order to which they are applicable and in which they are consistent with these bylaws and any special rules of order the Delegates or the Assembly shall adopt. The President-Elect shall be in charge of conducting the annual election of Delegates to the Faculty Assembly, officers of the Faculty Assembly, Faculty Senate Representatives, LSUSD Representative to ADEA, Clinic Committee Representative, and Standing Committees.

Section 3. Secretary/Treasurer – The secretary/treasurer shall keep the minutes of the meetings of the Delegates and General Faculty Assembly, provide a copy of the minutes to the president, be the custodian of the Assembly's records, and maintain and report on the finances of the Faculty Assembly.