

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

**PREAMBLE**

The mission of the Louisiana State University School of Dentistry (LSUSD) is to endow future general dentists, specialists and dental auxiliaries with the skill, knowledge, ethics, professional judgement, and experience to provide competent health care. The School of Dentistry should also serve as a resource center for biomedical research and the dissemination of information and services 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 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 members of the academic staff of the School of Dentistry having the rank of Professor, Associate Professor, Assistant Professor or Instructor and the part-time members of the academic staff of the School of Dentistry having the rank of Clinical Professor, Clinical Associate Professor, Clinical Assistant Professor or Clinical Instructor or comparable ranks in the full- or part-time Faculty. The term Delegate shall refer to the members of the Assembly elected to represent the members of the Assembly.

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: Anatomy; Biochemistry and Molecular Biology; Genetics; Medical Bibliography; Microbiology, Immunology and Parasitology; Pharmacology and Experimental Therapeutics; and Physiology.

Section 4. Clinical Faculty are considered members of the following departments: Endodontics; General Dentistry; Operative Dentistry and Biomaterials; Oral Diagnosis, Medicine and Radiology; Oral and Maxillofacial Surgery; Oral Pathology; Orthodontics; Pathology; Periodontics; Pediatric Dentistry; 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 in accordance with PM-23 located at the School of Dentistry Campus are granted membership in the Faculty Assembly. All faculty are eligible to vote in Faculty Assembly and Delegate meetings. Any faculty member not desiring membership in the Faculty Assembly shall notify the Secretary/treasurer and the Dean of the School of Dentistry in writing.

## **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 of the School of Dentistry. The Delegates shall also maintain liaison with the Vice Chancellor of Academic Affairs and Chancellor of the Health Sciences Center.

Section 5. The Delegates shall regularly post minutes of their meetings and other summaries.

Section 6. One regular meeting of the Assembly shall be known as the annual meeting and shall be for the purpose of presenting a formal report to the Assembly summarizing the actions and recommendations of the Delegates since the last annual meeting.

Section 7. Upon the written request of 15% of the Assembly, any recommendation of the Delegates shall be submitted to the Assembly for review. The Assembly may, by a two-thirds vote of those voting by written ballot, modify, overrule, or change any action taken by the Delegates, provided that each member of the Assembly has been given at least two weeks prior notification in writing. Upon written request of a majority of the Delegates, any matter considered by the Delegates may be referred to the Assembly for final disposition.

### **ARTICLE III.**

#### **Election of the Delegates of the Faculty Assembly, and the L.S.U.S.D. Representative to the American Dental Educators Association (A.D.E.A.)**

Section 1. The Assembly shall elect 15 Delegates. 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, the Department Heads or Chairpersons, and those Directors who by virtue of their administrative duties are members of the Administrative Council of the School of Dentistry. 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 mailed 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 mailing 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 signed by the member of the Assembly making the nomination.

Section 5. Within one week after the deadline stated for the return of the nominating ballot each member of the Assembly who has been nominated shall be notified and shall accept or decline the nomination in writing. 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 working committees and holding of elected offices. Only those members of the Assembly willing to be a candidate shall be listed on the ballot.

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. Ties shall be decided by lot.

Section 7. The election of Delegates shall be held each year in May. Each member of the Assembly shall be mailed a ballot. 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 mailing of the ballots. Ballots received after this time shall be invalid. The ballot shall be returned to the Secretary-Treasurer of the Assembly in a self-addressed envelope included with the ballot. The return envelope shall have a space for the voting members name, department and signature. A ballot returned in an unsigned envelope shall not be counted.

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. 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 Faculty 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 lot.

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 appointing the individual who failed to become an Alternate by the smallest margin in the ballot election for that year.

Section 13. A Delegate may forfeit his/her elected office as a Delegate of the Assembly if that Delegate is absent from three regularly scheduled meetings of the Delegates within any one-year period. The Secretary-Treasurer will request the Delegation to vote to dismiss a Delegate because of absences; a simple majority determines dismissal. 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 Faculty Representatives to Faculty Dental Practice Executive Committee will be elected by Faculty Dental Practice, four representatives will serve staggered two-year terms. The representatives will take office in January. One of the representatives will report to the monthly meetings of the Delegates of the Faculty Assembly.

Section 15a. Election of the L.S.U. Representative to the American Dental Educators Association (A.D.E.A.) and Alternate. The Representative to A.D.E.A. shall have a three-year term and will represent L.S.U. Dental School at the A.D.E.A. meetings and shall report to the Delegates of the Faculty Assembly and Dean after each meeting. If the L.S.U. Representative to A.D.E.A. cannot attend an A.D.E.A. meeting, the Alternate shall take his/her place at the meeting.

Section 15b. The L.S.U. School of Dentistry Representative to A.D.E.A. 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.

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

Section 1. The Delegates of the Assembly shall elect a President, President-Elect, and Secretary-Treasurer from among the 15 Delegates elected by all the faculty. They shall also elect a Basic Science, a part-time Clinical Science, and two full-time Clinical Science Representatives to serve on the Administrative Council of the School of Dentistry for two-year terms. These terms are to be staggered with one full-time and either the Basic Science or part-time Clinical Science Representative being replaced in alternate years. The President-Elect shall nominate Delegates for each office. Any Delegate can make additional nominations. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by the Assembly. Additional officers may be elected if necessary.

Section 2. The Delegates shall elect officers at the last meeting of the fiscal year prior to the seating of the newly elected delegates. The election may be by written ballot.

Section 3. 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 or Administrative Council Representative provided that individual is eligible for re-election. If the President-Elect or the Administrative Council Representative fails to be re-elected as a Delegate, a new election will be held to fill that office.

Section 4. 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 5. 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 Delegation. Nominations for such election shall be made by the President or by any member of the Delegation.

#### **ARTICLE V. Meetings of the Delegates of the Assembly**

Section 1. Meetings of the Delegation 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 six 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 and shall be called by the President upon the written request of a majority of Delegates.

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

Section 4. Meetings of the Delegates shall be open to all members of the Faculty. All Faculty attending the Delegates of the Faculty Assembly will be eligible to vote.

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. If an Elected Delegate will be absent from the meeting, one of the Delegate Alternates of the same designation/status (Basic Science, Full-time Clinical Science, or Part-time Clinical Science) shall be contacted to substitute for the Delegate. If the Delegate Alternates are unavailable, the Elected Delegate may choose another faculty member substitute of the same designation/status, by providing the President with the written name of the substitute.

**ARTICLE VI.**  
**Executive Board**

Section 1. The President, President-Elect, immediate past President, Secretary-Treasurer, and the two Representatives to the Administrative Council serving the first year of their two-year terms shall constitute the Executive Board.

Section 2. The Executive Board shall have general supervision of the affairs of the Delegates of the Faculty Assembly between meetings, fix the time and place of meetings, make recommendations to the Delegates of the Faculty Assembly, 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 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. Unless otherwise ordered by the Executive Board, regular meetings of the Executive Board shall be held prior to the regular meeting of the Delegates. Special meetings of the Executive Board may be called by the President and shall be called upon the written request of three members of the Board.

**ARTICLE VII.**  
**Committees**

Section 1. The Executive Board shall appoint three faculty members to serve on the dental school committee that recommends faculty appointments to the standing committees of the School of Dentistry (Selection Committee for Dental School Standing Committees). The Selection Committee for Dental School Standing Committees will be comprised of three representatives from the Administration and three representatives from the Faculty Assembly.

Section 2. The Selection Committee for Dental School Standing Committees will also appoint a Faculty Representative and an 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 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 or Alternate can 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.

Section 3. The Executive Board and/or President shall appoint standing or special committees, as they deem necessary. These committees shall report to the Delegates of the Assembly.

Section 4. The Executive Board will appoint the members of the Faculty Survey Committee. The Faculty Survey Committee will consist of four faculty members and two administrators. The Faculty Survey Committee will design a survey to evaluate morale, communications, faculty input into the decision-making process, working conditions, salaries, benefits, staff support, etc. The Faculty Survey Committee will survey the Faculty every two years. The findings of the survey will be presented to the Delegates of the Faculty Assembly, Dean, Vice-Chancellor of Academic Affairs and the Chancellor. Recommendations will be made if necessary. On a yearly basis, the Faculty Survey Committee shall assess the extent to which the recommendations have been instituted from the 2000 Faculty Survey and future surveys. The Committee will present these findings to the Delegates of the Faculty Assembly, Dean, Vice-Chancellor of Academic Affairs and Chancellor.

**ARTICLE VIII.  
Parliamentary Authority**

Section 1. The rules contained in the current edition of Robert's Rules of Order Simplified and Applied 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 IX.  
Amendment of Bylaws**

Section 1. These bylaws may be amended at any regular meeting of the Faculty Assembly or the Delegates of the Faculty Assembly by a two-thirds vote, provided that the amendment has been submitted in writing at the previous regular meeting.

**ARTICLE X  
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. Only official ballots are eligible. 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 Simplified and Applied. A majority of the valid votes will determine the outcome.

Section 4. Those faculty members with the authority to vote shall be defined in accordance with PM-23. All full-time LSUHSC faculty members that teach at the School of Dentistry are eligible to vote. Part-time clinical faculty must teach at least 20% in order to be 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. Once the list is compiled, the Dean's Office will maintain and update the list. The President-Elect of the Delegates of the Faculty Assembly will review the list yearly to help insure accuracy.

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 XI. 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 XII.**  
**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 will appoint all Faculty Assembly committee chairmen subject to the approval of the Executive Board. 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 Rule of Simplified and Applied 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 the conducting the annual election of Delegates to the Faculty Assembly, officers to the Delegates of the Faculty Assembly, including the Administrative Council Representatives, also the Faculty Senate Representatives and Alternate Faculty Senate Representative, and the L.S.U.S.D. Representative to A.D.E.A. Each year the President-Elect shall review the list of eligible voting faculty members for voting on major curriculum changes.

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

Section 4. Representatives to the Administrative Council – The two Representatives to the Administrative Council, in the first year of their two-year term, are members of the Delegates of the Faculty Assembly Executive Board. The Administrative Council Representatives attend the meetings of the Dental School Administrative Council and report pertinent information at the Delegates of the Faculty Assembly meetings.