

Policy Title: SPH 01- Policy on Policies
Date Approved: 3/28/2025; Revision 05/13/2025
Body Responsible: Administrative Council
Relevant CEPH Criteria: A1

The governance and policy-making process of Louisiana State University Health - New Orleans School of Public Health (LSUHSC-NO SPH) is overseen by the dean and appointed administrators. Faculty governance bodies, committees, and councils play a key role in proposing, revising, and recommending policies. Policies are subordinate to and must comply with the Bylaws and Regulations of the LSU Board of Supervisors, LSU System Permanent Memoranda, Chancellor's Memoranda, accrediting bodies, and central LSUHSC-NO policies.

[Chancellor's Memoranda \(CMs\)](#) are LSUHSC-NO campus-wide policies that establish standard academic, operating, and management policies and procedures and that implement or interpret various laws, rules, regulations, or other applicable policies. CMs are subordinate to policies of the LSU System issued as [Permanent Memoranda \(PMs\)](#), to the [Bylaws and Rules & Regulations](#) of the LSU Board of Supervisors, and to state and federal regulations, policies, and statutes; they apply to the entire LSUHSC-NO community but are not binding upon other institutions within the LSU System.

The Bylaws of the Faculty Assembly of the LSUHSC-NO SPH are established within the guidelines set forth by the Louisiana State University and the Louisiana State University Health - New Orleans. The Bylaws establish the policies and procedures by which the School of Public Health fulfills its mission.
<https://sph.lsuhschool.edu/people/faculty/faculty-assembly/>

Administrative Council requires a quorum for voting of 10 total voting attendees with representation of at least 1 delegate per group – Administration, Program Directors, Students, Faculty, Staff). In addition, voting members are allowed to appoint a proxy to vote with written confirmation by the appointee. Meetings are conducted according to Roberts Rules of Order.

Policies for the LSUHSC School of Public Health are drafted, reviewed, and approved via the procedure outlined below. Policies are reviewed on a 5-year schedule with consideration of accreditation standards.

- Each committee within the School of Public Health along with each administrative unit is responsible for the drafting of new policies under their purview and the review of current policies. Recommendations are then made to the SPH Administrative Council via representatives. After development or revision by members in the relevant office, the designated committee with responsibilities related to that office reviews and approves the policy. The subsequent levels of review and approval are the Administrative Council, and the Dean. The Dean indicates the final level of approval at the School level with a signature on the relevant Administrative Council minutes.
- Policies are reviewed at a minimum every 5 years following initial development. Policies may be reviewed and revised at any time before 5 years if necessary to meet changing regulatory requirements or institutional needs.

- In addition to a policy statement and policy guidelines, each policy includes the most recent date of development or revision, the standard review cycle, the body responsible for review and initial approval, the responsible associate dean or committee, and, if applicable, the relevant accreditation standard.
- Policies are approved by a majority vote by each of the responsible bodies. Proposed policy changes must be introduced at the meeting prior to voting in order for faculty, staff and students to have the opportunity to voice concerns and suggest changes to the policies before voting to approve or oppose. The results of voting are included in the relevant meeting minutes. After approval, the policy is posted on the LSUHSC-NO School of Public Health website.
- Rescindment of a policy may occur at any time if the need for the policy no longer exists. If necessary, the body responsible must provide justification to the Faculty Assembly, Administrative Council, and the Dean for their consideration and approval of the rescindment.
- The LSUHSC-NO School of Public Health takes due care to ensure that policies, when issued, comply with applicable controlling laws, rules, and regulations. However, changes in such laws, rules, and regulations may result in all or a portion of a policy becoming null or incorrect until a necessary revision is made.