



**Policy Title:** SPH 02- Policy on Committees

**Date Approved:** Approved 7/18/2025

**Body Responsible:** Administrative Council

**Relevant CEPH Criteria:** A1

The LSUHSC-NO School of Public Health Committees are dedicated to a variety of activities and functions of the school. They provide an opportunity and mechanism for faculty, staff and students to provide input and to participate in decision-making related to multiple aspects of school operations and success. Through the committees, stakeholders are also actively involved in the development and revision of policies and procedures that govern the school's function and performance.

The School has established three sets of School committees: (1) SPH Standing Committees, (2) Faculty Assembly and its Standing Committees, and (3) School-wide ad-hoc committees. This section lists the SPH standing committees and Faculty Assembly committees, which are also listed on the SPH website: <https://sph.lsuhschool.edu/about/sph-committees/>.

The School's aim is to have an appropriate structure of committees for decision-making and implementation – balancing having charges to each committee that are sufficiently narrow to assure focused coverage and having charges that are sufficiently broad to limit the number of committees in the School. The Dean, in consultation with the associate deans and program directors, determines the composition of each SPH committee. The Faculty Assembly determines the composition of each Faculty Assembly Standing committee. With the exception of the SPH Engagement Committee and the SPH Information Technology Steering Committee, which are open to all interested volunteers, the number of members of each committee is set.

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### Administrative Council – Dean's Office

The charge of the Administrative Council is to provide an update to Program Directors, administrators, and representatives of the students, staff and faculty on current issues and initiatives of the School, LSUHSC-NO and LSU

System and related issues by the Dean; to provide a forum for oversight of the strategic plan and progress in meeting its goals and objectives; to review and discuss school finances, academic, administrative, and student affairs policies and procedures as well as new or modified LSUHSC-NO policies; to evaluate progress in student recruiting and admissions; to share academic program-specific initiatives to enhance multidisciplinary opportunities school-wide; and to recommend changes to policies and procedures to the Dean for consideration.

The Administrative Council provides further oversight over admissions policies and/or decisions. Monthly meetings include a review of data on applicants, admissions and acceptances for all degrees by program. The Council discusses recruitment activities in the context of on-going admissions rates, and recommends changes as needed. An example includes the addition of open houses for potential applicants during key recruitment times to increase the applicant pool. The School maintains data for tracking applicants and students, and provides data for annual assessments in addition to monthly updates.

Composition:

- Dean, Chair (ex officio)
- Associate Deans for Academic Affairs, Practice and Community Engagement, Research
- Assistant Dean for Finance and Administration
- Academic Program Directors (BSPH, BSDS, EHCS, EPPH, CHSP)
- Three faculty members, elected from Faculty Assembly to include President, Junior member and Senior member
- Three staff members, elected from Staff Assembly to include President, Staff Senate representative and one additional member as determined by the Staff Assembly
- Three students, representing the Undergraduate, Masters, and Doctoral levels to include President of the Student Government Association
- Chairs, Evaluation Committee, Engagement Committee, Research Committee, IT Committee (Ex Officio)
- Dean's Administrative Coordinator (ex Officio)

### **Evaluation Committee – Dean's Office**

The Evaluation Committee is a standing committee of the School of Public Health. This committee is responsible for developing evaluation procedures and conducting evaluations, including alumni surveys, student exit questionnaires, employer interviews, and other related evaluation tools, as needed for monitoring efforts in meeting our goals and objectives. Student/alumni surveys have a focus on competencies, as well as on processes within their respective programs and for the entire School. The EC provides written reports on surveys and in-person data collection to the Dean, Administrative Council, Program Directors, and the Faculty Assembly. The committee provides recommendations and assistance for the self-study to ensure effectiveness in meeting School goals and objectives. Student and faculty teaching assessment policies and processes are developed and monitored by the Evaluation Committee. While each Program is concerned with student assessment, it was recognized that standardization across the School and formalization of policies and procedures would be associated with more consistent and formal actions. The Evaluation Committee assists in ensuring that graduates receive educational competency, quality instruction and satisfaction with the educational experience.

Composition\*:

- Associate Dean for Academic Affairs, ex-officio.
- Associate Dean for Practice and Community Engagement or delegate (ex officio)
- Representative from the BSPH program
- Four Faculty Assembly members - one selected by each graduate academic program.
- Representatives from Finance and Administration, Academic Affairs, Research, Staff Assembly and Practice.
- A minimum of two student Representatives, eligible for a two-year term of service, selected by SGA (one MPH/MS and one PhD).

*\*Membership on this Committee should not overlap with that of the Curriculum Committee, with the exception of the Associate Dean for Academic Affairs. The Chair is elected by the committee and serves a two year term with the option to renew.*

### **Research Committee – Dean’s Office**

The Research Committee has primary responsibility for research activities by developing and reviewing SPH policies related to research; assisting with their implementation; discussing interprogrammatic research; providing a forum for discussion of research resources; and review of proposals upon request. The Committee is led by the Associate Dean for Research.

Composition:

- Associate Dean for Research, Chair
- Associate Dean for Academic Affairs
- Associate Dean for Practice and Community Engagement
- Academic Program Directors
- Faculty Assembly Representative
- Research Office Coordinators
- PhD Student Representative
- MPH/MS Student Representative
  
- Dean (Ex officio)

### **Engagement Committee – Dean’s Office**

The Engagement Committee strives to increase the engagement of all persons and communities in public health education, research, and practice. We value everyone’s experiences and viewpoints. The Engagement Committee works across all aspects of the SPH: the classroom, the workplace, and in research and public health practice

Composition: Volunteers from faculty, students and staff including SPH members on the LSUHSC-NO Multicultural Advisory Committee

### **Information Technology Steering Committee – Dean’s Office**

The Information Technology (IT) Steering Committee’s charge is to assess and direct efforts to meet the School’s current IT infrastructure needs, including website design and applications, to evaluation and assess asynchronous and synchronous lecture capture technology to ensure adequate infrastructure exists, to identify and evaluate emerging technologies that support the School’s current and future operational plans and goals, and to coordinate all plans with the Health Science Center central administration IT to ensure the School’s initiatives are aligned with University initiatives and are mutually supportive. The IT Steering Committee also discusses the annual expenses and use of the student technology fees.

Composition:

Representatives from faculty, staff, students, and IT support personnel who are knowledgeable about information technology issues, School plans and goals, and needs of all users are appointed and/or may volunteer to participate in the committee. The chair of the committee will reach out to the Academic Program Directors to solicit new representatives or confirm current representatives for each academic program on an annual basis prior to the start of the fall semester. The chair of the committee will also reach out to the Academic Program Directors and the Student Government Association to solicit new student representatives or confirm current representatives on the same annual schedule. For any items requiring a vote, quorum and proxy will be consistent with SPH Policy 01- Policy on Policies.

- Assistant Dean for Finance and Administration, Chair
- Edward Trapido, Dean, Ex-Officio

- Associate Dean for Academic Affairs
- Associate Dean for Research
- Lead IT Analyst
- One (1) faculty/staff representative from each academic program
- One (1) student representative from each degree level
- Institutional Effectiveness Analyst
- IT Analyst
- Additional volunteers are accepted up to a total membership of 15

## **Faculty Assembly**

The Faculty Assembly is responsible for the implementation of the legislative powers of the faculty in the course of their fulfillment of the mission of the SPH. The goal of the Faculty Assembly in the governance of the School of Public Health is to foster an active, informed faculty, and to promote open communication among all members of the community of the School of Public Health pursuant to the School's Mission and Strategic Plan. Details are outlined in the bylaws:

<https://sph.lsuhsu.edu/people/faculty/faculty-assembly/>

Composition: All non-administrative faculty members are granted membership and are invited and encouraged to participate. All non-administrative academic faculty employed at 75% FTE level or greater by the SPH and having an academic rank of instructor or above shall be voting members of the Faculty Assembly. Adjunct, joint and part-time non-administrative faculty (at 74% or less FTE) members are non-voting members of the organization but may attend meetings and speak to any issue. Administrative faculty is defined as faculty members who are Deans, Associate Deans, Assistant Deans, Academic Program, Directors of Offices and other administrators appointed by the Dean.

## **Curriculum Committee – Faculty Assembly**

The Curriculum Committee serves to plan, review and monitor academic programs to ensure consistency with the philosophy and mission of the LSUHSC-NO SPH and the LSUHSC-NO and in accordance with the criteria of the Council on Education for Public Health; to provide educational oversight and strategic policy recommendations for the development of instructional courses and programs offered by the School; and to coordinate curricula among SPH and partner institutions (e.g. LSUHSC-NO School of Graduate Studies).

The Bylaws & Regulations of the LSU Board of Supervisors, Chapter 1, Section 1-2.3b, delineates the responsibilities of the faculty for the curricula (<https://www.lsu.edu/innovation/faculty/policy/LSU-Regulations-Chapter-VII.pdf>).

Responsibility for development of the curriculum and specific courses contained therein is the purview of the faculty. Academic Program Directors submit revisions including establishment of new courses, updates to existing ones and discontinuation of courses to the Curriculum Committee for review and approval. Once approved, the appropriate forms are signed by the Associate Dean for Academic Affairs and the Vice-Chancellor for Academic Affairs. Information and required forms are available on the SPH website. These requirements are also listed in the LSUHSC-NO Faculty Handbook. The LSU Board of Supervisors and the Louisiana Board of Regents must also approve new programs.

Composition:

- Associate Dean for Academic Affairs (ex officio, non-voting)
- One faculty representative appointed by each academic program director
- Three student representatives elected by the Student Government Association: two Master's and one Doctoral level

## **Grievance Committee – Faculty Assembly**

The Grievance Committee provides formal recommendations to the Dean on unresolved matters of grievance; to represent the School faculty position on unresolved matters of grievance. The GC follows the protocols outlined in the Faculty and Student Handbooks.

Composition:

- Five faculty members: three elected by the Faculty Assembly, each from different programs, and two appointed by the Dean.
- Two students elected by the SGA serve on the committee only when matters of student grievances are being considered.

### **Faculty Appointments, Promotions & Tenure Committee – Faculty Assembly**

The Faculty Appointments, Promotions & Tenure Committee is responsible for recommending faculty for promotion to the ranks of Assistant Professor, Associate Professor, and Professor in accordance with the guidelines of the LSUHSC-NO SPH; applications for grants of tenure for tenure-track faculty in accordance with the guidelines of the LSUHSC-NO SPH; and changes to the LSUHSC-NO SPH guidelines for appointments, promotions and tenure.

The committee reviews the credentials of new faculty who seek advanced appointments (Associate or Full Professor) and makes recommendations to the Dean. The Dean, the Vice-Chancellor for Academic Affairs for LSUHSC-NO and the LSU Board of Supervisors must each approve appointment. Hiring policies are based on the policies of the LSUHSC-NO and the LA Board of Supervisors. Promotion and tenure policies for the schools of the LSUHSC-NO are included in the LSUHSC-NO Faculty Handbook.

Composition:

- Academic Program Representatives (4). To minimize redundancy, each Academic Program Director shall appoint an eligible senior faculty member, as defined in the SPH APT Procedural Guidelines, to serve as representative (two in odd-numbered years and two in even-numbered years). In addition to the Academic Program Representatives, the APT Committee shall include:
- 2 senior tenured faculty members elected by the Faculty Assembly (one in odd numbered years and one in even-numbered years)
- 1 senior tenured faculty member appointed by the Dean (in even-numbered years)

### **Staff Assembly**

The charge of the Staff Assembly is to create and develop a space and outlet for staff to participate in the School of Public Health through activities, information sharing and actions that deal with, involve and/or affect staff. The Assembly engages in staff development activities including a Staff Wellness Initiative as one of its main focuses and other activities in keeping with the School's Mission.

Composition: All permanent employees of SPH except the faculty (or staff with faculty appointments) are considered members of the staff assembly.

### **Student Government Association**

The charge of the SPH Student Government Association is to serve and represent all students in the School of Public Health.

Composition: All enrolled students in Louisiana State University Health Science Center School of Public Health shall be collectively called the Senate, and individually, the Senators, of the SGA.