

**ADDENDUM B**  
**Louisiana State University Health Sciences Center**  
**School of Allied Health Professions**  
**Policy on Committees**

**Committee Participation**

All faculty and non-classified personnel are eligible to serve on committees. No person shall chair a committee until having served at least 2 of the last 5 years on the committee to be chaired. If no chair is elected by the committee after the first meeting, then the Dean and Faculty Assembly President will appoint a chair from the committee's senior faculty.

**Committee Meeting Times**

All committees are assigned a monthly standing time between noon and 1:00 p.m. according to the following schedule:

2 <sup>nd</sup> Monday of month	Academic Affairs
2 <sup>nd</sup> Tuesday of month	Grand Rounds
2 <sup>nd</sup> Wednesday of month	Promotion and Tenure
2 <sup>nd</sup> Thursday of month	Grants/Research
2 <sup>nd</sup> Friday of month	Recruitment
3 <sup>rd</sup> Thursday of month	Faculty Assembly (12:00 – 1:30 p.m.)
4 <sup>th</sup> Monday of month	Graduate Studies
4 <sup>th</sup> Tuesday of month	Clinics
4 <sup>th</sup> Wednesday of month	Student Affairs
4 <sup>th</sup> Thursday of month	Continuing Professional Development
4 <sup>th</sup> Friday of month	Alumni Affairs

It is not necessary for a committee to meet monthly; however, the committee chair must provide a written schedule of months the committee will meet during the fiscal year to the Faculty Assembly by August 1<sup>st</sup>. Although the standing times and committees are subject to change when deemed necessary by the Faculty Assembly, the meeting times and committees must be set prior to June 1<sup>st</sup> of each year.

**Committee Minutes**

Each committee is responsible for submitting an action agenda (See attached) to the Faculty Assembly Delegate assigned to the committee by the 1<sup>st</sup> of every month. This action agenda will serve as an overview of committee direction, progress, and accomplishment. The Faculty Assembly will review monthly the action agenda of all committees to help ensure that committees are receiving the help and guidance they need, provide cooperation between committees working on similar objectives, and ensure that the progress of the school committees is focused around the School of Allied Health Professions' Strategic Plan. Each committee will have a designated binder in the Dean's conference room that will house the committee's charge, goals, objectives, monthly action agendas, and schedule of meeting months.

## **Timeline of Committee Organization**

- May 31<sup>st</sup> Committees and meeting times set for the year and E-mailed to all faculty and non-classified personnel
- June 1<sup>st</sup>-29<sup>th</sup> The Department Head and faculty member will discuss committee participation during annual evaluation. Decisions are agreed upon by the Department Head and faculty member as to which committee(s) the faculty member will best serve on.
- June 30<sup>th</sup> Department Heads submit suggested committee appointments to the Faculty Assembly President and to the Dean
- July 1<sup>st</sup> The Faculty Assembly Executive Committee and Dean review each suggested committee appointments and jointly make appointments. The Dean assigns an administrative liaison and ex-officio member. The Faculty Assembly Executive Committee ensures that each committee has Faculty Assembly Delegate representation.
- July 1<sup>st</sup>-30<sup>th</sup> Committees hold first meeting (according to set meeting times as above) to elect a chair, review charges, develop goals/objectives for the year, set schedule, etc.
- August 1<sup>st</sup> The Faculty Assembly Executive Committee, Dean, and Chairs of Committees meet to discuss each committee's goals and objectives as related to the School of Allied Health Strategic Plan.



