

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. The Dean and Faculty Assembly President will appoint the chair for all committees. The chair will then be confirmed by committee vote in the first meeting of the year and/or a co-chair can be elected.

Committee Meeting Times

Dates and times of committee meetings should be set by September 1st for the academic year. Dates and times should be set by the committee chair and committee members. The schedule of meetings should then be emailed to all faculty and staff of the School of Allied Health Professions.

Committee Minutes

Minutes of meetings should be recorded and uploaded to the U drive for the SAHP. Committee Chairs will give report during the Spring General Meeting.

Timeline of Committee Organization

June 1st-29th 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.

July 1st The Faculty Assembly Executive Committee and Dean review each suggested committee appointment and jointly make appointments. The Dean assigns an administrative liaison and ex-officio member.

August 1st-30th Committees hold first meeting to confirm a chair.

September 1st-30th 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.