

SOUTHERN UNIVERSITY

LAW CENTER

GOVERNANCE

DOCUMENT



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**SOUTHERN UNIVERSITY LAW CENTER
LAW CENTER
GOVERNANCE DOCUMENT
PREAMBLE**

In order to define the role of faculty governance and ensure that the level of faculty involvement in the direction of the Southern University Law Center is in accord with the ABA Standards,¹ the faculty adopts the following Law Center Governance Document.

1. GENERAL PRINCIPLES:

A standing committee system is the most desirable form of governance.

A. SELECTION OF FACULTY MEMBERS TO SERVE ON COMMITTEES

1. Pursuant to the powers and privileges conferred by the “Bylaws and Regulations of the Board of Supervisors of Southern University,” the Chancellor shall have the power to appoint faculty members, with due regard for any specifically stated membership requirements and selection methods, to serve on committees, and the Chancellor shall also be considered an ex officio member of every committee.
2. A faculty member is a full-time employee of Southern University Law Center who is a tenured or tenure-track professor, a professor of Legal Analysis & Writing, or a Clinical professor.²

B. SELECTION OF STUDENT MEMBERS TO SERVE ON COMMITTEES

The Student Bar Association shall select student members of committees, subject to the Chancellor’s approval. However, should the present system of selection prove either unrepresentative or should the Student Bar ever appear, in the faculty’s judgment, to abuse its power of selection, the faculty retains the power to mandate a more representative selection process, such as direct student elections.

C. SIZE AND NUMBER OF COMMITTEES

The number of standing committees shall be held to twenty-nine, and the number of members per committee shall be held to as small a number as feasible, considering the duties of each committee. The principle that student representation is desirable is endorsed, except when strong policy reasons or controlling legal or university regulation indicates a decision to the contrary.³

¹ ABA Standard 201, Law School Governance.

² Added February 19, 2014.

³ On September 21, 2016 the faculty voted to update the document to reflect the merger of the Office of Academic Affairs with the Office of Student Affairs and to change committee memberships accordingly.

D. POWER OF COMMITTEES

It is a matter of fundamental principle that the power exercised by each committee is power delegated by the faculty.

The standing committee structure is simply a device selected by the faculty to aid in the administration of its necessary business of deciding policy questions that affect the Law Center. In short, with the exception of any committees which are governed by university rules, all standing committees are to be considered faculty policy committees which are responsible to the faculty, exercising such powers as are delegated from time to time by the faculty. The faculty, therefore, retains the power to amend any governance structure by its corporate decision.

II. STANDING COMMITTEES:

A. ACADEMIC AFFAIRS⁴

1. The Committee shall be composed of six members:
 - (a) The Vice Chancellor for Academic and Student Affairs;
 - (b) Four additional faculty members; and
 - (c) One student.
2. The chair of the Curriculum Committee shall be an ex-officio member of the Academic Affairs Committee, and the chair of the Academic Affairs Committee shall be an ex-officio member of the Curriculum Committee.
3. Areas of responsibility: Establishing standards and procedures in the following matters:
 - (a) Academic standing issues, including, but not limited to probation and reinstatement;
 - (b) Academic transfer issues;
 - (c) Academic visitation programs;
 - (d) Graduation requirements, including waives of formal requirements; and
 - (e) Academic support programs

⁴ Added February 20, 2013.

B. ADMINISTRATION AND FINANCE⁵

1. The committee shall be composed of six members:
 - (a) The Chancellor, who shall serve as chair;
 - (b) The Vice Chancellor for Academic and Student Affairs;⁶
 - (c) The Vice Chancellor for Institutional Accountability and Accreditation; and
 - (d) Three⁷ additional faculty members, to be selected by faculty election near the beginning of each academic year.

2. Areas of Responsibility:

Consulting with the Chancellor on matters of academic interest and the budget;

- (a) Preparing, planning documents, including interim self-study documents, and reviewing and updating the strategic plan.
- (b) Overseeing and reviewing on-going faculty governance:
 - (1) Supervising and making recommendations to faculty concerning division of authority; and
 - (2) Reviewing existing committee structure and making recommendations to faculty in order to more effectively adapt faculty governance to changing conditions.

C. ADMISSIONS AND SCHOLARSHIP

1. The committee shall be composed of seven members:
 - (a) The Vice Chancellor for Academic and Students Affairs or designee of Vice Chancellor (co-chair);
 - (b) The Vice Chancellor for Institutional Accountability and Accreditation (co-chair);
 - (c) The Associate Vice-Chancellor for Academic Support, Counseling

⁵ Name changed on January 15, 2014; formerly “Advisory and Planning”

⁶ Added February 20, 2013

⁷ Changed from four to three on January 15, 2014

and Bar Programs;⁸

- (c) The Director of Admissions and Recruitment;⁹
- (d) Three additional faculty members.

2. Areas of Responsibility

- (a) Establishing admissions standards and policies;
- (b) Reviewing applicant files and selecting candidates to receive offers for admission;
- (c) Establishing standards for and recommending to the Chancellor the award of financial aid in the form of scholarships; and
- (d) Overseeing student recruitment efforts.

3. Special status of Chairs: The Vice Chancellor for Academic and Student Affairs and the Vice Chancellor for Institutional Accountability and Accreditation shall serve as permanent co-chairs.

D. CLINICAL EDUCATION¹⁰

- 1. The committee shall be composed of eight members;
 - (a) The Director of Clinical Education;
 - (b) Two clinical faculty members;
 - (c) Two non-clinical faculty members;
 - (d) One additional faculty member; and
 - (e) Two students.
- 2. Area of Responsibility: Overseeing the Clinical Education Program

E. CLINICAL FACULTY EVALUATION

- 1. The number of committee members will vary, depending on the rank of the clinical faculty member being evaluated. The committee shall be composed

⁸ Document amended and Associate Vice-Chancellor for Academic Support, Counseling and Bar Programs added on January 17, 2018.

⁹ Document amended and Director of Admissions and Recruitment added on September 20, 2017

¹⁰ Added May 12, 2014

of:

- (a) The Clinical Director;
- (b) All Clinical Faculty of equal or higher rank than the faculty member being evaluated; and
- (c) The Vice Chancellor for Academic and Student Affairs.

2. Areas of Responsibility:

- (a) Functioning as the review committee for third-year reviews of clinical Assistance Professors, promotions, and for the granting or renewing of continuing appointments;
- (b) Making recommendations on third-year reviews to the Chancellor and reporting its decision to the person reviewed; and
- (c) Making recommendations on promotions and on granting or renewing continuing appointments to the Clinical Faculty Appointments Committee and the Chancellor.

F. CODE OF STUDENT CONDUCT (Non-Academic) APPEALS BOARD¹¹

1. The committee shall be composed of five members;

- (a) Two faculty members;
- (b) One administrator;
- (c) One student; and
- (d) One member who is either a faculty member, administrator, or student.

2. Areas of responsibility:

- (a) Determining whether a student shall be granted an appeal hearing of a decision of the Code of Student Conduct (Non-Academic) – Judiciary Committee;
- (b) Holding an appeal hearing; and
- (c) Ruling on the merits of the appeal.

¹¹ Added January 13, 2010.

G. CODE OF STUDENT CONDUCT (Non-Academic) – JUDICIARY¹²

1. The committee shall be composed of six members:
 - (a) An administrator;
 - (b) Four additional faculty members; and
 - (c) One student.
2. Areas of responsibility: Hearing all student disciplinary actions except violations of the Academic Honor Code, as set forth in the Code of Student Conduct Manual of Southern University Law Center.

H. CONTINUING LEGAL EDUCATION¹³

1. The committee shall be composed of six members;
 - (a) The Director of Continuing Legal Education; and
 - (b) Five faculty members
2. Area of Responsibility: Overseeing the Continuing Legal Education Program

I. CURRICULUM

1. The committee shall be composed of nine members;
 - (a) Eight faculty members and
 - (b) One student
2. Decisions of this Committee are considered recommendations to the general faculty.
3. Areas of Responsibility:
 - (a) Adding or deleting course offerings;
 - (b) Establishing the sequence of course offerings and identifying prerequisites and credit allocations;
 - (c) Periodically reviewing projected multi-year programs of instruction;

¹² Added January 13, 2010.

¹³ Added May 12, 2009.

- (d) Adding, revising or deleting clinical legal programs;
 - (e) Reviewing and/or revising academic assistance programs as part of the curriculum; and
 - (f) Considering new degree programs.¹⁴
4. The following functions are deemed to be under the direction of the Chancellor: faculty course assignments, course scheduling, examination scheduling, student/faculty course load, and administration of clinical legal education programs.

J. FACULTY APPOINTMENTS, RETENTION, PROMOTION AND TENURE

- 1. The committee shall be composed of all tenured faculty members.
- 2. Areas of Responsibility:
 - (a) Searching for and recommending individuals for consideration for initial full-time appointment by the Chancellor to both tenure-track and legal analysis and writing contract positions.
 - (b) Making recommendations to the Chancellor for retention, promotion, and tenure of tenure-track faculty and promotion of tenured faculty as defined by the “Bylaws and Regulations of the Board of Supervisors of Southern University” and the “Southern University Law Center Statement Regarding Promotion and Tenure Policy and Procedure.”
 - (c) Making recommendations to the Chancellor for contract renewals and promotions of legal analysis and writing contract faculty as set forth in the “Southern University Law Center Faculty Appointment, Retention, Promotion and Tenure Rules and Procedure.”
 - (d) Initiating the application period to apply for endowed professorships, receiving all application materials, and making recommendations to the Chancellor regarding selections for endowed professorships as defined by the Louisiana Board of Regents Endowed Professorship Program Policy, the Southern University System Policy on Endowed Faculty, and the Procedures and Policies for Selection on Southern University Law Center Endowed Professorships.

K. FACULTY DEVELOPMENT¹⁵

- 1. The Committee shall be composed of six faculty members.

¹⁴ Added February 19, 2014.

¹⁵ Added May 12, 2009.

2. Areas of Responsibility:
 - (a) Promoting teaching excellence and effectiveness; and
 - (b) Promoting and facilitating faculty scholarship.

L. FACULTY/STAFF GRIEVANCE

1. The Committee shall be composed of seven members
 - (a) The Vice Chancellor for Academic and Student Affairs (chair);
 - (b) Four additional faculty members; and
 - (c) Two staff members
2. Areas of Responsibility:

Administering faculty and staff grievance policies as described in the Southern University Law Center “Faculty Guide” and Southern University rules and regulations.

M. FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS APPEALS¹⁶

1. The Committee shall be composed of five members:
 - (a) The Vice Chancellor for Academic and Student Affairs;
 - (b) Two additional faculty members;
 - (c) The Director of Financial Aid; and
 - (d) The Director of Records and Registration.
2. Areas of responsibility: Hearing appeals of students denied financial aid due to their failure to make satisfactory academic progress toward their degrees, pursuant to the Southern University Law Center Satisfactory Academic Progress Policy.

N. FOREIGN STUDY

1. The committee shall be composed six members:
 - (a) Five faculty members and

¹⁶ Added January 13, 2010.

- (b) One student
- 2. Areas of Responsibility:
 - (a) Planning programs offered for credit by the Law Center at locations outside of the United States and student exchanges in connection therewith; and
 - (b) Reviewing and recommending revisions, additions, or deletions of the foreign study programs described in Section E (2) (a).

O. GRADE APPEALS BOARD¹⁷

- 1. The committee shall be composed of six members;
 - (a) Two students, and
 - (b) Four faculty members one of whom is recommended by the student body in accordance with Section II of the Rules of Procedure for Appeal of Grades. The terms of the faculty members serving on the committee shall be limited in accordance with Section III of the Rules of Procedure for Appeal of Grades.
- 2. Areas of Responsibility: Considering grade appeals in accordance with rules and procedure established for the Southern University Law Center.

P. GRADUATION (CERTIFICATION)

- 1. The committee shall be composed of five members;
 - (a) The Vice Chancellor for Academic and Student Affairs, who shall serve as chair;
 - (b) Director of Records and Registration¹⁸
 - (b) Three additional faculty members.
- 2. Areas of Responsibility: Determining eligibility of students for graduation and making recommendations concerning same to general faculty.

Q. HONOR CODE

- 1. The committee shall be composed of eight members:

¹⁷ Section 1(b) amended on December 12, 2007.

¹⁸ Document amended and Director of Records and Registration added on September 20, 2017

- (a) Five faculty members and
 - (b) Three students.
2. Areas of Responsibility: Administering the “Code of Student Conduct of Southern University Law Center.”

R. HONOR CODE INVESTIGATORY

1. The committee shall be composed of seven members:
- (a) Four faculty members and
 - (b) Three students;
2. Areas of Responsibility: Conducting investigations of violations of the “Code of Student Conduct of Southern University Law Center” as described in that document.

S. INSTITUTIONAL EFFECTIVENESS

1. The committee shall be composed of the following members:¹⁹
- (a) All Vice Chancellors;
 - (b) All Associate Vice Chancellors; and
 - (c) All Law Center Directors.
2. Areas of Responsibility: Compiling and analyzing the data from Law Center-wide input.

T. INTELLECTUAL PROPERTY²⁰

1. The committee shall be composed of six members:
- (a) One-third selected by faculty vote (two faculty members); and
 - (b) Two-thirds appointed by the Chancellor (four members).
2. Areas of Responsibility: Investigating any intellectual property disputes that arise within the Law Center and making a determination as to the rights of the parties.

U. LECTURE SERIES

¹⁹ Text amended September 21, 2016 to reflect constitution of committee by office.

²⁰ Added January 15, 2014.

1. The committee shall be composed of five members:
 - (a) Four faculty members and
 - (b) One student.
2. Areas of Responsibility: Selecting speakers for the SULC Lecture Series each academic year.

V. LEGAL ANALYSIS & WRITING²¹

1. The committee shall be composed of seven members:
 - (a) The Director of Legal Analysis & Writing, who shall serve as chair;
 - (b) The Vice Chancellor for Academic and Student Affairs
 - (c) Three tenured faculty members selected by the Faculty Appointments, Retention, Promotion & Tenure Committee;
 - (d) One additional faculty member appointed by the Chancellor; and
 - (e) A Legal Analysis & Writing Professor selected by the Director of Legal Analysis & Writing.
2. Areas of Responsibility:
 - (a) Participating in the hiring of new members of the legal analysis & writing faculty by seeking and screening applicants, arranging for interviews, and making recommendations to the Faculty Appointments, Retention, Promotion & Tenure Committee in accordance with Section V (D) (2) of the Faculty Appointment, Retention, Tenure, and Promotion Rules and Procedure; and
 - (b) Making recommendations to the Faculty Appointment, Retention, Promotion and Tenure Committee regarding all contract renewals and promotions of legal analysis & writing faculty except the first renewal of the contract of an Assistant Professor of Legal Analysis & Writing and the renewal of five-year contracts.

W. LIBRARY

1. The committee shall be composed of six members:

²¹ Added December 12, 2007.

- (a) The Director of Library Services, who will serve as chair;
 - (b) Four additional faculty members; and
 - (c) One student.
2. Areas of Responsibility:
- (a) Reviewing recommendations of the Director of Library Services concerning hours of operation;
 - (b) Consulting with and advising the Director of Library Services concerning the acquisitions policies; and
 - (c) Reviewing and commenting on reports pertaining to the library prepared by the Director of Library Services.

X. LOAN REDUCTION ASSISTANCE PROGRAM (LRAP)²²

1. The committee shall be composed of seven members:
- (a) The Vice Chancellor for Finance;
 - (b) The Director of Financial Aid;
 - (c) The Director of Career Counseling & Development;
 - (d) Three faculty members; and
 - (e) One SULC alumnus.
2. No member of the Committee shall be an Applicant/Participant while serving on the Committee.
3. Areas of Responsibility:
- (a) Establishing standards and policies for the LRAP;
 - (b) Reviewing applications for the LRAP; and
 - © Making recommendations to the Chancellor for the award of LRAP funds.

Y. PERFORMANCE AFTER GRADUATION

²² Added December 12, 2007.

1. The committee shall be composed of six members:
 - (a) Five faculty members and
 - (b) One student.

2. Areas of Responsibility:
 - (a) Monitoring the performance of graduates on state bar examinations;
 - (b) Recommending revisions to supplemental bar preparation programs; and
 - (c) Providing suggestions regarding course coverage with respect to the Statutory Analysis Course.

Z. READMISSIONS/REINSTATEMENT

1. The committee shall be composed of five members:
 - (a) The Vice Chancellor for Academic and Student Affairs, who shall serve as chair, and
 - (b) Four additional faculty members.

2. Areas of Responsibility: Implementing policies and making recommendations to the faculty concerning student standing, readmission, and re-instatement.

AA. STRATEGIC PLANNING

1. The committee shall be composed of 13 members:
 - (a) A Vice Chancellor, who shall serve as chair;
 - (b) Twelve members to be appointed by the Chancellor.

2. Areas of Responsibility: Meeting regularly to assess the Law Center's compliance with its strategic plan and recommending changes to the strategic plan to the faculty.

BB. TITLE IX INVESTIGATORY

1. The Committee shall be composed of four members:
 - (a) Two female faculty members; and

- (b) Two male faculty members.
- 2. Areas of Responsibility: Conducting investigations of any alleged Title IX violation referred to the Committee by the Title IX Coordinator.

CC. STUDENT AFFAIRS²³

- 1. The committee shall be composed of seven members:
 - (a) The Vice Chancellor for Academic and Student Affairs, who shall serve as chair; and
 - (b) Six additional faculty members.
- 2. Areas of Responsibility:
 - (a) Recommending policies pertaining to various student services, such as parking and health services;
 - (b) Recommending policies pertaining to chartered student organizations; and
 - (c) Serving as a liaison between the faculty and student body regarding broader student issues, such as student petitions.

III. RECOMMENDATIONS APPLICABLE TO ALL STANDING COMMITTEES

- A.** It is expected that all normal business of the Law Center faculty will be conducted through its standing committees and, except in genuinely unusual or emergency situations, the faculty will not act on any matter until that matter has first been considered by an appropriate committee.
- B.** Each committee chair is required to submit written annual reports to the faculty and the Chancellor no later than May 31 of each academic year.
- C.** Student members, other than first-year students as appropriate, must have completed two semesters in residence prior to appointment to a faculty committee and must have obtained a cumulative grade point average of 2.5 or higher.
- D.** Except where otherwise indicated, student members are full voting members of committees.
- E.** For those decisions of any standing committee designated as “final”, the term “final”

²³ Added January 13, 2010.

means finality subject to the right of the full-time faculty to review the decisions upon majority vote of the full-time faculty.

- F. The Chancellor shall not vote at any committee meetings, or at any faculty meetings, except to break a tie.

IV. AD HOC COMMITTEES

In the event that some item of business does not lend itself to the normal business of one of the standing committees, the Chancellor may appoint ad hoc committees or task forces to handle such unique matters. Within thirty days of the completion of its duties, the ad hoc committee or task force will make a final written report to the faculty and the Chancellor and cease to function.

V. VISITING FACULTY

Visitors will be appointed to non-personnel committees at the discretion of the Chancellor and be encouraged to participate fully in discussions of all matters. Visitors have the same voting rights as non-tenured faculty. For the purpose of ascertaining a quorum for voting, visitors shall be counted in the quorum in only those matters where visitors can vote.

VI. FACULTY MINUTES

The minutes of each faculty meeting should be distributed to the faculty within two weeks after each meeting. The originals of the minutes shall be available for inspection in the Chancellor's office. Such minutes should record the policy decisions of the faculty with two exceptions: (1) those discussions involving tenure, promotion or personnel decisions; and (2) those discussions involving detailed information concerning individual students. The agenda for each faculty meeting should be distributed to the faculty at the beginning of every faculty meeting.

VII. PARLIAMENTARY PROCEDURE²⁴

The parliamentary procedure in faculty meetings shall be governed by Robert's Rules of Order.

VIII. THE CHANCELLOR

The Chancellor's duties and responsibilities are determined by the Southern University Board of Supervisors and defined in its "Bylaws and Regulations." Accordingly, the Chancellor shall have the responsibility of fixing the salaries and duties of the members of the faculty, and administrative and professional staff for the Law Center, subject to the recommendation of the President and approval of the Board of Supervisors of Southern University. He shall make all other appointments, promotions, transfer, suspensions and dismissals of all academic, administrative, and professional employees subject to the

²⁴ Added September 17, 2014.

recommendations of the President and approval of the Board.

As defined by the “Bylaws and Regulations” of the Southern University Board of Supervisors, the Chancellor shall have the responsibility for developing and implementing educational, administrative, and fiscal policies, procedures, and programs for the Law Center consistent with the policies of the Southern University System.

The Chancellor shall be appointed by the Southern University Board of Supervisors, taking into consideration the “expression of opinion” of the faculty. He serves at the pleasure of the Southern University Board of Supervisors.

IX. GOVERNANCE

This governance document shall be made public.

Notes:

On September 21, 2011, this document was amended by faculty vote to add one faculty member to each standing committee.

On February 19, 2014, this document was updated by faculty vote to reflect changes in title and responsibilities of the Vice Chancellor for Student Affairs.

On December 10, 2014, the faculty voted to amend this document to place standing committees listed in Part II in alphabetical order.

On September 21, 2016, the faculty voted to update the document to reflect the merger of the Office of Academic Affairs with the Office of Student Affairs and to change committee memberships accordingly.

On September 20, 2017, the faculty amended the Governance Document to add the Director of Admissions and Recruitment to the Admissions and Scholarship Committee. The faculty also amended the document to add the Director of Records and Registration to the Graduation (Certification) Committee.

