

BYLAWS of the School of Arts and Sciences

Lebanese American University

Approved	by SAS Faculty	December 10, 2013
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Approved	by the President	

Table of Contents

ARTICLE I	DEFINITION AND PURPOSE	2
ARTICLE II	ORGANIZATION AND STRUCTURE	2
ARTICLE III	ADMINISTRATIVE LEADERSHIP	3
ARTICLE IV	FACULTY BODY	12
ARTICLE V	MEETINGS AND PROCEDURES	18
ARTICLE VI	SCHOOL COUNCILS	20
ARTICLE VII	CODE OF ETHICS.....	25
ARTICLE IX	BYLAWS APPROVAL and AMENDMENTS	25
ARTICLE X	CONFLICT OF BYLAWS.....	26



ARTICLE I

DEFINITION AND PURPOSE

These bylaws cover the organization of the School of Arts and Sciences and the rules and regulations that govern the relations between its various components, to insure its smooth operation under the umbrella of the University's educational mission and objectives.

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern these bylaws in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the School may adopt.

The School of Arts and Sciences at the Lebanese American University shall operate according to these bylaws, which aim at creating an environment of transparency and at encouraging Faculty and staff participation in University governance. The School shall have jurisdiction over *establishing school academic policies, rules and procedures, curricula, degree requirements*, and other matters affecting undergraduate and graduate education pertaining to its constituent departments in line with the operational University and Faculty Policies and Bylaws.

The School of Arts and Sciences of the Lebanese American University shall hereafter be referred to as the "School."

ARTICLE II

ORGANIZATION AND STRUCTURE

The School is located on both campuses of the Lebanese American University (Beirut and Byblos), and it is composed of several Departments, Units and Centers, and Institutes.

The School is headed by a Dean assisted by Associate and Assistant Deans. Department Chairs preside over departments and are assisted by Associate Chairs. Units, Centers and Institutes are managed by Directors. Programs and Courses are managed by Coordinators.



ARTICLE III

ADMINISTRATIVE LEADERSHIP

The Administrative Leadership body of the School shall consist of academic members who shall be responsible for the administration of the School and its academic units. This Body shall consist of the:

1. School Dean
2. Associate Dean(s)
3. Assistant Dean(s)
4. Department Chairs
5. Associate Chairs
6. Directors of Institutes
7. Program, and Graduate Coordinators

1. School Dean

1.1. Appointment

The Dean of the School is appointed by the President, according to the University bylaws/policy following a search process in accordance with University procedures, and pursuant to the recommendation of the Provost.

1.2. Term of Office

The Dean's term of office is set according to the University bylaws/policy.

1.3. Duties

The School Dean shall give vision, leadership and supervision to the educational, research and development programs of the schools and report this activity regularly to the Provost. He/she shall be responsible for keeping high academic standards in accordance with the American Standards of Higher Education and see that the University academic policies are implemented in the school. The School Dean shall be an ex-officio member of all school councils and shall be a member of the Council of Deans. The Dean has the right of final approval or rejection of all school council recommendations. . The Dean is to assume responsibility for the budget of the school and for staffing the school with adequate teaching and non-teaching personnel. He/she shall supervise the work of the Chairpersons of Departments or Divisions and Directors of Institutes under his/her jurisdiction, including the approval of their budgets and course offerings before these are submitted to the University



Budget Committee and the Registrar, respectively.” (Faculty Handbook, p. 25, highlighted in yellow).

Duties of the Dean shall include, but are not limited to, the following:

1. Oversee the development and implementation of the School Plans in accordance with the University’s general strategic plan;
2. Develop a vision for the School and setting priorities among highly desirable objectives;
3. Provide leadership in improving the quality of education, research, and civic engagement;
4. Oversee the enforcement of university and school’s policies, rules, bylaws, and procedures within the School;
5. Supervise the School’s units strategic plans, academic plans, and programs assessment and accreditation;
6. Prepare the –Dean’s Office budget in coordination with the concerned parties and oversee the development of the budgets of the School’s units;
;
7. Represent the School at the Council of Deans;
8. Report annually to the Faculty on the state of educational programs;
9. Assist the Administration in fund-raising and development, in coordination with the University Advancement Office;
10. Recommend the appointment of Associate and Assistant Deans, departments’ Chairs and Associate Chairs, and Directors of Units and Institutes;
11. Oversee Faculty and staff appointments, reviews, evaluations and development;
12. Act on promotion applications of faculty and staff members;
13. Pursue activities to enhance alumni involvement and interest in the School;
14. Plan and organize activities for the advancement of the community;
15. Represent the School at administrative University units and professional and public bodies;
16. Make final recommendations to the Provost on any agreement for collaboration or joint-action with other schools or institutes, local or international;

In the absence of the Dean, the Dean shall designate a temporary presiding officer, who will normally be an Associate or Assistant Dean.



2. Associate Dean(s)

2.1. Appointment

The Associate Dean is appointed by the President based on the recommendation of the Dean and the Provost, and upon proper consultation. Appointment to the post of Associate Dean shall be based on the experience and capabilities of the candidate, as well as his/her ability to work with the Dean on the implementation of the School Strategic Plan and assist in the daily operations related to this plan. The Associate Dean shall be at the rank of Associate Professor or above. The appointment of an external candidate shall follow the pertinent procedures for the appointment of Full Time faculty. The Associate Dean serves as ex-officio member on School Councils, upon delegation by the Dean.

2.2. Term of Office

The Associate Dean's term of office is set according to the University bylaws/policy, and is normally for one year renewable.

2.3. Duties

The Associate Dean shall assist the School Dean on fulfilling the school mission and developing and implementing its academic and strategic plans and perform any tasks assigned by the Dean. The Associate Dean reports to the Dean.

Duties of the Associate Dean would include the following:

1. Assist the Dean in administrative and academic matters that are pertinent to the proper functioning of the School;
2. Assist the Dean in the implementation of the School's strategic plan;
3. Coordinate the School's efforts for program and accreditation reviews, learning assessment, and curricular revisions;
4. Assist the Dean in the finalization of the annual course offerings and teaching loads, in coordination with the Department Chairs and Associate Chairs;
5. Coordinate the three-year peer reviews for the School's faculty;
6. Assist the Dean in preparing and submitting the annual budget;
7. Coordinate the School's activities and events;
8. Liaise with the Departments' Chairs and Associate Chairs on research activities in the School, and provide relevant information and strategies for synergistic collaboration;
9. Coordinate with the various Department Chairs and Associate Chairs regarding the use of facilities, demands for new spaces and equipment, and other needs;
10. Coordinate the submission of internal and external grants by the School's faculty and ensure compliance of proposed research projects with requirements;



3. Assistant Dean(s)

3.1. Appointment

The Assistant Dean is appointed by the President, based on the recommendations of the Dean and the Provost, and upon proper consultation. Appointment to the post of Assistant Dean shall be based on the experience and capabilities of the candidate, as well as his/her ability to work with the Dean on the implementation of the School Plans and assist in the daily operations. The Assistant Dean shall normally be at the Associate Professor rank or above. The Assistant Dean serves as ex-officio member on School Councils, upon delegation by the Dean.

3.2. Term of Office

The Assistant Dean's term of office is set according to the University bylaws/policy, and is normally for one year renewable.

3.3. Duties

The Assistant Dean shall assist the Dean on matters relating to the operations of the school and perform any other tasks assigned by the Dean. The Assistant Dean reports to the Dean.

Duties of the Assistant Dean would include the following:

1. Assist the Dean in administrative and academic matters that are pertinent to the proper functioning of the School;
2. Assist the Dean in program and accreditation reviews, learning assessment, and curricular revisions;
3. Coordinate with Department Chairs and Associate Chairs on all issues related to School publications and organization of major events and exhibitions, and act as liaison with the University office in charge of publications, website maintenance, and other related issues;
4. Coordinate student recruitment in the School;
5. Manage enrollment services and admissions policies and procedures;
6. Coordinate the evaluation of student transcripts for transfer of credits;
7. Coordinate appeals, petitions and other exception-based requests from students and referring matters as appropriate;



4. Department Chair

4.1. Appointment

The Chair of the Department is appointed by the President, following the recommendations of the Dean and the Provost. In making his/her recommendation to the Provost, the Dean shall consult with the Faculty in the Department.

The Department Chair shall be at the rank of Associate Professor. In cases where no internal candidates are available for this post, the Dean shall appoint a Search Committee to recommend external candidates, according to University procedures.

4.2. Term of Office

The term of appointment of a Department Chair is set according to the University bylaws/policy.

4.3. Duties

Each Department will be headed by a Chair who acts as the academic and administrative leader of the Department, assisted by an Associate Chair who is responsible for academic and administrative operations of the Department in the other campus. The smooth operation of the Department shall be based on the collaboration of the Chair and Associate Chair .

The Chair shall provide leadership and vision to the Department, and create favorable conditions for the growth and development of the Faculty. The Chair reports directly to the Dean on all matters related to the operation of the Department, in line with the policies, goals, bylaws, rules and procedures of the School and the University.

Duties of the Chair shall include, but are not limited to, the following:

1. Develop, with the Faculty, the departmental strategic and academic plan;
2. Lead program reviews and assessment and/or accreditation efforts;
3. Insure the proper implementation of the programs of study, and prepare the course offering in consultation with the Associate Chair and the Full-time Faculty Body;
4. Ensure that students are provided with quality teaching, learning support, and continuous advising;
5. Organize/supervise departmental co-curricular activities;
6. Prepare the budget of the Department in consultation with the Associate Chair and the Faculty;
7. Initiate and fill Faculty positions according to need, budget, and enrollment plans in accordance with the goals of the department and LAU procedures;



8. Make recommendations to the Dean, following University procedures, on all appointments of new Faculty, or reappointments, promotions, sabbatical leaves and leaves of absence of Faculty;
9. Approve expenditures on items that fall within the budget of the Department;
10. Prepare, in coordination with the Associate Chair, the annual departmental report that covers all the academic activities, achievements, and developments of the Department on both campuses;
11. Report to the Faculty at departmental meetings on University and School matters;
12. Supervise departmental staff and make necessary recommendations regarding their promotion and/or the hiring of new staff.
13. Conduct annual faculty and staff evaluation;
14. Interact with SDEM regarding marketing and enrolment strategies for the department's program(s);
15. Oversee the development and maintenance of department's publications including brochures, webpage, catalog part, etc...

5. Associate Chair

5.1. Appointment

Departments that operate on more than one campus may have an Associate Chair on the other campus to assist the Department Chair in overseeing operations, especially in her/his home campus. The Associate Chair reports to the Chair on all academic and administrative matters. The Associate Chair is appointed by the President, following the recommendations of the Dean and the Provost. Before submitting his/her recommendation to the Provost, the Dean shall consult with the Chair and the Faculty in the Department.

5.2. Term of Office

The term of appointment of the Associate Chair is set in the University bylaws/policy.

5.3. Duties

The Associate Chair shall serve as the administrative director of the Department in the campus where he/she is appointed. The Associate Chair will coordinate with the Chair on all issues that affect the Department in that campus, and will report directly to the Chair. Duties of the Associate Chair at her/his campus would include the following:

1. Insure the proper implementation of the programs of study in his/her campus, and prepare the course offerings in consultation with the Full-time faculty;
2. Supervise the departmental staff on the respective campus;



3. Ensure that students are provided with quality teaching, learning support, and continuous advising;
4. Assist the Chair in preparing the budget of the Department;
5. Assist the Chair in preparing the Annual Departmental Report;
6. Assist the chair in conducting the annual faculty and staff evaluation;
7. Coordinate with the chair on organizing departmental co-curricular activities.

6. Directors of Institutes

6.1. Appointment

School Institutes are led by a Director, who is appointed by the President based on the recommendation of the Dean and Provost. The Director is the executive officer of the Institute and reports directly to the Dean.

6.2. Term of Office

The term of appointment of Institute Directors is set according to University bylaws/policy.

6.3. Duties

Duties of the Institute Director shall be set in accordance with the specific mission and objectives of the Institute, and would include the following:

1. Prepare a plan of action that covers the intended projects and activities for the duration of his/her term;
2. Oversee the administration of the Institute and prepare its yearly budget;
3. Develop the Institute's budget and approve expenditures on items that fall within the budget;
4. Assist the administration, after consulting with the Dean, in fund-raising activities for the Institute;
5. Submit to the Dean a yearly report upon the end of each academic year, outlining the achievements and events of the Institute;
6. Expand the role and visibility of the Institute and promote its activities within its main mission and objectives;
7. Prepare required publication materials that cover the work and events of the Institute.

7. Program and Graduate Coordinators

7.1. Appointment

Where needed, programs are led by Coordinators for their academic part, as described below. They are normally appointed for two-year terms by their respective Chairs with the approval of the Dean.



These appointments shall be based on experience and performance.

7.2. Duties

7.2.1. Program Coordinator

Duties of the Program Coordinator, who shall report to the Chair (or to the Dean in the of multi-disciplinary programs), shall include, but are not limited to, the following:

1. Meet with the Faculty of the program regularly to discuss program's academic issues of concern;
2. Assist the Chair in the course offering plan, course schedules, and in course-faculty teaching assignment;
3. Coordinates the program's assessment and review, and accreditation (if applicable);
4. Coordinate with faculty and oversee all aspects of course design, including course outline, the development and alignment of learning outcomes, learning activities, assessment, textbooks, and delivery methods;
5. Coordinate the annual course review and improvement process, based on FCARs;
6. Ensure that all course-related administrative requirements are met, including the timely submission of course files, textbook requirements;
7. Ensure consistency across sections and campuses;
8. Assist the Chair in coordinating workshops, lectures, conferences, seminars and other activities related to the program;
9. Acts as a mentor for new faculty in the program;
10. Coordinate with the course coordinators in the program;
11. Assist in recruiting and assigning faculty to the program being coordinated.
12. Refer all administrative matters to the Chair;
13. Submit an annual report to the Chair on the activities in the program/unit.

7.2.2. Graduate Program Coordinator

Duties of the Graduate Program Coordinator, who shall report to the Chair (or to the Dean in case of multi-disciplinary programs) shall include, but are not limited to, the following:

- May act as a Main advisor for graduate students especially the new students;;
- Meet with graduate students and bring their concerns and problems to the attention of the Chair;
- Coordinate the work of the Graduate Lab Supervisor and attend to students' duties, needs and problems;
- Meet with the Faculty of the program regularly to discuss program's academic issues of concern;
- Assist the Chair in the course offering plan, course scheduling, and in course-faculty teaching assignments;



- Assist the Chair in working with full- and part-time Faculty regarding course content, syllabi and course files;
- Assist the Chair in coordinating conferences, seminars and other program-related activities;
- Refer all administrative matters to the Chair;
- Submit an annual report to the Chair on the activities in the program.



ARTICLE IV

FACULTY BODY

A. Constitution of the Faculty Body

The Faculty Body of the School shall consist of all Full-time, Adjunct, Visiting, Continuing Non-Tenured, and Part-time Faculty.

The Voting Faculty of the School shall consist of all Full-time Faculty.

Adjunct Faculty members are appointed for a limited term, with possible extensions, and proportional benefits.

Visiting Faculty members are offered a limited term appointment with benefits, in accordance with University Personnel Policies.

Part-time Faculty are appointed on a temporary basis, and according to need, with no benefits except the ones specified for retirees in the Pension Plan.

Appointment in all of the above categories, except for Part-time Faculty, shall be made at the rank of Professor; Associate Professor; Assistant Professor; Lecturer; Senior Instructor; Instructor; Assistant Instructor, in accordance with the criteria set below, and in line with the Faculty Bylaws and University Policies and Procedures.

B. General Duties of All Faculty Members

The primary duty of all Faculty members is to educate and serve students without any discrimination, and to uphold the highest academic standards in their discipline. Specifically, all Faculty members are called upon to:

1. Provide education and develop the student's critical thinking and creative abilities;
2. Deliver the courses assigned to them in-line with the mission and objectives of the specific program, following the course description, learning objectives and time schedule;
3. Assume responsibility for staying abreast of developments in their disciplines and of the latest educational developments in their field;
4. Develop innovative teaching methods and regularly revise their syllabi and teaching material;
5. Implement University rules and regulations concerning student attendance in classes, as well as the proper holding of exams, in line with University regulations;



6. Report to the Chair or Associate Chair on any academic issues or planned events or activities, and inform the Chair in writing in case of any planned or unexpected absence from campus during regular terms, and the schedule for make-up sessions for missed classes;
7. Submit to the Chair or Associate Chair course files, final grades, and other requirements on time, and hold office hours as required by University regulations.
8. Participate in implementing university and departmental plans, especially strategic, accreditation, and assessment plans.

C. Composition of the Faculty

1. Full-time Faculty

1.1. Appointment, Tenure and Promotion

The appointment, tenure and promotion of Full-time Faculty are subject to University Faculty Bylaws.

1.2. Additional Duties

In addition to the General Duties outlined above, Full-time Faculty members are expected to:

1. Maintain an active presence on campus and participate actively in the life of the Department and School by proposing activities and by participating in and collaborating on events of academic interest;
2. Participate in Departmental meetings and serve on Departmental, School, and University committees as required by University rules and regulations;
3. Actively participate in continuous student advising, as needed.
4. Fulfill their duties as Full-time Faculty according to the University Policies;
5. Advance scholarship and conduct research in their academic fields (for faculty in professorial ranks);
6. Initiate or engage in activities that serve the profession, country, or the region.

1.3. Full-time Faculty Prerogatives

Full-time Faculty members are entrusted to implement the mission and academic vision of the School and the University. They shall contribute effectively in creating a positive academic atmosphere, fostering the intellectual development of the Student and Faculty Body. Specifically they shall engage in the following activities:

1. Participate in developing and amending School Bylaws that govern the operation of the School;



2. Participate actively in all School and Departmental meetings;
3. Elect representatives to the Senate and School committees;
4. Vote in School and Departmental meetings on issues that relate to new policies, recommendations, hiring of new Faculty, and granting degrees for graduating students, among other issues;
5. Propose or initiate academic activities, such as conferences, exhibitions, lecture series, and other activities.
6. Engage in professional activities in accordance with Faculty Bylaws, and in a way that may not conflict with teaching and service duties in the School.

1.4. Full-time Faculty Ranks

Full-time Faculty members are hired at the ranks below, based on their degrees and experience and their areas of expertise, in accordance with Faculty Bylaws, and under the following guidelines:

Assistant Instructor: Faculty appointed at this rank should have completed a basic professional education, and can offer instruction in basic courses and/or studios and/or laboratories.

Instructor: Faculty appointed at this rank should have completed a basic professional education, and can offer instruction in basic courses and/or studios and/or laboratories.

Senior Instructor: Faculty in this rank should have completed a basic professional education, offer instruction in basic courses and/or studios and/or laboratories, and have served the university for a minimum of nine years. Faculty members in this rank are given a renewable three-year term.

Lecturer: Faculty appointed at this rank should have an outstanding record of teaching and service. Lecturers are normally required to have terminal degrees in their field.

Assistant Professor: Faculty appointed at this rank should have a terminal degree in their field. Appointment from this rank and above is done following a search process, according to regular procedures. Faculty members appointed at this rank are given a renewable three-year term and are expected to apply for promotion at the end of their sixth year at the School. A Faculty may serve a maximum of eight years at this rank as set in the University Bylaws.

Associate Professor: Faculty at the Assistant Professor level are hired or promoted to this rank after providing evidence of a substantial record of scholarly and/or professional achievements, recognized by their peers through publications, awards, and projects, in accordance with the promotion criteria.



Full Professor: Faculty at the Associate Professor level are hired or promoted to this rank after providing evidence of a substantial record of international, scholarly and/or professional achievements, in accordance with the promotion criteria.

2. Adjunct Faculty

Adjunct Faculty positions are open to professionals who bring specialized knowledge to the School and enrich its curriculum by teaching specific courses or studios where their expertise is crucial. Adjunct Faculty members are individuals whose primary careers are outside academia, as directors or members of professional organizations. Adjunct Faculty members teach a part-time load ranging from 6 to a maximum of 15 credits per year.

Adjunct Faculty members do not have voting rights in Departmental or School Faculty meetings, and cannot be appointed to Administrative positions. They are, however, welcome to attend and participate in School Faculty meetings. They are also not allowed to hold teaching jobs at other Institutes during their period of employment at the School. Adjunct Faculty members are offered partial employment benefits as provided for in the Personnel Policy.

2.1. Appointment

Appointments to Adjunct Faculty positions are made following a search process, in accordance with regular procedures. Individuals may serve as Adjunct Faculty without limit of time, through successive re-appointments that are subject to yearly evaluations by the Department Chair and approval of the Dean. During the term of their appointment, teaching assignments for Adjunct Faculty are decided on a yearly basis by the Department Chair, and they may change from year to year within the limits set above.

Adjunct Faculty should notify the Department Chair at least one semester ahead of time in case they are unavailable to teach during any particular term. Adjunct Faculty members are considered for reappointment based primarily on two criteria: the quality of their teaching, and their continuing contribution to practice.

2.2. Adjunct Faculty Ranks

Adjunct Faculty may be hired at any of the ranks below, based on their degrees and experience.

Adjunct Lecturer: Faculty appointed at this rank should have the minimum requirements of a terminal degree in their field with professional experience.

Adjunct Assistant Professor: Faculty appointed at this rank should have a minimum of a terminal degree in their field. Adjunct Faculty at the Lecturer level may be promoted to this rank upon completion of six years of teaching at the School, and upon recommendation by the Chair and Dean.



Adjunct Associate Professor: Faculty appointed at this rank should have a substantial record of professional achievements, and should be recognized by their peers through their publications, awards, projects, or works of merit, in addition to a minimum of nine years of teaching experience. Adjunct Faculty at the Assistant Professor level may be promoted to this rank upon the completion of six years of teaching at the School, and upon the recommendation of the Chair and the Dean.

Adjunct Professor: This rank is reserved for the highest-level professionals in their fields, who are well known for their work at the regional or international level, and for their overall record of academic or professional achievements. Promotion to this rank is made upon recommendation by the Chair and Dean, upon evidence of a substantial record of professional achievements.

3. Visiting Faculty

Visiting Faculty are term-limited positions (usually limited to one semester or one year) which carry full benefits during the position of tenure, but which cannot be renewed for more than two years. Visiting Faculty members do not have voting rights in Departmental or School Faculty meetings, and cannot be appointed to Administrative positions.

3.1. Appointment

Appointments of Visiting Professors are normally made for a period of one year. In exceptional cases and based on the recommendation of the Chair, a Visiting Professor may be offered an extension for a second year. Visiting Faculty who wish to extend their stay beyond their second year must apply for a regular opening as Full-time or Adjunct Faculty, when available, and in accordance with University procedures.

3.2. Visiting Faculty Ranks

Visiting Assistant Professor: Faculty appointed at this rank should have a terminal degree in their field.

Visiting Associate Professor: Faculty appointed at this rank should have a substantial record of professional achievements, and should be recognized by their peers through their publications, awards, projects, or works of merit, in addition to a minimum of nine years of teaching experience.

Visiting Professor: This rank is reserved for the highest-level professionals in their fields, who are well-known for their work at the regional or international level, and for their overall record of academic or professional achievements.

4. Continuing Non-Tenured (CNT) Faculty

The University reserves the right to hire full-time Faculty members who have reached the post-retirement age, one year at a time, and for a period not to exceed the maximum age specified



in the University policies. (e.g., “Personnel Policy, Faculty Section p.11, article XII – Retirement and Indemnity”).

CNT Faculty members retain the benefits and rights that are specified in the Personnel Policies and Faculty Bylaws.

5. Part-time Faculty

Part-time Faculty members are hired to teach specific courses on a term-by-term basis. Part-time Faculty members do not have voting rights in Departmental or School Faculty meetings, and cannot be appointed to Administrative positions.

5.1. Appointment

Part-time Faculty members are hired according to the “Procedure for Recruiting New Part-Time Faculty Members.” Part-time Faculty members are not entitled to any employment benefits.

5.2. Part-time Faculty Ranks

Part-time Faculty members are hired according to the ranks established by the University, in accordance with their degrees and teaching experience.



ARTICLE V

MEETINGS AND PROCEDURES

A. General Faculty Meetings

1. Meetings Schedule and Purpose

Meetings of the School Faculty shall be held in accordance with Faculty Bylaws and shall be conducted according to Robert's Rules of Order. Ad-hoc meetings may be called for by the Dean at any time. The time, date, and agenda shall be announced by the Dean ahead of the meeting.

The Purpose of General School Meetings is to introduce all new Full-time, Adjunct, and Visiting Faculty members, and to share with the whole Faculty Body the directives outlined by the Dean in his/her strategic plan and yearly plan, as well as any other issues of interest to the School, including how it conducts its business.

2. Voting Policies

All Faculty members, except part-time faculty, are eligible to attend School Faculty meetings, except in cases where the Dean may choose to invite only Full-time Faculty to meetings for specific tasks. A quorum will consist of simple majority of the Full-time voting Faculty members of the School. When a vote is taken, approval requires a simple majority of Full-time Faculty present. Voting shall be by show of hands, or by paper ballot in the case of elections or other critical issues.

A majority of the voting members excluding those on leave shall constitute a quorum. Subject to the requirement of a quorum, decisions shall, unless otherwise specified, be made by a majority of the members of the Faculty present and voting.

3. Conducting Meetings

The agenda for the meetings shall be set by the Dean and sent no later than three working days prior to the meeting date.

The Dean chairs all School meetings. In the event the Dean cannot be present at the meeting, the Associate Dean or any Faculty member delegated by the Dean shall chair the meeting. Information pertaining to curriculum, bylaws, and rules and academic regulations must be distributed in final form to Faculty at least one week prior to voting.

The recording secretary shall be responsible for preparing the agenda and accurate minutes of all meetings and distributing the minutes to the voting members.



Minutes will be circulated to School Faculty within two weeks after the meeting. Correction and approval of minutes will occur during the following Faculty meeting. The approved minutes will be retained on file in the Dean's Office.

B. Departmental Meetings

Departmental Meetings shall be held at least twice per semester and shall be chaired by the Department Chair and governed by clear departmental bylaws. The objective of the meetings shall be to share with Full-time Faculty issues that pertain to the development of the Department, and to get their input on decisions that require consultation and/or Faculty vote. The Chair may decide whether to invite Part-time Faculty to a meeting depending on the agenda. All other policies for general School Faculty meetings apply to Departmental Meetings.

Meetings are called for at the beginning of each term to introduce new Full-time, Visiting, and Adjunct Faculty members, and to share with the Faculty Body of the Department the directives, events, and plans of action for the academic term.

The Chair shall select a secretary according to departmental bylaws or approved rules and regulations. It is the responsibility of the Chair to conduct meetings on a regular basis for the proper operation and development of the Department. The recording secretary shall maintain an electronic collection of official records of the meetings and file electronic copies with the Departmental Office.



ARTICLE VI

SCHOOL COUNCILS

Faculty members participate in the policy and decision-making of the School through their participation in School and departmental meetings and their service on School Councils.

A. General Rules

1. Elections

The Faculty shall elect, every two years, the Faculty members who serve on standing councils (except the School Advisory Council and the School Promotion and Tenure Council) by secret ballot vote, at the beginning of the Academic Year. All committee deliberations and recommendations are submitted to the Dean and the whole Faculty. Councils are advisory bodies to the Dean, and they issue recommendations that are appropriate through the regular University approval channels.

Elected Faculty members shall serve a two-year term while elected students shall serve a one-year term.

2. Election of additional council members

For the purpose of enriching the expertise of a council, the Dean may call for electing up to two additional faculty members, at the school level, with specified, appropriate qualifications for the concerned council.

3. Council Meetings

Every council of which the Dean or Associate/ Assistant Deans are not the designated chairpersons, shall elect a chairperson for one year who shall preside over the council meetings. The Council shall also elect a secretary who shall be responsible for the agenda and the minutes. It is the responsibility of the council chairperson to conduct regular meetings as needed for the satisfactory accomplishments of the duties of the council.

4. Establishing New Councils

The Faculty of the School may vote to establish a new council. The motion to establish such a council shall include the charge of the council, which sets forth its duties and area of responsibilities. The number of council members, their eligibility criteria, their term of service, and method of appointment shall be included in the same motion or in a subsequent motion.



B. School Councils

1. School Executive Council (SEC)

- a. Members: The SEC shall consist of the Dean, Associate and Assistant Deans.
- b. Duties: The SEC shall provide advice to the Dean on School-wide strategic issues. It constitutes a forum for ensuring that the School's leadership team has common view and vision for the School.
- c. Meetings: The SEC will meet on a monthly basis or when called upon by the Dean, who shall chair the meetings.

2. School Advisory Council (SAC)

- a. Members: The SAC shall consist of the Dean, Associate/Assistant Deans, Department Chairs and Associate Chairs.
- b. Duties: The SAC shall provide advice to the Dean on school wide issues, particularly strategic issues, academic planning, programs accreditation, programs assessment, and cross-programs dependencies that affect the School. The Council shall act as an appeal council, and shall also deal with matters as may be referred to it by other school councils.
- c. Meetings: The SAC will meet on a monthly basis when called upon by the Dean, who shall chair the meetings.
- d. Recommendations: All recommendations should be processed following the University procedures and policies.

3. School Curriculum Council (SCC)

- a. Members: The SCC shall consist of elected Faculty members representing each department in the School, and the School's representatives at the University Curriculum Council, and University Graduate Council.
- b. Duties: The SCC shall be responsible for the following:
 - Evaluate proposals for new or revised courses;
 - Evaluate proposals for new or changes in graduate and undergraduate programs.
 - Act on student petitions that are referred to SCC and ensure uniformity across departments.
- c. Meetings: The SCC shall meet at least once a month or as called for by the Chair, and make a final recommendation to the SAC.



- d. Recommendations: All recommendations should be processed following the University procedures and policies.

4. School Research and Development Council (SRDC)

- a. Members: The SRDC shall be composed of elected faculty members, one from each department, and the School's representative at the University Research Council. Membership shall be composed of Faculty members of professorial rank, with a scholarly record.
- b. Duties: The SRDC shall be responsible for the following:
 - Review school Faculty applications for research grants, travel grants and summer grants;
 - Propose ways to promote research and Faculty development in the school;
 - Recommend policies and procedures pertaining to the development of research and scholarly activities at the School;
 - Inform faculty on sources of research support;
 - Make recommendations on facilitating research activities among Faculty and students;
 - Make recommendations on the effective and efficient use of resources in the production of research and on enhancing the ability of the School to realize its potential for distinction in research and scholarly activities;
 - Implement the School's Research Funding Rules and Procedures.
- c. Meetings: The SRDC shall meet once a month or as called for by the Chair, and make a final recommendation to the SAC.
- d. Recommendations: All recommendations should be processed following the University procedures and policies.

5. School Learning Assessment Council (SLAC)

- a. Members: The SLAC shall consist of elected faculty members representing each department in the School. Members of SLAC are expected to have previous exposure to or experience with assessment processes.
- b. Duties: The SLAC shall engage in the following:
 - Monitor and support the School's assessment and program review process;
 - Assist in creating an environment of continuous improvement and in ensuring that departments fully develop and implement ongoing, systematic outcomes assessment;



- Develop appropriate Faculty development activities as they relate to program and student assessment in coordination with pertinent University units.
 - Disseminate information regarding the evaluation of educational and student developmental objectives and outcomes; gathering and interpreting information and evidence to determine how well students learning matches the expectations and using the resulting information to understand and improve student learning.
- c. Meetings: The SLAC shall meet once a month or as called for by the Chair, and make a final recommendation to the SAC.
- d. Recommendations: All recommendations should be processed following the University procedures and policies.

6. School Admissions Council (SAdmC)

- a. Members: The SAdmC shall consist of elected members representing each department in the School, and the School's representative in the University Admissions Council.
- b. Duties: The SAdmC shall:
- Set and review policy concerning undergraduate recruitment, admissions, and transfers into the School;
 - Set criteria for accepting students into the different School's programs;
 - Evaluate admission policies and procedures and recommend changes as appropriate;
 - Act on applications and recommend admission into the School's various academic programs.
- c. Meetings: The SAdmC shall meet as called for by the Chair and shall make a final recommendation to the SAC.
- d. Recommendations: All recommendations should be processed following the University procedures and policies.

7. Student Affairs Council (STAC)

- a. Members: The STACC shall consist of elected faculty members, one representing each department, two undergraduate students (one from each campus), and one graduate student. The Deans of Students shall serve as ex-officio members. The student members shall have a minimum GPA of 3.0.
- b. Duties: The STACC shall



- Consider existing student advising practices (registration. Proactive/preventive, continuous/universal, ...) at the school and make recommendations to improve them;
 - Propose how to boost internship and professional experience opportunities for students;
 - Make recommendations for fostering student participation in School's activities and supporting students to initiate activities especially those related to their discipline and to civic engagement;
 - Advise on matters related to the students' welfare and to enhancing the School environment for better student's learning and living.
 - Revise current award procedures and criteria, and select nominees/applicants to School and University awards such as *the Torch Award*, and *the Rhoda Orme Award*.
- c. Meetings: The STACC shall meet once a month or as called for by the Chair, and make a final recommendation to the SAC.
- d. Recommendations: All recommendations shall be processed according to the University Procedures and Policies.

8. Ad Hoc Committees, Sub-Committees and Task Forces

As the need for special Ad Hoc committees arises, such committees shall be appointed by the Dean. The mandate of each Ad Hoc committee shall be clearly delineated. Ad Hoc committees shall be dissolved once their assignments have been completed.



ARTICLE VII

CODE OF ETHICS

The School adheres to the University Code of Ethics:

<http://www.lau.edu.lb/administration/policies.php>

ARTICLE VIII

BYLAWS APPROVAL and AMENDMENT

These Bylaws may be approved or amended, at a school meeting with a two-thirds quorum, by an affirmative vote of a majority of the membership of the voting faculty, excluding those on leave. The bylaws or the proposed amendments shall be mailed to the members at least two weeks before the school meeting at which the bylaws will be voted on.

The bylaws or the amendments shall be approved by the Provost and the President.

Any amendment that is mandated by an amendment to the University Constitution and Bylaws and made to bring these bylaws into full conformity with the University governing documents may be made automatically and acknowledged by the faculty in the first Faculty Meeting that follows the amendment.



ARTICLE IX

CONFLICT OF BYLAWS

In the event that any provision in the School Bylaws conflicts with the University Constitution and Bylaws, Faculty Bylaws and University Policies, the latter shall take precedence.

Approved By:

Dean

Provost

President