

## **Bylaws of the School of Architecture & Design**

### **Lebanese American University**

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## **ARTICLE I. DEFINITION AND PURPOSE**

These Bylaws cover the organization of the School of Architecture and Design and the rules and regulations that govern the relations between its various components, to insure its smooth operation under the umbrella of the University educational mission and objectives.

## **ARTICLE II. MISSION STATEMENT AND SCHOOL VISION**

The Mission of the School of Architecture & Design is to educate competent designers and fine artists in the various design fields, who will have the breadth of knowledge and the skills necessary to creatively engage different artistic and design problems, in addition to a broad culture founded on liberal education that will allow graduates to operate as responsible citizens and ethical professionals in a global world.

The vision of the School of Architecture and Design is driven by its mission and values specifically to:

- Create a School that brings together the various design and fine arts disciplines.
- Develop an atmosphere of collegiality, exchange of ideas, experimentation and research.
- Provide a forum for emerging talents in the various design and fine arts fields.
- Meet the goals of the University in achieving excellence and measuring up to international standards of education and practice in the design and fine arts fields.

### ARTICLE III. ORGANIZATION AND STRUCTURE

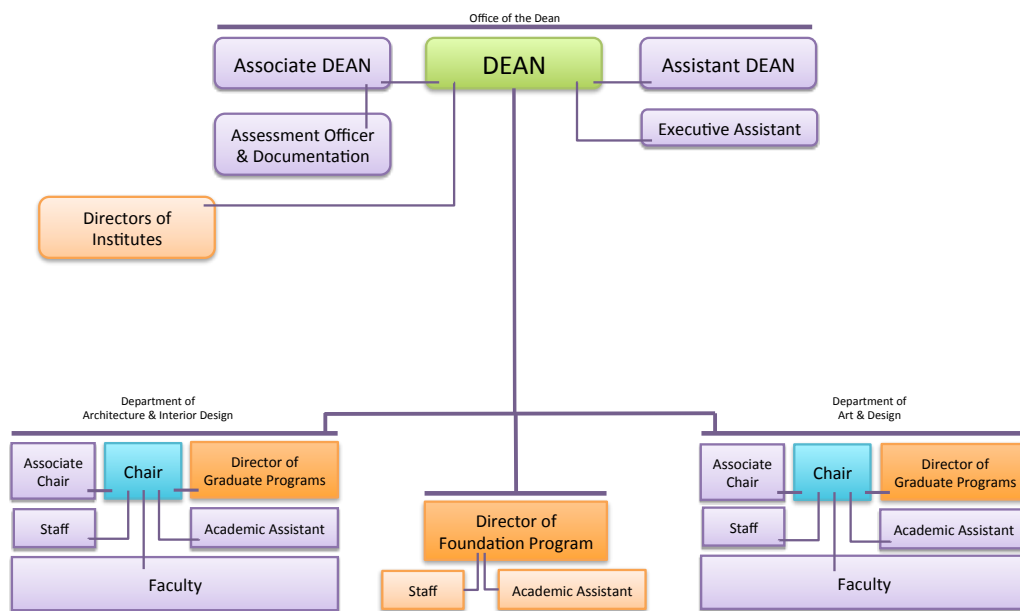
The School of Architecture and Design is located on both campuses of the Lebanese American University [Beirut and Byblos], and it is composed of two main departments and one server unit: Department of Architecture & Interior Design, Department of Art & Design, and Foundation Program.

The School is headed by a Dean assisted by Associate and Assistant Deans. Department Chairs preside over departments and are assisted by Associate Chairs. Special programs are coordinated by Program Coordinators. The Department of Architecture & Interior Design would include the programs in Architecture, Interior Architecture, and related graduate programs.

The Department of Art & Design would include the programs in Fine Arts, Graphic Design, Fashion Design and related graduate programs.

The Foundation Program is an autonomous unit, acting as a server for the whole school, and headed by a Program Director.

The School also includes two institutes, led by institute directors: The Institute of Urban Planning and the Institute of Islamic Art & Architecture.



## **ARTICLE IV. ADMINISTRATIVE BODY**

The Administrative 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
- 3.** Assistant Dean
- 4.** Department Chairs
- 5.** Associate Chairs
- 6.** Foundation Program Director
- 7.** Graduate Program Director
- 8.** Program Coordinator
- 9.** Directors of Institutes

### **1. School Dean**

#### **1.1. Appointment**

The Dean of the School is appointed by the President, according to the University Bylaws, 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.

#### **1.3. Duties**

The Dean of the School shall be the academic and administrative leader of the School, and shall set the academic vision for the School. The Dean shall report regularly to the Provost and shall administer the School in accordance with the University and School Bylaws. The Dean will also oversee the development and implementation of the School Strategic Plan [SSP], in accordance with the University's general strategic plan.

The specific duties of the Dean are to:

1. Oversee the implementation of the educational mission of the School in its various units, and to keep the Provost informed of all the academic developments within the School.
2. Oversee the development of the School Strategic Plan at the beginning of his/her tenure.
3. Submit to the Provost and School Faculty an annual report at the end of each academic year summarizing the School achievements and developments.
4. Supervise Associate/Assistant Deans and Institute Directors, Department Chairs and Associate Chairs, and Administrative Staff, and delegate specific duties according to need to any of the administrative officers of the School.
5. Recommend to the Provost the appointment or re-appointment of Associate and Assistant Deans, Institute Directors, Department Chairs and Associate Chairs, after making the necessary consultations with the School Faculty.
6. Make recommendations to the Provost in all matters pertaining to Faculty appointment, promotion or non-promotion, sabbatical leave

- and leave of absence, in-line with University procedures and after consultation with the respective Chairs/Associate Chairs.
7. Communicate with the Faculty Body on all matters affecting the School, and hold regular School meetings for this purpose [a minimum of one meeting/ term].
  8. Chair School meetings and participate as ex-officio member on all School Councils.
  9. Make appointments to committees other than committees where members are elected by the Faculty.
  10. Represent the School to the University and in front of any public bodies, such as national or international accreditation bodies, as well as develop relations with the local professional community.
  11. Make final recommendations to the Provost on any agreements for collaboration or joint-action with other schools or institutes, local or international.
  12. Assist the Administration in any fundraising projects for the School.
  13. Prepare the School budget in coordination with the Associate/ Assistant Dean, Institute Directors and Department Chairs.
  14. Insure the proper staffing of the School with adequate teaching and non-teaching personnel, and oversee the finalization of the annual course offerings.
  15. Oversee the development and progress of the various academic programs, including all major curricular revisions, as well as the proposals for the development of new majors and/or degrees, and the development of the School facilities and logistical equipment.
  16. Promote the development of the Faculty Body, Academic Personnel, and Student Body of the School, and maintain an environment that facilitates the development of academic activities.

## **2. Associate Dean**

### **2.1. Appointment**

The Associate Dean of the School is appointed by the President according to University Bylaws, based on the recommendation of the Dean and the Provost.

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 normally be at the rank of Associate Professor or above. In cases where no candidates are available for this post, the Dean shall, with the approval of the Provost, launch a search process for external candidates according to University procedures.

### **2.2. Term of Office**

The Associate Dean's term of office is set according to the University Bylaws.

### **2.3. Duties**

The duties of the Associate Dean shall be set by the Dean, but shall mainly cover the following:

1. Assist the Dean in all administrative and academic matters that are pertinent to the proper functioning of the School.

2. Assist the Dean in the finalization of the annual course offerings and teaching loads, in coordination with the Department Chairs and Associate Chairs.
3. Assist the Dean in the implementation of the School Strategic Plan.
4. Assist the Dean in overseeing the facilities and logistical operations of the School.
5. Chair the Admissions & Student Affairs [ASA] Committee.
6. Assist the Dean in preparing and coordinating the work on curricular revisions and preparing for accreditation reviews.

### **3. Assistant Dean**

#### **3.1. Appointment**

The Assistant Dean is appointed by the President, based on the recommendations of the Dean and the Provost. 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 Strategic Plan and assist in its daily operations.

#### **3.2. Term of Office**

The Assistant Dean's term of office is set according to the University Bylaws.

#### **3.3. Duties**

The duties of the Assistant Dean shall be set by the Dean, but they shall mainly involve the following:

1. Assist the Dean in all administrative and academic matters that are pertinent to the proper functioning of the School.
2. 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.
3. Coordinate with the various Department Chairs and Associate Chairs regarding the use of facilities, demands for new spaces and equipment, and other needs.

### **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 normally 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.

## **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 the academic and administrative operation of the Department in the second campus. The smooth operation of the Department shall be based on the collaboration of the Chair and Associate Chair in all matters affecting the Department, specifically yearly planning issues.

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 relating to the operation of the Department, in-line with the mission and goals of the School and the University.

The specific duties of the Chair are to:

1. Report to the Dean on all matters that affect the development of the Department and its academic programs.
2. 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.
3. Prepare the budget of the Department in consultation with the Associate Chair, and after taking into consideration Faculty needs and equipment requests.
4. 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.
5. Approve expenditures on items that fall within the budget of the Department.
6. Prepare, in coordination with the Associate Chair, the annual departmental report that covers all the academic activities, achievements, and developments of the Department at both campuses.
7. Oversee the preparation of required departmental documents, such as the mission statement, performance criteria, publications, etc.
8. Appoint, in coordination with the Associate Chair, sub-committees for the study of specific issues and tasks, such as curricular revision, etc.
9. Supervise departmental staff and make necessary recommendations regarding their promotion and/or the hiring of new staff.

## **5. Associate Chair**

### **5.1. Appointment**

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 the same as that of the Chair, as set in the University Bylaws.

### **5.3. Duties**

The Associate Chair shall serve as the academic and 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.

The specific duties of the Associate Chair shall be to:

1. Report to the Chair on all matters that affect the development of the Department and its academic programs at the respective campus.
2. Insure the proper implementation of the programs of study in his/her campus, and prepare the course offerings in consultation with the Chair and the Full-time Faculty Body at the respective campus.
3. Supervise the departmental staff at the respective campus.
4. Assist the Chair in preparing the budget of the Department.
5. Assist the Chair in preparing the Annual Departmental Report that covers all the academic activities, achievements, and developments of the Department at both campuses.
6. Assist the Chair in appointing sub-committees for the study of specific issues and tasks, such as curricular revision, etc.

## **6. Foundation Program Director**

The Foundation Program Director is appointed by the President, following the recommendations of the Dean and the approval of the Provost. The term of office of the Foundation Program Director is normally 3 years, renewable on a yearly basis, pending satisfactory performance.

### **6.1 Duties**

The Foundation Program Director will be in charge of overseeing the academic and budgetary issues related to the Foundation Program. He/she shall be in charge of coordinating with the other department chairs on the course offering and the assignment of faculty to teach within the Foundation.

The specific duties of the Foundation Unit Director are to:

1. Report to the Dean on all matters that affect the development of the Foundation program.
2. Prepare the course offering, in coordination with the other department chairs, and ensure the smooth operation of the program, in order to meet the program learning objectives
3. Initiate academic activities that promote the program and add to the students' exposure to contemporary design developments
4. Prepare an annual report that covers all the academic activities, achievements, and developments of the foundation program.
5. Oversee the yearly publication of a Foundation Catalog, featuring the best work produced in the program

## **7. Graduate Program Director**

The Graduate Program Director is appointed by the President, following the recommendation of the Dean and the approval of the Provost. The Graduate Program Director shall be the rank of Associate Professor or above. 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.

The term of office of a Graduate Program Director is normally of 3 years, renewable on a yearly basis, pending satisfactory performance.

### **7.1 Duties**

The Graduate Program Director will be in charge of specific graduate programs within the department. He/she shall be in charge of promoting the program[s], in coordination with the department chair.

The specific duties of the Graduate Program Director are to:

1. Report to the Chair on all matters related to the Graduate programs.
2. Ensure the proper implementation of the programs of study, and prepare the course offering in consultation with the department chair.
3. Assist in recruiting new faculty to teach in the specific graduate program[s]
4. Prepare an annual report that covers all the academic activities, achievements, and developments of the graduate programs.
5. Oversee the preparation of promotional materials
6. Act as a member of the Graduate Admission Committee

## **8. Program Coordinator**

Based on the recommendation of the Dean and the approval of the Provost, Program Coordinator[s] may be appointed to assist the Department Chair in overseeing the development of specific programs within each department. Program Coordinator[s] will assist the Department Chair in ensuring that the program meets the learning objectives, accreditation requirements and overseeing the logistical requirements related to the program[s].

Program Coordinators are appointed on a yearly basis, renewable upon review.

### **8.1 Duties**

The specific duties of the Program Coordinator are to:

1. Assist the Chair on all matters related to the development of the program, its academic and logistical conditions and requirements
2. Ensure the proper implementation of policies and procedures and report to the Chair on any issues of concern
3. Assist the department chair in promoting the program, managing and upgrading its resources

## **9. Directors of Institutes**

### **9.1. Appointment**

Directors of Institutes are appointed by the President, based on the recommendation of the Dean and Provost, in accordance with University Bylaws.

### **9.2. Term of Office**

The term of appointment of Institute Directors is set according to University Bylaws.

### **9.3. Duties**

The Institute Directors are in charge of maintaining the proper functioning and growth of the Institute, and developing a plan of action that covers their term in office, including activities, projects, exhibitions and other events that promote the development of the Institute and its service in-line with its mission statement and objectives. Specifically the Institute Directors shall:

1. Prepare a plan upon their appointment, outlining their planned activities and projects for the academic year.
2. Prepare an annual budget for the Institute.
3. Assist the administration, after consulting with the Dean, in any fund-raising activities for the Institute.
4. Plan activities, exhibitions, and community projects in-line with the Institute mission and objectives.
5. Submit to the School Dean a yearly report upon the end of each academic year, outlining the achievements and events of the Institute.
6. Prepare any required publication material that covers the work and events of the Institute.

## **ARTICLE V. FACULTY BODY**

### **A. Constitution of the Faculty Body**

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

The Voting Faculty of the School shall consist of all Full-time Faculty only. Full Time faculty are appointed according to university approved procedures.

Adjunct Faculty are appointed for a limited term, with possible extensions according to university approved procedures.

Visiting Faculty are appointed for a limited term, with possible extensions, not exceeding two continuous years.

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.

## **B. General Duties of All Faculty**

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

1. Provide education and develop the students' critical thinking and research 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 and/or Associate 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.

## **C. Composition of the Faculty**

### **1. Full-time Faculty**

Full Time faculty are hired within one of the two tracks:

- a. Tenure Track Faculty  
Tenure Track faculty are recruited in one of the following sub-tracks: Scholarly or Academic Professional, depending on their qualifications, expertise, and on the specific needs of the different programs. Promotion in rank proceeds from Assistant Professor to Associate Professor to Professor according to school promotion criteria.
- b. Non-Tenure Track faculty  
Non-tenure track faculty are full-time faculty members who typically maintain a limited practice in addition to their academic involvement. Promotion in rank proceeds from Practice Instructor to Professor of Practice, according to school promotion criteria.

The Two Tracks are represented in the table below.

## FACULTY RANKS IN PROFESSIONAL SCHOOLS

TENURE TRACK			NON-TENURE TRACK		
Title	Minimum Degree Required	Teaching Load / Year	Title	Minimum Degree Required	Teaching Load / Year
			Practice Instructor	Professional Degree + 3 Y. of Prof. Experience	18-24*
			Practice Senior Instructor	Professional Degree + 6 Y. of Teaching Exp. + 3 Y. of Prof. Experience	18-24*
Assistant Professor	PhD / TD	18	Practice Lecturer	Professional Degree + 9 Y. of Teaching Exp. + 6 Y. of Prof. Exp. OR Post-Professional degree + 6 Y. of Teaching Exp.	18-24*
Associate Professor	PhD / TD	18	Practice Senior Lecturer	Post-Professional Degree + 9 Y. of Teaching & Prof. Exp.	12-24*
Professor	PhD / TD	18	Professor of Practice	Post-Professional Degree + 12 Y. of Teaching & Prof. Exp.	12-24*

Tenure Track
Tenured
New Rank as of Fall 2016
*Variable load / Salary Pro-rated according to load

### 1.1. Appointment, Tenure and Promotion

The appointment, tenure and promotion of Full-time Faculty is subject to University Faculty Bylaws. Promotions within these tracks shall be made in accordance with the approved school promotion criteria.

Full Time Faculty appointed at one of the above tracks in the School of Architecture & Design may not, without the written approval of the Chair and the Dean, shift to another track during the course of their appointment. This shift in tracks may be granted, in the case of a change of orientation in the Faculty member's career and/or in their teaching duties as required by the Department in question, only from Non-Tenure to Tenure track, provided all conditions for such a position are met.

### 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. Serve as academic advisors as needed.
4. Fulfill their duties as Full-time Faculty according to the University Policies.
5. 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.

### **1.3. Full-time Faculty Prerogatives**

Full-time Faculty 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:

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.

## **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 are individuals whose primary careers are outside academia, as directors or members of professional firms, or as professionals in their own field. Adjunct Faculty teach a part-time load ranging from 6 to a maximum of 15 credits/year.

Adjunct Faculty 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.

### **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 Instructor** – Faculty appointed at this rank should have the minimum requirements of a Bachelor or Diploma in their field with relevant professional experience.

**Adjunct Lecturer** – Faculty appointed at this rank should have a minimum of a Master's degree in their field. In exceptional cases, and upon the recommendation of the Chair, the candidate may be appointed at this rank if he/she holds only a Bachelor/Diploma degree with extensive teaching experience and/or a promising professional career. Adjunct Faculty at the Instructor level may be promoted to this rank upon completion of six years of teaching at the School, and upon positive recommendation by the Chair and Dean.

**Adjunct Senior Lecturer** – 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 Lecturer level may be promoted to this rank upon the completion of six years of teaching at the School, and upon the positive recommendation of the Chair and the Dean.

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

## **3. Visiting Faculty**

Visiting Faculty are term-limited positions [usually limited to one year or one semester] which carry full benefits during the position of tenure, but which cannot be renewed for more than two years.

### **3.1. Appointment**

Visiting Professor appointments 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 minimum of a Master’s degree in their field. In exceptional cases, and upon the recommendation of the Chair, the candidate may be appointed at this rank if he/she holds only a Bachelor degree with extensive teaching and/or practical experience.

**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. Part-time Faculty**

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

#### **4.1. Appointment**

Part-time Faculty are hired according to the *University Procedure for Recruiting New Part-Time Faculty*. Part-time Faculty are not entitled to any employment benefits, but they are free to hold teaching jobs at other Institutions.

#### **4.2. Part-time Faculty Ranks**

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

## **ARTICLE VI. MEETINGS AND PROCEDURES**

### **A. General Faculty Meetings**

#### **1. Meetings Schedule & 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, Visiting and Part-time 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 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. Part-time Faculty members may participate in School Faculty meetings without the right to vote. A quorum will consist of simple majority of the Full-time 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.

### **3. Conducting Meetings**

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, rules and academic regulations must be distributed in final form to Faculty at least one week prior to voting.

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**

### **1. Schedule & Purpose of Meetings**

Departmental Meetings shall be held at least twice per semester and shall be chaired by the Department Chair. The Chair may decide whether to invite Part-time Faculty to a meeting depending on the agenda, with the exception of the first meeting in each semester, which shall be attended by all Faculty (Full-time and Part-time). All other policies for general School Faculty meetings apply to Departmental Meetings.

General Departmental Meetings are called for at the beginning of each term to introduce new Full-time, Visiting, Adjunct and Part-time Faculty members, and to share with the Faculty Body of the Department the directives, events, and plans of action for the academic term. General Departmental Meetings are held as joint meetings for all Faculty from both campuses.

Full-time Faculty Departmental meetings held at least once per term, 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. Full-time Faculty Departmental Meetings are held as joint meetings for all Full-time Faculty from both campuses.

## **ARTICLE VII. SCHOOL COMMITTEES**

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

The Faculty shall elect, every two years, the Faculty members who serve on standing committees (except the School Administrative Committee and the Faculty Promotion Committee) 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. Committees are considered as advisory bodies to the Dean, and they issue recommendations that are appropriate through the regular University approval channels.



### **1. School Administrative Committee [SAC]**

- a. Members: Dean, Associate/Assistant Dean, Department Chairs & Associate Chairs.
- b. Duties: The SAC shall assist the Dean on all academic matters, including, but not limited to, curricular development, new programs, and School operation issues.
- c. Meetings: The SAC will meet on a monthly basis upon call of the Dean who shall chair the meetings.
- d. Recommendations: All recommendations should be processed following the regular University procedures and policies.

### **2. Admissions & Student Affairs [ASA]**

- a. Members: The ASA shall consist of the Associate or Assistant Dean in addition to a minimum of three Faculty members, with equal representation of all Departments. The committee will be chaired by the Associate Dean or Assistant Dean, as delegated by the Dean. The Director of Admissions is an ex-officio member of this committee.
- b. Duties:
  - The ASA shall develop proposals for the admission of new students, and shall make recommendations regarding criteria for admission.
  - In case of the adoption of a general framework for admission to the School, the ASA shall review and act upon all applications for admission to the School.
  - The ASA shall evaluate all transfer applicants and make the final recommendation regarding their acceptance and transfer equivalence.
  - The ASA shall deal with all student petitions on a regular basis, and propose any necessary amendments to the petition process to improve efficiency and to provide students with a fair and transparent process while upholding academic standards.
- c. Meetings: as necessary
- d. Recommendations: All recommendations should be processed following the regular University procedures and policies.

### **3. Faculty Promotion Committee[s] [FPC]**

- a. Members: The FPC shall consist of a minimum of three Faculty members appointed on an academic year basis by the Dean. The FPC members should hold tenured appointments in the School at the rank to which the candidate[s] for promotion are applying, or above. If possible, each Department shall have at least one representative on the committee. Candidates for promotion and tenure shall not sit on the committee during the period of time during which their candidacy is under consideration. In cases where the committee cannot be formed of eligible candidates from within the School, the Dean may appoint eligible Faculty members from outside the School, in consultation with the Provost and respective Deans. In case where several candidates in the School are applying for promotion to different ranks, separate Faculty Promotion Committees shall be formed for the respective ranks according to the criteria above.

- b. Duties:
  - The FPC shall provide candidates for promotion a midterm review evaluation that shall serve as a guide to the Faculty member in preparation of their promotion file.
  - The FPC shall evaluate and make recommendations to the Dean on all Faculty candidates for promotion and tenure, in accordance with the guidelines and standards established by the School and the University Promotion and Tenure Criteria.
- c. Meetings: The FPC shall elect the Chair of the committee during its first meeting which is to be held in the first week of January. According to the number of candidates for promotion, the FPC shall decide on its meeting schedule for the year.
  - The FPC shall adhere to the strictest rules of confidentiality regarding the deliberations and the decisions taken during the meetings, and shall not divulge to the candidates or any other external members any details of its deliberations.
  - Because of the confidential nature of this committee work, the minutes shall not be posted on the School webpage.
  - Recommendations of the committee shall be provided to the Dean in a timely manner.
  - The committee secretary shall be responsible for distributing to the members in a timely manner the approved meeting minutes, and to keep a record of the minutes.
- d. Recommendations: All recommendations should be processed following the regular University procedures and policies.

#### **4. Faculty Affairs Committee [FAC]**

- a. Members: Assistant Dean in addition to a minimum of three Faculty members, with equal representation of all Departments. The elected Faculty members shall serve for two years.
- b. Duties: The FAC shall serve as an advisory council to the Dean on matters that pertain to faculty welfare and development. The FAC will be in charge of reviewing applications for research, including travel funding, in accordance with School Research Funding policy [see Appendix 2]. In addition, the FAC will be in charge of responding to petitions submitted by faculty regarding any grievance issue, and will make recommendations to the Dean regarding such issues. The FAC will, in making its recommendations, adhere to the University Grievance Procedures.
- c. Meetings: as necessary
- d. Recommendations: All recommendations should be processed following the regular University procedures and policies.

#### **5. Graduate Admissions Committee [GAC]**

- a. Members: One member nominated by the school dean, one senior faculty member elected from each department, and the director[s] of the graduate programs concerned. One representative from the University Admissions Office [non-voting member].
- b. Duties: the GAC shall serve as the admissions committee for graduate applications to the respective graduate programs. One committee, or alternatively, several committees may be formed to review the applications, in line with the admission requirements.
- c. Meetings: as needed.
- d. Recommendations: All recommendations should be processed following the regular University procedures and policies.

## **6. Ad Hoc Committees**

As the need for special Ad Hoc committees arises, such committees shall be appointed by the Dean. Ad Hoc committees shall be dissolved when their assignments have been completed.

## **ARTICLE VIII. SCHOOL INSTITUTES**

### **1. Organization**

School Institutes are led by a Director, who is appointed for a three-year term by the President, based on the recommendation of the School Dean. The director is the executive officer of the Institute and reports directly to the Dean.

### **2. Duties**

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

1. Oversee the administration of the Institute and prepare its yearly budget.
2. Prepare a plan of action that covers the intended projects and activities for the duration of his/her term.
3. Approve expenditures on items that fall within the budget of the Institute.
4. Collaborate with Department Chairs wherever the need arises, especially in the organization of academic events related to departmental activities.
5. Participate in any fund-raising activities that are directly related to the Institute, in collaboration with the university office in charge of fund-raising.
6. Expand the role and visibility of the Institute and promote its activities within its main mission and objectives.
7. Prepare an annual report that covers all the activities and projects undertaken by the Institute.
8. Oversee the preparation of Institute publications, such as conference proceedings, newsletters, etc.

## **ARTICLE IX. CODE OF ETHICS**

The School adheres to the University Code of Ethics:

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

## **ARTICLE X. BYLAWS AMENDMENTS**

These Bylaws may be amended at any meeting of the Faculty where a quorum is present by a two-thirds vote of the voting members present, provided written notice of the amendment, with an accompanying statement of the purpose and effect, is distributed to each member of the Faculty at least fourteen days prior to the meeting at which amendment is to be voted on, or provided the motion to amend was originally presented at a preceding meeting of the Faculty. No change in the Bylaws is to be effected if it is in conflict with the Bylaws, regulations and legislative rulings of the Academic Senate of the University and the University.

Amendments should be incorporated within the Bylaws as soon as they are approved by the same process followed to approve the original Bylaws. Approved

amendments should be published in the same manner to that of the original Bylaws.

**ARTICLE XI. BYLAWS APPROVAL**

The Bylaws shall be considered legal after approval by a two-third majority of members of the Faculty and by the Dean, Provost, and President of the University. Final approval of the Bylaws or of the amendments of the Bylaws have to be confirmed by the President Office, in order to become effective.

**ARTICLE XII. CONFLICT OF BYLAWS**

Any provision stated herein and is found to contradict with the University's Constitution and Bylaws, Faculty Bylaws and Policies will be considered null and void.