

LEBANESE AMERICAN UNIVERSITY

PERSONNEL POLICY - FACULTY SECTION

Purpose

The purpose of this document is to set forth a framework governing the recruitment, ranking, evaluation, retention, development, and retirement of faculty members at the Lebanese American University (LAU).

It is written with a view to reinforcing LAU's mission and core values of pursuing excellence, preserving academic freedom, and positioning faculty to offer their best in teaching, research, and service to LAU students, the academic community, and their respective disciplines. It aims to empower LAU faculty to tap their full potential in the generation, dissemination and application of knowledge consistent with the University's mission and strategic role.

This document is based on LAU's institutional history and on best international practices.

Article I – Ranks and Qualifications

The faculty body of the University is composed of all full-time, visiting, research, adjunct, and part-time faculty. Within this general body, the full-time faculty body plays a crucial role through shared governance, and are entitled, based on rank, to exercise voting rights when applicable.

Promotion of full-time faculty on tenure or non-tenure tracks is subject to school promotion criteria and guidelines, as duly approved, subject to Article IV in this policy.

1. Full-Time Faculty

1.1. Tenure Track/Tenured

This track is reserved for faculty members who hold a Ph.D., a doctorate, or a terminal degree as appropriate to the field/school concerned. Full-time faculty in this track should constitute the majority of full-timers in any of the respective schools. This track consists of Assistant Professors, Associate Professors, and Professors.

1.2. Non-Tenure Tracks

a. Lecturer Track

This track is a non-tenure track for full-time faculty members who do not normally hold a terminal degree in their discipline, but who bring in additional educational experience.

The Lecturer Track applies mainly to the School of Arts and Sciences. This track covers: Instructor, Senior Instructor, Lecturer, and Senior Lecturer ranks.

b. Practice Track

The Practice Track is a non-tenure track for faculty members who normally hold a terminal degree in their field and/or a substantial number of years of teaching and professional experience. The Practice Track applies mainly to the Schools of Architecture & Design, Engineering and Business.

This track consists of Practice Instructors, Senior Practice Instructors, Practice Lecturers, Senior Practice Lecturers, and Professors of Practice.

Faculty members appointed in this track are full-time members whose primary commitment is to their respective school, while maintaining a professional practice or consultancy in their field, in accordance with University rules and regulations.

c. Clinical Track

The Clinical Track is a non-tenure track for faculty members who hold a terminal degree in their field and/or a substantial number of years of teaching and professional experience. The Clinical Track applies mainly to the Schools of Pharmacy, Nursing and Medicine.

This track consists of Clinical Instructors, Clinical Senior Instructors, Clinical Assistant Professors/Lecturers, Clinical Associate Professors/Senior Lecturers, and Clinical Professors.

Faculty members appointed in this track are full-time members whose primary commitment is to their respective school, while maintaining a clinical practice or consultancy in their field, in accordance with University rules and regulations.

1.3. Joint Appointments

Joint appointments for faculty teaching in more than one school, within a specific rank, may be contracted in any of the tracks above, subject to the agreement of the concerned schools, academic departments, or units.

For Guidelines for Joint Appointments check: [add link]

2. Visiting Faculty

2.1. Visiting faculty members are appointed for a limited-term employment at the University, not to exceed two (2) consecutive years. They can be appointed from any rank, but are not eligible for promotion at LAU.

- 2.2. Visiting faculty members may be required to carry a higher teaching load than the corresponding full-time faculty, subject to their special assignment and contract. They can participate in school and departmental meetings, without voting rights.
- 2.3. Visiting faculty members may apply at the end of their term to a full-time position provided there is an opening in their specific area. In such cases, they would be considered within the pool of applicants to this position, on equal terms.

3. Research Faculty

- 3.1. Research faculty members are primarily engaged to assist with research projects that are normally funded by external research grants, contracts, and similar sources. The appointment of research faculty is contingent upon the availability of funds, and would be terminated upon the completion of the task or the exhaustion of funds, subject to their contract.
- 3.2. Qualified individuals may be appointed as research faculty provided that they hold a Ph.D. or a Terminal Degree, and only as research associates otherwise.
- 3.3. Appointment of research faculty should be based on a selective search process and approved by the principal research team leader. In all cases, such appointment is neither considered permanent nor does it lead to tenure at the University. Renewal of the appointment is subject to the conditions of the research project or grant.

4. Adjunct Faculty

- 4.1. The Adjunct Faculty track is reserved for recognized scholars or practitioners who bring expert knowledge and professional experience to specific programs, but who cannot commit all their time to the University. Their teaching load is set accordingly on a yearly basis, renewable according to school bylaws and their Letter of Appointment.
- 4.2. Adjunct faculty members are appointed following a search process. They are appointed at the appropriate rank depending on their qualifications and may benefit from a promotion in rank in accordance with school promotion criteria and guidelines.
- 4.3. Adjunct faculty members may participate in school and departmental meetings. Appointments in this category are non-tenure and subject to school specific bylaws and periodic reviews.

5. Part-Time Faculty

- 5.1. Part-time faculty members are normally recruited to teach basic courses that do not require a substantial research record. They do not participate in regular school or departmental meetings, unless called upon in specific cases, according to University and school bylaws.
- 5.2. Part-time faculty members are appointed at a specific grade in accordance with University guidelines and school bylaws.

Article II – Appointments and Reappointments

In appointing new faculty, all departments and schools shall comply with the University's mission, ensuring equal opportunity for all applicants, and hiring the best candidate irrespective of gender, age, race, color, religion, national origin, ethnic background, or any other factors that are irrelevant to the proper performance of the duties described in the job announcement.

Except for special appointments, recruitment of all faculty members shall follow the approved University Procedures for Hiring Faculty, whereby positions are advertised, and the selection process would be based on merit and qualifications.

The Procedures for Hiring Faculty can be found here: <http://www.lau.edu.lb/faculty-staff/>

1. Appointments & Reappointments of Full-Time Faculty

- 1.1. Following the completion of the search process, the respective school dean shall make recommendations to the Provost for appointments for the academic year. Such recommendations are subject to the final approval of the Provost and the President. All conditions of appointment shall be made in writing and signed by the Provost and the President.
- 1.2. Faculty members in a non-tenure track may apply for an opening in the tenure track provided they meet the criteria for such a position as per applicable school bylaws. Faculty who were appointed in the tenure track may not shift to a non-tenure track position.
- 1.3. Faculty members in a non-tenure track are normally appointed on a one-year contract, without any limits as to the number of reappointments. Faculty members in non-tenure track who have been at the employ of the University for a period of five years or more may be given a two-year contract.
- 1.4. Faculty at the rank of Assistant Professor will normally be appointed on a three-year term contract, subject to reappointment for another three-year term. The total number of years that any faculty member may spend at this rank is seven years.
- 1.5. Appointments of faculty members who are initially appointed at the rank of Associate Professor or Professor shall normally be made for a maximum of a three-year term, with no

obligation on either party beyond this time, but with the understanding that the contract may be extended for an additional period, pending faculty performance review and mutual agreement. Faculty members may only apply for tenure once. If the faculty member is not awarded tenure by the end of their third year of the first term, in line with tenure regulations [Article III], the services of the appointee may be renewed one year at a time up to a maximum of three years. Alternatively, the services of faculty members may be terminated provided due notice to this effect is given in writing by the Provost based on the recommendation of the dean, six months before the end of their contract.

- 1.6. Non-tenured full-time faculty members will be notified in writing by March 1 if their contracts are not going to be renewed for the following academic year.
- 1.7. Full-time faculty members who would like to resign must give advanced written notice of such resignation no later than six months prior to the beginning of the next regular academic year.

2. Appointments & Reappointments of Visiting Faculty

- 2.1. The faculty search and recruitment process for visiting faculty shall be conducted in line with the approved University Procedures for Hiring Faculty, as for full-time faculty.
- 2.2. Visiting faculty members are normally appointed for one semester or one academic year. They may be contracted for a maximum of two consecutive years, subject to evaluation and a positive recommendation from the department chair and the school dean.
- 2.3. Visiting faculty members are entitled to the same benefits as full-time faculty. However, no ex-gratia indemnity is given to visiting faculty members who serve at the University for less than one full academic year.

3. Appointments & Reappointments of Research Faculty

- 3.1. The appointment of research faculty is contingent upon the availability of funds, and would be terminated upon the completion of the task or the exhaustion of funds, subject to their contract.
- 3.2. Research faculty members are not eligible for any benefits.

4. Appointments & Reappointments of Adjunct Faculty

- 4.1. Adjunct faculty members shall be appointed on a yearly basis.
- 4.2. Adjunct faculty members are not eligible for any benefits.

5. Appointments & Reappointments of Part-Time Faculty

- 5.1. Part-time faculty members shall be appointed on a term basis and compensated on an hourly rate, set by the University.
- 5.2. Part-time faculty members are not eligible for any benefits.

6. Special Appointments

- 6.1. Faculty of exceptional standing may be recruited and appointed to a rank that is higher than the one they are normally entitled to as per their degrees, within any of the tracks listed above. In such cases, the respective school dean will appoint a committee of peers to review the candidate's file. The school dean's recommendation to the Provost would include the peers committee's review, subject to the final approval of the President.
- 6.2. For such special appointments, the appointee must be of international standing, must have achieved eminence in his/her field, and demonstrated leadership qualities. Residency requirements for promotion in rank for such faculty may be waived, based on the recommendation of the respective school dean.

Article III – Tenure

Academic tenure is a privilege that is normally earned by faculty members who are granted promotion within the tenure track ranks. Tenure provides faculty with the academic freedom needed to pursue their teaching, research, and services at the University and allows for continuous appointment until retirement, unless terminated earlier as per the provisions of this Personnel Policy. Faculty members who are granted tenure are subject to the following:

1. General Provisions for Tenure

- 1.1. Only full-time faculty members at the Associate Professor or Professor rank are eligible for tenure.
- 1.2. For tenured faculty, appointment will be continuous until retirement, as specified in the provisions of this policy, provided that tenured faculty members fulfill their duties satisfactorily and abide by the rules, regulations, and policies that govern the University.
- 1.3. Tenured faculty members will receive an annual update of employment conditions to reflect changes in rank and/or remuneration.
- 1.4. Should a tenured faculty member default on the basic professorial duties to the University, the Dean will inform him/her in writing and request that the shortcomings be addressed within a period of one academic year. Failure to demonstrate improvement may subject the faculty to a post-tenure review.

- 1.5. Should a tenured faculty member be found in violation of any of the University applicable policies and applicable laws, the applicable sanctions stated in said code and/or policy would apply.
- 1.6. Should it become necessary to discontinue the employment of tenured faculty members because of University financial exigency or program termination, such faculty members shall be given compensation against the termination of their contract not to exceed 2 years.
- 1.7. Tenure is discontinued upon the faculty member reaching the legal retirement age of 64.

2. Faculty Joining the University at the Associate Professor or Professor Rank

- 2.1. Faculty members who join the University at the Associate Professor or Professor rank are eligible to apply for tenure as of the beginning of their third year at LAU, but no later than the beginning of their fifth year, provided their initial contract has been renewed, as per the provisions listed in Article II, section 1.5.
- 2.2. The minimum residency time required for tenure for a faculty member appointed at the Associate Professor or Professor rank is three years.
- 2.3. Faculty appointed without tenure at the Associate Professor or Professor rank are required to submit their file for tenure according to University Rules and school bylaws. Files submitted for tenure should include research material, teaching, and service documentation, produced only after joining LAU. Unless otherwise stated in their letter of appointment, such faculty should normally meet a minimum of one-third to one-half of the research requirements for promotion to the specific rank at which they were appointed within their respective school and discipline, thus demonstrating continuing research productivity after joining the University. The candidate should also satisfy the requirements for teaching and service to the school and the University, and receive positive recommendations from the department chair and school dean.
- 2.4. The application for tenure will undergo the same process of review by the respective school peers committee and the University Promotion Committee as for promotion cases. Research submitted for Tenure can be included and counted towards said faculty members' application for promotion to the rank of Professor at a later date.
- 2.5. Faculty members who are denied tenure will be given one additional year in the rank and have their contract terminated at the end of that academic year. Under exceptional circumstances, such faculty members may be reappointed on a yearly basis, following the recommendation of the department chair, school dean, and the approval of the Provost and the President.

Article IV – Promotion of Full-Time Faculty

Promotion in rank of full-time faculty members or faculty members on tenure track takes place through a peer review process according to school specific criteria, and governed by the Faculty

Promotion Process. Accordingly, the school peers committee(s) will review the files of candidates for promotion, and make their recommendations to the concerned dean. The dean will in turn make his/her recommendations to the Provost.

Following completion of the peers committees' work across the different schools, the Provost shall convene a University Promotion Committee composed of academic deans and one elected faculty member from each school to review the recommendations for promotion to various ranks, submitted by the dean of each school. The elected faculty member from each school should not hold any administrative appointments and should hold a higher rank than that of the candidate. In schools where this is not possible, this restriction may be lifted. The University Promotion Committee chaired by the Provost will present their recommendations to the President through the Provost. The President will draft his/her final recommendations to the Board of Trustees for their approval.

Faculty members who are denied promotion may appeal to the Faculty Welfare and Promotion Council, in accordance with the provisions of the Faculty Promotion Appeal Procedure.

For additional information on:

- Faculty Promotion Process: <http://www.lau.edu.lb/faculty-staff/>
- Faculty Promotion Appeal Procedure: <http://www.lau.edu.lb/faculty-staff/>

1. Promotion of Faculty at the Assistant Professor Rank

- 1.1. Faculty may serve a maximum of seven years at the rank of Assistant Professor at the University. They are expected to apply for promotion to the Associate Professor rank at the beginning of their sixth year of service at LAU.
- 1.2. Assistant professors may apply earlier than their sixth year, provided that their service at the rank of Assistant Professor at the University is no less than three years, and their total number of years of service in the rank is no less than five years.
- 1.3. For female faculty at the rank of Assistant Professor, the grace period for promotion for each pregnancy shall be a one-year deferral per pregnancy, not to exceed a 2-year period.
- 1.4. Assistant professors who apply for promotion to the Associate Professor rank and are denied promotion, cannot reapply for promotion. They will normally be given one additional year in the rank and have their contract automatically terminated at the end of the seventh year. Should the school wish to retain them, due to a legitimate need, the dean, following due process, can make the case for such retention one year at a time for a maximum of three years from the date of denial of their promotion, not subject to any further extension. The position must be advertised every year, and every reasonable effort should be made to find a replacement. Faculty members who have been denied promotion are eligible to reapply to a full-time position only after having left the University for three consecutive years, subject to applicable University Procedures for Hiring Faculty.
- 1.5. Tenure is normally awarded to faculty members who are promoted to the rank of Associate Professor. In exceptional cases where tenure is not granted along with the promotion, faculty members would be required to fulfill additional criteria within a time limit set by the

dean, and not exceeding three years from the date of their promotion. In such cases, the dean should specify in writing to said faculty members the conditions to be met for tenure to be reconsidered. Failure to meet these conditions will result in termination, with the provision of one terminal year in rank.

2. Promotion of Faculty at the Associate Professor Rank

- 2.1. Tenured faculty members at the Associate Professor rank may apply for promotion to Professor provided that their service at the rank of Associate Professor at the University is no less than three years, and their total service in the rank is no less than five years.
- 2.2. Tenured associate professors may apply for promotion to Professor only twice, with a minimum two-year interval in between.

3. Promotion of Faculty with Prior Experience

- 3.1. Faculty members who join LAU with prior academic experience are normally appointed without tenure. For tenure provisions, see Article III.
- 3.2. Faculty members at the Assistant Professor or Associate Professor with prior academic experience applying for promotion will be required to meet the promotion criteria for teaching and service, in addition to research. In order to satisfy the research component, the faculty member may apply up to 50% of his/ her school's minimum requirements from work done at the rank prior to joining LAU.
- 3.3. For faculty members appointed at the Assistant Professor rank, the minimum residency time at the rank at the University shall not be less than three years and not more than five. The specific residency time for each faculty member in this case would depend on the evaluation of their prior experience.
- 3.4. For faculty members appointed at the Assistant Professor rank with prior full-time research-productive post-doctoral experience of a minimum of two years, a maximum of one year may be counted towards the minimum residency time required for promotion.
- 3.5. For faculty members appointed at the Associate Professor rank, the minimum residency time at the rank at the University should be no less than three years. In the case of faculty members who served at the Associate Professor rank at LAU for more than five years, research work from prior experience will not be counted and should not be included in the file submitted for promotion.

4. Promotion of Faculty with Administrative Duties

- 4.1. Promotion in academic rank of faculty members with full-time senior administrative duties (graduate program directors, department chairs, assistant deans, and associate deans),

shall follow the same criteria that apply to regular faculty, according to their academic rank.

- 4.2. The number of years of service in a senior administrative function shall not be included in the maximum years of service in the rank but may count in the minimum number of years required before applying for promotion.
- 4.3. Holders of academic ranks appointed to full-time academic administrative duties, as listed in 4.1, will be granted an extension of their promotion clock for a period commensurate with the number of years on active administrative duty.

5. Promotion of Faculty on Non-Tenure Track

Promotion in rank of non-tenure track faculty takes place through the School Peers Committee according to school specific criteria and is subject to the following:

- 5.1. Faculty members may apply for promotion to a higher rank provided that their service at the current rank at LAU is no less than five years.
- 5.2. Faculty members who apply and are denied promotion to the higher rank cannot reapply for promotion to that rank. They may continue in their current rank, subject to annual performance review.

Article V – Contracts and Remuneration

1. All faculty appointed by the University will be bound by a Letter of Appointment in accordance with LAU applicable policies and procedures.
2. Faculty salaries shall be paid no later than the last working day of the month, except for the payment of the last salary. Salaries will be subject to income tax statutory deductions and other authorized deductions such as contributions for health insurance and retirement plan.
3. In cases where a full-time faculty member is requested to teach an additional course over and above his/her regular teaching load, remuneration for such an extra course shall be paid pursuant to the part-time hourly rate paid by the University for part-time faculty members at the equivalent rank.
4. Courses taught on a tutorial basis may be counted as a reduced credit load, or compensated according to a special rate as defined in the master list of fees and rates. Exceptions to this rule are to be approved by the school dean and the Provost.
5. Faculty are bound to complete their teaching duties and other related faculty duties during the academic year, commencing on September 1st and ending on August 31st. A period of 12 weeks is to be considered a period dedicated for faculty vacation and professional development.

Article VI – Recognition of Online Degrees and Degrees Earned After Joining the University

The University will consider recognizing degrees earned after joining the University as well as post-graduate degrees that fall under the categories of online, blended, or long-distance degrees, provided they meet the minimum criteria as set by specific schools. The recognition of such degrees will be subject to the procedure: [add link]

Article VII – Leaves

Tenured full-time faculty members are eligible for leave privileges according to the following guidelines regardless of the type of teaching/administrative duties assigned to them:

1. Sabbatical Leave

A sabbatical is by definition a period of break from teaching duties during which the faculty member pursues academic activities geared towards research or scholarship. Only tenured full-time faculty may apply for a sabbatical, after completing a six-year period of full-time employment at the university.

The following rules apply to sabbaticals:

- 1.1. The applicant should submit a comprehensive research proposal outlining the contribution to the field, the benefits to his/her academic development and its potential return for the University and the school. In addition, the proposal should include an invitation to conduct research at a recognized host university/institution. The sabbatical application should be submitted to the department chair at least 6 months prior to the beginning of the academic year.
- 1.2. The sabbatical, a privilege not an entitlement, may be granted for a period of one semester, up to a maximum of one academic year. Sabbaticals may not be offered for a shorter period of time, nor may they be extended beyond a one academic year period. The University will cover the full salary and benefits of the faculty member during his/her sabbatical, in addition to the airfare of one round-trip to their sabbatical destination. There are conditions under which a sabbatical may be granted for a full year following 6 years of active full-time duty at the rank of Associate Professor or above, subject to specifications set by the University.
- 1.3. The granting of a sabbatical requires the favorable recommendation of the department chair, the school dean, and the approval of the Provost and the President. A department may grant only one sabbatical at a time per academic year and may not hire a full-time replacement for a faculty member on sabbatical.

In awarding such sabbaticals, the following shall be taken into consideration:

- Availability of full-time or part-time faculty members to cover the teaching and/or administrative duties of the said applicant during his/her absence;

- Availability of sufficient budget funds to cover the expenses incurred; and
 - Evidence that the sabbatical would benefit the faculty member and the school.
- 1.4. The sabbatical period shall be considered an integral part of the total period of service for the leave recipient so that he/she will not lose any of the rights to salary increases, promotion, and fringe benefits as a result thereof.
 - 1.5. The recipient of the sabbatical would commit to return to the University for a period of at least two years after a sabbatical. If, for any reason he /she does not return for the fully stipulated time, he/she shall be obligated to repay the University the full amount granted or a proportionate amount thereof according to the length of service rendered after the sabbatical.
 - 1.6. The recipient of the sabbatical shall, upon his/her return from sabbatical, submit a written report to the respective school dean and department chair, detailing his/her activities during that period.
 - 1.7. The recipient of a sabbatical may not be engaged in any external employment, either teaching or consulting, during the period of his/her sabbatical.

2. Summer Research Grant

- 2.1. A summer research grant is a 4-to-10-week funded program, established for the purpose of providing full-time faculty an opportunity to engage in scholarly activities abroad during the summer period.
- 2.2. To be eligible for a summer research grant, a faculty member must have completed three years of service at the University and must be tenured or on tenure track. Detailed conditions for eligibility and compensation are specified in relevant school documents.

3. Leave without Pay

- 3.1 Faculty members may at any time request a leave without pay usually for a maximum of one academic year. The granting of all leaves is contingent upon a favorable recommendation by the department chair, the school dean, and the Provost, along with the approval of the President.
- 3.2. Faculty members applying for a leave should submit a written request to the department chair, outlining the purpose and intended period of the leave.
- 3.3. Faculty members seeking to pursue a terminal degree in their field can benefit from up to three years of unpaid leave.
- 3.4. The period of a leave without pay is considered an integral part of a faculty member's total period of continuous service so that during the leave period he/she will not lose any of his/her rights to cost of living salary increase, and fringe benefits. The leave recipient will

be expected to pay for the full cost of fringe benefits (such as medical insurance) at the actual percent of basic salary set by the University during his/her absence on a leave without pay.

- 3.5. The period of a leave without pay is considered an integral part of a faculty member's promotion schedule, except in cases of hardship. Leave without pay granted for hardship shall not be included in the maximum years of service in the rank but may count in the minimum number of years required for promotion.

4. Sick Leave

- 4.1. All full-time faculty members are entitled to ten working days of sick leave per year with full pay. A maximum of 35 working days of sick leave may be accumulated from past years. All new faculty members will be automatically "vested" with five working days sick leave for the first year.
- 4.2. No pay for unused sick leave is to be made at termination or at any other time. In case of short-term sickness, faculty members are expected to make up their classes or, in certain cases and at the discretion of the chair, other colleagues may volunteer to assume these duties at no extra compensation. Absence made up by the faculty member shall not count as sick leave.
- 4.3. Sickness absence of five consecutive working days or less from campus, while classes are in session, shall be certified by the faculty member. An absence of more than five consecutive working days must be confirmed by a doctor's certificate.
- 4.4. Absence in excess of that provided above and not covered by disability insurance will be deducted from the faculty member's salary or from his/her pay for summer teaching.
- 4.5. Pay for absence in excess of 45 working days or 60 calendar days (35 working days of accumulated sick leave plus 10 working days acquired in the current year) shall be made under the provisions of the Long-Term Disability Insurance Policy carried by the University.

5. Maternity Leave

All full-time female faculty members, in tenure and non-tenure tracks, are entitled to a maternity leave following and preceding delivery.

More information is available in the Benefits Section of this Policy: http://www.lau.edu.lb/about/governance-policies/policies/personnel_policy_benefits_section.pdf

Article VIII – Fringe Benefits and Allowances

The University provides the following fringe benefits for eligible full-time faculty:

1. Group medical insurance policies
2. Group Life & Long-Term Disability Policy

3. Pension plan
4. Travel allowance
5. Educational benefits

More information on these benefits can be found in the Benefits Section of this Policy: http://www.lau.edu.lb/about/governance-policies/policies/personnel_policy_benefits_section.pdf

Article IX – Faculty Service Terms

All full-time faculty members shall offer their full-time service to the University. Such obligations are met by teaching, scholarship, and research, as well as service on committees, advising, and community service.

1. The University is committed to academic freedom, which translates as the freedom of faculty members to express their views and communicate their ideas, research findings, or facts without adverse effects.
2. Academic freedom does not translate into a right to absenteeism without notification, nor of failing to fulfill academic duties and obligations.
3. Full-time faculty members are expected to be present on campus to teach their courses, as well as to hold office hours, advise students, support student learning, serve actively on committees; and attend departmental, school, and university meetings and activities. It is up to full-time faculty members to regulate their presence on campus with respect to the above.
4. In case of inability to hold class at the appointed time, it is the faculty member's responsibility to notify the department chair and to reschedule classes within a reasonable period.
5. Faculty members on leave to attend conferences and other academic events must notify their department chair prior to departure, and must limit their absence to the period of the activity and travel time, with the understanding that such events should not normally exceed a period of one working week per regular semester. In all cases, faculty must set the schedule for make-up classes beforehand, to be communicated to their students and the department chair.
6. The University encourages full-time faculty to pursue professional activities within their field, such as consulting, as long as such activities contribute to their professional development, improve their disciplinary knowledge, promote the University locally and regionally, and/or contribute to the general welfare of the community. However, such activities must not overlap with the duties and full-time obligations of the faculty as outlined herein, and must not exceed the equivalent of one working day per week. Full-time faculty members who plan to engage in any external activity should receive prior written approval from their department chair and school dean. For activities that are remunerated, with the

exception of honoraria, faculty members shall submit an official request through the department chair, to be approved by the school dean, the Provost, and the President. The University reserves the right to refuse such requests. In all cases, such activities should not violate the University Conflict of Interest Policy. Issues of potential liability shall be vetted carefully by the University.

The Conflict of Interest Policy can be found here:

http://www.lau.edu.lb/about/governance-policies/policies/conflict_of_interest.pdf

7. In cases of emergency that warrant an extended absence of 2 consecutive weeks or more in any given semester, substitute teaching arrangements should be made in coordination with the department chair.
8. Faculty members may not subcontract other faculty or staff members to teach their courses, both on and off campus.
9. Full-time faculty members are entitled to complete their teaching obligations within the regular semesters (Fall and Spring) of the academic year, unless otherwise agreed upon between the department chair and concerned faculty member, and approved by the dean, as in cases where a faculty member needs to take one regular semester off, for academic purposes, as unpaid leave.
10. Full-time faculty members who cannot fulfill their teaching obligations during the Fall and Spring semesters may fulfill the remaining part of their teaching load during the summer term, or during the following academic year, if applicable. These terms shall be agreed upon between the concerned faculty member and the department chair, subject to the approval of the dean.
11. Full-time faculty members are entitled to be free in principle from any academic duties during the summer term, and to dedicate this period for research and faculty development.

Article X – Faculty Evaluation

1. All fulltime faculty members' teaching and research performance, as well as their participation in the life of the school and the University shall be evaluated on a yearly basis by the department chair and the school dean.
2. Evaluation procedures and forms shall be developed by each school in accordance with their particular criteria. Such evaluations shall take into account teaching and curricular development, research contributions, school service, university service, and other criteria of relevance to particular fields.
3. Faculty members are entitled to review their yearly evaluation with their department chair. Faculty evaluations shall serve as the primary gauge by the school dean for assigning annual merit increases.

Article XI – Termination for Cause

Termination for cause occurs immediately when the University considers an action to constitute grave misconduct on the part of the faculty member concerned, such as violations of University policies and procedures including the Code of Ethics, or a breach of their respective contract terms and/or applicable laws.

1. Upon notification of Termination for Cause, the faculty member concerned shall be entitled to procedural due process; such a process does not stay the implementation of the decision. In general, and only as guidelines, the principles originally established to handle such cases by the American Association of University Professors (AAUP) and endorsed by the Association of American International Colleges and Universities (AAICU), shall be followed.
2. The Faculty Grievance Council shall serve as the preliminary review committee called for, as per AAUP procedures. Following the recommendation of the Grievance Council, the President may elect to appoint a special committee to further review the case and make its recommendation to the President for a final decision.
3. In accordance with University Bylaws, the Executive Committee of the Board of Trustees shall act as the final judicial review body for matters pertaining to dismissal or termination of faculty members.

Article XII – Faculty Grievance

The Faculty Grievance Procedure is designed to set a framework for the resolution to conflicts. Conflicts of an academic nature and appointment-related concerns can be resolved if the parties involved communicate their concerns and show a willingness to resolve the conflicts. Faculty members are required to address their academic and appointment-related concerns by raising the matter first with their respective Chair, and then their Dean. If not resolved at the school level, they can take the issue to the Faculty Grievance Council (FGC) in accordance with Article VII.f of the Faculty Bylaws and the Faculty Grievance Procedure terms and provisions.

Issues relating to promotion and tenure remain the prerogatives of the Faculty Welfare and Promotion Council, and as such may not be treated as ‘grievance’.

The Faculty Grievance Procedure can be found [here](#).

Article XIII – Retirement, Indemnity, and Continuing Non-Tenured Faculty

1. An extension through yearly contracts may, for cause, be given to faculty members who are still able to fulfill their academic obligations, on a yearly basis, for a period not exceeding six years past the legal retirement age. Such extensions should be recommended by the school dean to the Provost and approved by the President.

If granted, such yearly contracts for full-time faculty would entail the same benefits that applied upon retirement, except for Life and Long-Term Disability insurance, which will be extended only to age 65. The provisions of said contracts will include the same rules and conditions as specified in the pre-retirement contract. Indemnity shall be based on the

salary given at retirement and will be paid on a yearly basis.

2. The University reserves the right to hire, on an exceptional basis, retired faculty members over the age of 70, for a definite period not to exceed one year at a time, subject to the specific procedures and with the President's approval.

Article XIV – Honorary Titles

1. Emeritus Professor

The 'Emeritus Professor' status is an honor that may be bestowed by the Board of Trustees to retired tenured professors with at least fifteen years of service at the University. A recommendation for Emeritus status may originate at the academic dean's level. The recommendation would be forwarded to the Provost, who shall forward it, if approved, to the President. The President shall consider it for approval and if favorable, shall forward the recommendation to the Board of Trustees for final action.

The basic criteria for Emeritus Professor Status shall be professional achievements and outstanding contributions to the University.

An Emeritus Professor will be entitled to the use of an office and research facilities, including laboratories, pending availability of space and resources. An Emeritus Professor will also be entitled, on the same basis as other faculty members, to access to all University facilities.

2. University Professor

The title of 'University Professor' recognizes eminence in a specific field of study at the national and international levels. A University Professor is expected to contribute to the intellectual advancement of his/her discipline, his/her school, and the institution as a whole. The title of University Professor is bestowed upon a distinguished faculty member, following a recommendation by his/her peers to the President and the approval of the Board of Trustees.

3. Distinguished Professor

The title of 'Distinguished Professor' is bestowed by the Board of Trustees upon faculty of international stature, based on recommendation from the President.

Article XV – Amendments to this Policy

School policies and procedures should conform to all the articles of this University Personnel Policy – Faculty Section, and to all other University codes and policies. The Personnel Policy-Faculty Section may be amended to incorporate changes proposed by the Faculty Senate, the Faculty Welfare and Promotion Council and/or the Council of Deans. Any amendments to the Personnel Policy should be circulated to the Faculty Senate and the Faculty Welfare and

Promotion Council for their feedback. The approval of any changes to the Personnel Policy will require the positive recommendation of the Council of Deans, the Provost, and the President, as well as the final approval of the Board of Trustees.

Article XVI – Effective Date

The foregoing Personnel Policy - Faculty Section of the Lebanese American University was amended by the Board of Trustees on September 7 & 8, 2017 and is effective as of September 8, 2017. This Personnel Policy - Faculty Section was originally effective as of June 7, 2003, and was previously amended on March 9 & 10, 2006; September 14 & 15, 2006; March 27 & 28, 2008; September 4 & 5, 2008; March 18 & 19, 2010; September 15 & 16, 2011; March 15 & 16, 2013; September 8 & 9, 2016..