

LEBANESE AMERICAN UNIVERSITY PLANNING POLICY

**Approved by the Board of Trustees on June 6 & 7, 2003
Amended by the Board of Trustees on March 9 & 10, 2006
Amended by the Board of Trustees on March 19 & 20, 2009**

A. Planning Guidelines:

1. The University shall develop and maintain a 5 years Strategic Plan that is approved by the Board of Trustees. The Strategic Plan shall be reviewed and updated on an annual basis to cover the period of the following 5 years.
2. The University will follow up closely on a semi-annual bases the implementation and developments within the approved 5 Years Strategic Plan.
3. The University shall develop and maintain a 5 years Facilities Master Plan to reflect the physical development plan of its campuses, in response to the academic program priorities and projected growth, and the needs of the University constituents. Annual reviews and updates of the Facilities Master Plan, and the associated capital expenditures, shall be approved by the Board of Trustees.
4. The University shall operate on a balanced annual budget. Management of resources to support the University finances shall be done according to the Financial Policy.
5. For establishing the actual costs, overhead costs shall be allocated to education, and to all auxiliary enterprises on the following basis:
 - a. Plant construction, operation and maintenance budget, on the basis of relative space utilization by each of the above functions.
 - b. Administrative and general expenses, on the basis of the ratio of the respective share of the expense of each of the above functions to the total budget expenditures (excluding student aid and contingency budgets).
6. Tuition fees shall be adjusted annually in such amounts that the University's subsidy of the student's actual costs will decrease steadily.
7. The Financial Aid budget shall be increased each year by, at least, the same percentage increase in tuition fees, or by an amount providing increasing aid to needy and deserving students.
8. Housing fees shall be adjusted annually so that each student shall pay the actual cost.
9. The University's Salary Scale for faculty and staff shall be made fairly comparable to that of similar universities in Lebanon.
10. In each annual revision of the detailed plan, a student enrollment shall be projected for the following year at no more than the level of the preceding Fall, unless otherwise justifiable. For successive years, student enrollment shall be projected on

the basis of a certain percentage change, to be approved by the University Planning Council.

11. The ratio of 20/1 shall be the target to be reached, and held, for student/faculty ratio.
12. Facilities shall be planned and designed according to established guidelines set according to applicable local, US, and international standards, as well as the requirements for higher education institutions.

B. Planning Responsibility:

The President, as the Chief Planning Officer, is ultimately responsible for the overall planning process of the University. The President shall delegate the responsibility of planning to the different University constituents, in accordance with the University organization structure, and proper processes, procedures, and controls.

C. Budget:

The University shall express its objectives and goals in the budget and program schedule through the costs related to the approved programs. Therefore, the financial cost of carrying out any program to accomplish certain objectives shall be calculated before the implementation of such a program, in order to ensure that the program will not burden the resources of the University. The University shall also seek to provide, in its detailed plans, means of scrutinizing all the demands that will be generated by the proposed program, thus showing the degree to which the program will burden the available resources such as facilities, money, and personnel, both on an annual basis and over the life span of the program.

D. Evaluation of Programs and Functions:

Each year the University shall evaluate the effectiveness, and efficiency, of programs in meeting the objectives for which they were established.