

Lebanese American University
POLICY ON THE DEVELOPMENT OF POLICIES
Approved by the University Executive Council on August 7, 2007
Approved by the Board of Trustees on September 6 & 7, 2007

Policy Statement:

The Lebanese American University intends to ensure that its community has ready access to well articulated and current governing Bylaws, Policies, and related Procedures.

Accordingly, University Policies and Procedures will be presented in a common format, whenever appropriate, formally approved and monitored by University officials. The Policies and Procedures will be centrally maintained in a manner accessible to all employees and students, and periodically revised and updated, to ensure their responsiveness to the furthering of institutional objectives and applicable external requirements, and distributed to all the University constituents, in a timely manner.

Policy Purpose:

This Policy is designed to assist the University in achieving its mission and goals through establishing a framework for the development, review, amendment, and approval, of University Policies.

Policy Objectives:

A policy is a system of principles that guides the management of the University's affairs. It contains principles that mandate, or constrain, the actions of the University employees, and students. The applicability of a policy is institution wide, and it should help in complying with the University's Mission, and/or reducing institutional risk and liability.

A policy charts out a selected course of action from alternatives, in a context of well understood goals and strategies, providing comprehensible methods for application.

Procedures for Developing a New Policy and Amending an Existing Policy:

The need for a new policy may be identified by any division, department, or office, at the University. The Vice President of the entity should initially confirm the need to develop a new policy. Entities reporting directly to the President will get the approval from the President to initiate the process. Once the need is established and confirmed, a Special Group will be identified to work on the initial draft of the Policy. The Group may seek the assistance of the Committee on Policies in developing the draft policy.

The Group submits the final draft to the Vice President of the entity, along with a rationale statement detailing the underlying reasons for the new policy. The Vice President of the entity will in turn take it to the Committee on Policies for review, formatting, and to ensure that it is in line with the University's mission and goals.

The Committee on Policies, also, will certify that the new policy is in line with the existing University Policies, and in compliance with the applicable laws. The

Committee on Policies submits the policy draft to the President who may channel it to the President's Cabinet, or remand it to the Committee for further development. Once the President's Cabinet processes the policy, the President will take it as a recommendation to the Board for approval.

Academic Policies will be handled as per the Faculty Bylaws.

The same procedure set forth above will apply to the amendment of existing University Policies.

If a policy amendment is minor, there may be no need to form a Special Group to develop the amendment.

Procedures for Adopting, and Issuing a Policy:

A policy becomes final only when the President takes it as a recommendation to the Board, and the Board approves it.

As a principle, a policy may be implemented as of the date of approval by the Board of Trustees.

Publishing a policy is mandatory to ensure that all concerned University employees, and students, may review it, and have the proper accessibility to the policy.

The University Committee on Policies is the responsible body to publish all policies on the Web-site of the University, and it is the responsibility of said Committee to maintain a proper record of all the policies, their date of issuance, and publishing. Each policy should contain the rationale behind it, and all its amendments and their rationale.