

**LEBANESE AMERICAN UNIVERSITY
PERSONNEL POLICY
FACULTY SECTION**

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Objective:

Faculty Contract Personnel serve under the terms of their contracts and the applicable provisions of the University Personnel Policy.

The Lebanese Code of Obligations and Contracts shall govern the contracts of all Faculty Contract Personnel.

Academic freedom is absolutely necessary to ensure a high level of academic achievement and morale. The issue of academic freedom is dealt with in the Rights and Responsibilities Policy and in the Academic Affairs Policy.

Article I – Ranks and Qualifications

The University recognizes the usual academic ranks of Instructor, Lecturer, Assistant Professor, Associate Professor, Professor, and Distinguished Professor. In addition, Assistant Instructors may be employed on special faculty support contracts as Laboratory Assistants, Technicians, and for certain limited teaching assignments but they are not counted as members of the Faculty.

A. Tenured and Tenure-Track Full-time Faculty

- I. The rank of Assistant Professor shall require the faculty to be a Ph.D. or a Terminal Degree holder. Terminal Degree holders may be appointed at the level of Assistant Professor provided they have a minimum of two years of full time teaching experience in higher education, or four years in professional practice. The definition of TD holders is specific to disciplines and included in school specific documents.
- II. The rank of Associate Professor shall require a record of substantial success in teaching, service, research, and/or practice in his/her respective field at the rank of Assistant Professor.
- III. The rank of Professor shall require the faculty to have a record of substantial success in teaching, service, research, and/or practice in a respective field at the rank of Associate Professor, and be recognized by peers as an outstanding scholar.

- IV. The same ranks as above with qualifiers specific to certain disciplines are defined in the respective school documents.
- V. Visiting faculty in each of the above stated ranks shall be required to have similar qualifications to the Full-time faculty at the corresponding academic ranks.

B. Other Full-time Faculty

- I. The rank of Instructor shall require the completion of basic professional training, normally a Masters degree.
- II. The rank of Senior Instructor shall require a minimum number of years of service at the instructor level and a proven track record of excellence in teaching as determined by each school.
- III. The rank of Lecturer shall be reserved for those individuals who have outstanding teaching records and service. Lecturers are normally required to be PhD or Terminal Degree (TD) holders.
- IV. The same ranks as above with qualifiers specific to certain disciplines are defined in the respective school documents.

C. Adjunct Faculty

Adjunct faculty are individuals who have distinguished themselves as scholars or professionals and who bring expert knowledge and/or professional experience to the classroom. Adjunct faculty may hold full-time appointments at other recognized institutions. Adjunct faculty are appointed at the appropriate faculty rank depending on their qualifications as defined in school specific governing documents.

D. Part-time Faculty

Part-time faculty are individuals who have the credentials and qualifications to properly carry out the teaching duties assigned to them on a part-time basis as needed. Part-time faculty are appointed at a rank or grade in accordance with school policies.

E. Research Faculty

Research personnel are academically qualified individuals who are primarily engaged in assisting with research projects that are normally funded by external research grants, contracts, and similar sources. The appointment of researchers is contingent upon the availability of funds, and will terminate upon the exhaustion of such funds; such appointments do not lead to tenure at the University. Researchers may be appointed as Research Faculty when they hold a Ph.D. or a Terminal Degree and as a Research Associate otherwise.

This faculty category will not have voting rights. This faculty category will benefit from the University health insurance plan, provided the faculty member pays the premium in full, with no subsidy from the University.

Article II – Appointments and Reappointments

- a. Recruitment of full-time faculty shall follow established procedures whereby positions are advertised, and the selection process is based on merit and involves peers and academic administrators.
- b. Recommendations for term appointments for the academic year extending from October 1 to September 30 shall be made in writing by the School Dean concerned for consideration and approval by the Provost and the President. All conditions of appointment shall be made in writing and signed by the Provost and the President.
- c. In recommending faculty for appointment, School Deans may take into account service in other institutions and in closely related occupations.
- d. Faculty in the rank of Assistant Professor will normally be appointed for a maximum of three year term at a time, subject to the limitation stated in Article II L; faculty who are not on a tenure track shall normally be appointed for one year at a time.
- e. Visiting faculty may be contracted for a maximum of two years.
- f. When a Faculty Member is initially appointed at the rank of Associate Professor or Professor and he/she has no prior teaching experience at this University, this appointment shall normally be made for a maximum of three year term with the understanding that the contract may be extended for an additional period but with no obligation on either party beyond this time. If the faculty has not been awarded tenure beyond four years, the services of the appointee may be renewed one year at a time or terminated provided twelve months notice to this effect is given in writing by the University.
- g. Contracts for reappointment will normally be made available by April 30 to eligible Faculty Contract Personnel for the following year; if they are not signed and returned in two weeks after receiving the contract, a vacancy shall be deemed to have occurred for the following year and the search for a replacement begins.
- h. Faculty Contract Personnel who wish to resign must give advanced written notice of such resignation no later than six months prior to the beginning of the next regular academic term.
- i. Adjunct Faculty shall be appointed on a yearly basis and contracted every semester based on their teaching load. Compensation shall be on an hourly rate established in accordance with their discipline training, experience and an assessment of their ability by the Chair and the Dean. Adjunct Faculty Members are not eligible for indemnity or severance pay benefits.
- j. Part Time Faculty Contract Personnel shall be compensated on an hourly rate established in accordance with the average salary of the related grade based on their discipline, training, experience and an assessment of their ability by the Chair and the Dean. Part Time Faculty Members are not eligible for indemnity or severance pay benefits and shall be appointed for a maximum of one year at a time.
- k. A faculty at the rank of Assistant Professor may be reappointed for a maximum of three year term at the same rank, up to a maximum of seven years.
- l. Lecturers, Instructors and Assistant Instructors shall not be limited as to the number of reappointments. The number of faculty at the Lecturer rank shall be set

by every School and be limited to a maximum of 15% of the total number of full time faculty of the school.

- m. Appointees on term contract must be notified by March 31 if their contracts are not going to be renewed for the following academic year.
- n. Faculty in the rank of Instructor will normally be appointed for one year, unless they have been at the employ of the University for a period of five years or more then they may be given a two year term contract.
- o. The University may select, recruit and appoint faculty of exceptional quality to a higher rank at LAU. In this case,
 - There must be a compelling academic case in favor of the appointment; and,
 - The appointee is of international standing; has achieved eminence in his/her field of scholarship, and has demonstrated leadership qualities.

After the dean requests appointment of an applicant at a higher rank, the Provost shall refer the file of the applicant to a committee of peers for a recommendation. The Provost shall follow up on the request with the President. Residency requirements for promotion in rank for such faculty may be waived.

Article III – Tenure

The employment of faculty at the rank of Professor or Associate Professor that are granted tenure will be subject to the following:

- a. Employment is continuous until retirement, as specified in the provisions of this policy, provided that tenured faculty fulfill their duties satisfactorily, and abide by the rules, regulations and policies that govern the University.
- b. Tenured faculty will have annual update of employment conditions to reflect changes in rank and/or compensation
- c. Should a tenured faculty 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.
- d. Should a tenured faculty be found in violation of the University codes and/or policies, the applicable sanctions stated in said code and/or policy will apply.
- e. Should it become necessary to discontinue the employment of tenured faculty members because of university financial exigency or program termination, faculty will be given a termination of their contract not to exceed two years.
- f. Faculty members who have been recruited at the associate or full professor rank are required to apply for tenure from their third year at LAU, but no later than their fifth year at LAU. Faculty who are denied tenure will be given one additional year in the rank and have their contract terminated at the end of that year. Such faculty should normally not be rehired. Under exceptional circumstances, such rehiring on a visiting position may be considered; this will require the recommendation of the Chair, Dean, and the approval of the Provost

and the President. For all current faculty in this category, the above-stated number of years shall count effective Fall 2008.

- g. Tenure is terminated upon retirement (at age 64), as specified in the provisions of this policy.

Article IV – Promotion of Faculty on Tenure track

Promotion in rank of tenure track faculty takes place through a peer review process, and is subject to the following time limits.

- Faculty may serve a maximum of seven years at the rank of Assistant Professor at the University. They may apply for promotion to Associate Professorship provided one of the following conditions is fulfilled:
 - 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 [in and out of LAU] is no less than six years.
 - That their service at the rank of Assistant professor at the University is no less than five years, and their total years of service at the University at that rank, plus half the number of years served in a lower rank, is no less than six years.
- Faculty who apply in the sixth year and are denied promotion to the Associate Professor rank cannot reapply for promotion. They will be given one additional year in the rank and have their contract terminated at the end of the seventh year.
- Faculty who apply in the seventh year and are denied promotion to the Associate Professor rank will be given one additional year in the rank of Lecturer and have their contract terminated at the end of the eighth year.
- Tenure is normally awarded to faculty when they are promoted to the rank of Associate Professorship.
- Faculty at the rank of Associate Professor may apply for promotion if the following conditions are fulfilled prior to submitting the application file: 1) service at the rank of Associate professor in and out of LAU is no less than five years; and 2) service at LAU at the rank of Associate professor is no less than two years. Associate professors may apply for promotion only twice, with a minimum two-year interval in between.
- Faculty who have joined the University at the rank of Professor or Associate Professor may be awarded tenure after three years of service.

Peer review for promotion takes place at the level of the school where the appropriate peer review committee shall use all appropriate means to determine fairly the relative effectiveness of individual teachers and make a recommendation to the dean based on the evaluation of the applicants file and the relevant criteria for promotion included in the school's guidelines.

The dean will make a recommendation to the Provost who shall convene a University committee composed of school deans plus one elected faculty member from each school at the rank of Associate Professor or above to opine on promotion to the Senior

Instructor and Associate Professor rank, and school deans plus one elected faculty member from each school at the full professor rank to opine on promotion to this rank.

This committee will present its recommendation to the President who shall present the final recommendation to the Board of Trustees for action.

In determining vacancies to which promotion can be considered, a maximum of 60% of the Full Time Faculty Contract Personnel is allowed in the top two tenured ranks. The above percentage is applicable for the University as a whole with adequate distribution among the schools.

Advancement in academic rank of faculty with administrative duties shall be subject to the following provisions:

- a. Promotion in rank shall follow the same criterion that applies to all faculty.
- b. The years of service in a non-academic 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 for promotion.
- c. Faculty appointed to a non-academic faculty position may be promoted in grade as provided for in Personnel Policy Staff.

Article V – Promotion and Advancement in the Rank of Non-Tenured-Track Faculty

Faculty in non-tenure track may be given advancement in rank through a school peer review and according to specific school criteria. Instructors will have to serve a minimum of nine years in the rank of Instructor before applying for promotion to Senior Instructor.

Article VI – Duties and Compensation

The salaries of all Faculty Contract Personnel shall be paid no later than the last working day of the month. Salaries will be subject to income tax statutory deductions and other authorized deductions such as contributions for health insurance and retirement plan.

To carry out these duties each full time faculty member shall enter into a contract with the University in accordance with its Personnel Policies. Such contracts shall be for 36 weeks or equivalent extending from late September to end of June (one 40 hour week = one semester hour equivalent). The equivalents in terms of weeks of service shall be as follows:

- | | |
|--------------------------------------------------------|-------|
| 1. Expected equivalent (late September to end of June) | |
| a. Teaching duty | 18-30 |
| b. Research | 6-0 |
| c. Committee duty and academic advising | 6-0 |
| d. Professional Development | 6 |

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2. Optional equivalents	
a. Vacation and Holidays	6
b. Professional development and/or summer teaching	10
 Total Annual Weeks/Equivalent	 <u>52</u>

All faculty members are encouraged to use the 10 to 16 weeks per year advantageously for their professional advancement, which is deemed necessary for retention, promotions and sabbatical leaves.

If a full time faculty personnel is requested to teach an additional course over and above his/her regular teaching load, compensation for such an extra course shall be remitted pursuant to the hourly rate paid by the University for part time faculty members. Courses taught on a tutorial basis shall count as half the number of credits or be compensated according to a special rate as defined in the master list of fees and rates.

Article VII – Leaves

All Full Time Faculty Contract Personnel are eligible for leave privileges according to the following guidelines regardless of the ratio of teaching/administration duties assigned to them in order to keep them up-to-date in their fields and thus able to give the necessary leadership to the University:

a. Sabbatical or Study Leave

1. Full Time Faculty Contract Personnel on tenure are eligible to apply for Sabbatical leaves. All Full Time Faculty Contract personnel seeking to further their education as evidenced by enrollment in recognized graduate programs are eligible to apply for study leaves. The purpose of such sabbaticals shall be in order of priority for teaching renewal, research, writing (not related to completion of theses or dissertations), travel closely related to the individual's academic duties or for special services elsewhere.
2. Such Sabbaticals or study leaves may be granted, after six years of University service, for a period of a semester at full salary or for a full academic year at 50% of annual salary.
3. The granting of a Sabbatical or Study Leave in a particular year requires the favorable recommendation of the Chair, the School Dean, the Provost, and the approval of the President.

In awarding such sabbaticals or leaves, the following shall be considered:

- I. The availability of Personnel to cover the teaching and / or administrative duties of the Faculty Contract personnel during his/her absence.

- II. The availability of sufficient budget funds to cover the expenses incurred; the Faculty Grievance Council (& the University Research Council when applicable) shall list the leave proposals in their suggested order of priority for consideration by the University Planning Council and the Board of Trustees.
 - III. Evidence that the leave candidate has done something special to deserve the leave such as on-going innovative teaching research or particularly outstanding administrative service to the University.
 - IV. A proposal from the leave applicant at least six months prior to the leave outlining how he/she intends to use the time made available, the financial arrangements expected and the anticipated value of this leave to the University.
4. The period of such sabbaticals or study leaves shall be considered as an integral parts 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.
 5. The recipient of the sabbatical or study leave shall agree that he/she shall return to the University for a period of at least two years after a sabbatical, and that if for any reason he/she shall not return for the full stipulated time he/she shall repay the University the full amount granted or a proportionate amount thereof according to the length of service rendered after the sabbatical.
 6. The recipient of the sabbatical or study leave shall, upon his/her return to the University, submit a written report, covering his/her activities during the period, to the President, the Provost, the Dean, the Chair, the University Planning Council, and the Faculty Grievance Council (the University Research Council when applicable).
 7. The recipient of a Sabbatical or Study Leave is entitled to one round trip air fare to the location of their sabbatical destination. Travel expenses are charged to the Faculty Development Fund.

b. Summer Research Grant

The Summer Faculty Research Grant is a 6 to 10 week program for the purpose of providing LAU Faculty an opportunity to engage in scholarly activity abroad during the summer months.

To be eligible for a Summer Research Grant, a faculty must have completed three years of service at the University and is on a tenure track or has acquired tenure. There should be a minimum of a three years interval between a Sabbatical Leave and a Summer Research Grant or between Summer Research Grants. Detailed conditions for eligibility and compensation are specified in relevant procedures.

c. Leave Without Pay

Faculty Contract Personnel may at any time request a leave without pay usually for a maximum of one academic year. Faculty members seeking to pursue a terminal degree in their field can benefit from up to three years of unpaid leave. The granting of all leaves is contingent upon a favorable recommendation by the Chair, the Dean, the Provost, and approval of the President. In making this request, the applicant should outline his/her accomplishments as a teacher or administrator, the purpose for which the leave is requested and how his/her duties are to be performed during his/her absence. The period of such leave without pay is to be considered an integral part of his/her 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, promotion and fringe benefits; the leave recipient will be expected to pay for the cost of fringe benefits (such as medical insurance and ex-gratia payment in lieu of indemnity) at the actual percent of basic salary set by the University during his/her absence on a leave without pay. 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.

d. Sick Leave

All Full Time Contract Personnel 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 Contract Personnel will be automatically “vested” with five working days sick leave for the first year.

No pay for unused sick leave is to be made at termination or at any other time. In case of short-term sickness Faculty Contract Personnel are expected to make up their classes or in certain cases, at the discretion of the Chair, colleagues may be expected to assume these duties at no extra compensation. Time lost and made up by the faculty shall not count as sick leave.

Sickness necessitating absence of five working days or less from the campus while classes are in session shall be certified by the person concerned. Absences of more than five consecutive working days from the campus while classes are in session must be verified by a doctor's certificate. Chairs are responsible for verifying absences and notifying the Human Resources Department and for securing the necessary certificates of sickness from Faculty Contract Personnel. Time lost in excess of that provided above and not covered by disability insurance will be deducted from the salary of Faculty Contract Personnel or may be made up by deductions from pay for summer teaching.

Pay for time lost 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 Disablement Insurance Policy carried by the University.

Article VIII – Fringe Benefits and Allowances

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

- a. Group Medical Insurance policies
- b. Group Life & Long term Disablement policy
- c. Pension Plan
- d. Travel allowances
- e. Educational benefits

Eligibility and applicability of these benefits are fully discussed in the Benefits' Section of this Policy.

Article IX – Outside Activities

The obligation of Full Time Faculty Contract Personnel is to give full time service to the University. This obligation is met by scholarly and professional activities of many sorts, including lecturing, conducting laboratory sessions, counseling and advising students outside the classroom, holding discussions with students and colleagues, serving on councils and committees, and conducting research. If Full Time Faculty Contract Personnel are asked to give an occasional lecture or seminar in another discipline of the University, no additional compensation should be offered or received.

The University encourages outside professional activities by Faculty Contract Personnel so long as such activities contribute to their professional development, improve their usefulness to the University, promote the role of the University in the Middle East or contribute to the general welfare of the community. However, such activities must not distract Faculty Contract Personnel from their full time obligation to the University, and must not exceed the equivalent of one working day per week.

Full Time Faculty Contract Personnel wishing to engage in any outside activity, for which they are reimbursed, with the exception of occasional honoraria, shall submit their request annually for approval progressively through the Chair, the Dean, the Provost, or the Vice President concerned, and the President for decision. The University reserves the right to refuse such requests.

Article X – Faculty Evaluation

Promotion Criteria shall also serve as guidelines for the annual evaluation of faculty. Similarly, the Student Council may establish course evaluation procedures as it thinks relevant. Each Chair shall also formally evaluate all Faculty of his/her department or division. All evaluations shall be forwarded to the concerned faculty, the Dean, the Provost and the President by the end of January of each year.

The results of these evaluations must be used as supportive guidelines for reappointments and promotions.

Article XI – Termination with Cause

Upon notification of termination for cause of a contract of a faculty member, the faculty member involved 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 American Association of International Colleges and Universities (AAICU), shall be followed.

The Faculty Grievance Council of the University shall serve as the review committee called for by the AAUP procedures.

In accordance with the Bylaws of the Board of Trustees, 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 Contract Personnel.

Article XII – Retirement and Indemnity

With respect to retirement of fulltime faculty members, the University follows the stipulations of the pertinent Lebanese Laws and Regulations. If accepted by the fulltime faculty, an extension through yearly contracts may be given by the University for a period not to exceed six years post the retirement age of 64, with the same benefits that applied upon retirement, except for the Life and LTD 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.

Thereafter, on exceptional basis, the University reserves the right to hire retired faculty for a definite period not to exceed one year at a time.

Article XIII – Emeritus Professor

Emeritus 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 Lebanese American University. A recommendation for Emeritus status may originate at the Academic Dean's level. The recommendation shall be forwarded to the Provost, who shall forward the recommendation and accompanying approval or disapproval to the President. The President shall consider it for approval and if favorable, shall forward the recommendation to the Board for final action.

The Basic criteria for emeritus status shall be professional achievement and outstanding contribution to the functioning of the institution.

An Emeritus faculty member will be entitled to the use of an office and research facilities, including laboratories, provided he/she uses it regularly if there is sufficient

space available. Emeritus will also be entitled, on the same basis as other faculty members, to the use of all University facilities listed in the University catalog and secretarial assistance in typing manuscripts.”

Article XIV – Distinguished Professor

The title of Distinguished Professor is bestowed by the Board of Trustees upon the recommendation of the President in the case of faculty of international stature.

Article XV – Exceptions to This Policy

School policies and procedures should conform to all the articles of the University Personnel Policy – Faculty Section, and to all other University codes and policies. Any exception should be approved by the appropriate councils, the President and the Board of Trustees.