

## Lebanese American University FACULTY BYLAWS

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The University academic organization shall consist of the Faculty, the Board of Trustees, the latter being responsible to the chartering agency, and the Board of Regents of the University of the State of New York. The duties of the Trustees are spelled out in the University Constitution and Bylaws and the faculty duties are spelled out in this document. The duties of all three entities (including the Board of Regents) are closely integrated and must be considered in total for maximum understanding of the operation of the University.

### **Article I. Membership of the Faculty**

In accordance with the Constitution of the University, the faculty shall consist of all teaching personnel. More specifically the voting faculty shall consist of the School Deans, Dean of Graduate Studies and Research and, all full time faculty including administrators with faculty contracts. The Vice-President for Student Development and Enrolment Management, Deans of Students, Registrars, Head Librarian(s), Directors of Guidance, Admissions, Public Relations, and Continuing Education, attend and participate in faculty meetings without vote unless they have full time faculty status. Part time faculty members, Research Faculty and Research Associates may attend and participate in Faculty Meetings without vote. The President shall serve as an ex-officio member without vote. It shall be the duty of the Provost to publish lists of all faculty members by schools, departments or divisions at the beginning of each semester indicating those eligible to vote in faculty meetings.

### **Article II. Duties of the Faculty**

#### **II-A. Educational Duties**

The prime duty of the faculty is to serve the students by giving them the best educational experience possible within the constraints of the resources available. In accordance with the Bylaws of the University, the faculty shall be responsible through the Chairpersons, the Academic School Deans, the Faculty Senate, the Provost and the President for the academic standards and programs of the University which should be in accordance with generally accepted Standards for Higher Education. The faculty

shall share responsibility through the schools, senate, and councils for curricular programs, the awarding of degrees, and the co-curricular activities of the University in conformity with the Mission and within the framework of the Constitution and Bylaws of the University, the policies of the Board of Trustees and the guidelines established by the chartering agency, the Board of Regents of the University of the State of New York, and the appropriate regulatory and accrediting bodies.

In addition, the faculty shall assume responsibility for keeping itself abreast of recent developments in their disciplines and of the latest international educational developments and shall develop innovative teaching and learning programs designed to give the university a position of educational leadership. Faculty are to be engaged in research and be active members in the community of scholars of their discipline, and shall give personal leadership to the University through conscientious service as classroom teachers, scholars, contributing members of their schools and councils, individuals maintaining high intellectual and moral standards and individuals deeply interested in the welfare of their students.

### **II-B. Organizational Structure**

To carry out these responsibilities the Faculty shall be organized into Schools, and participate in the Senate and Councils. Faculty shall serve as members of the school to which they belong.

Any duly constituted committee or council of the university shall be entitled to invite or seek information from any member of the university they deem necessary, faculty, administration or staff, depending on their agenda.

### **II-C. Review**

The faculty shall have the right to review the actions taken by any committee/council, and to refer back such action to that committee/council for reconsideration if it deems fit. Such review shall be initiated by submitting a detailed petition by the concerned individual on personnel issues, 30% of school faculty when they refer to school decisions and 10% of the full faculty when they refer to university wide decisions.

## **Article III. Meetings of the Faculty**

### **III-A. Stated**

There shall be a minimum of one faculty meeting per semester. Faculty meetings are chaired by the Provost. The Agenda for the faculty meeting is drafted by the Provost and the Chairperson of the Senate. There shall also be a minimum of four stated School Faculty Meetings per year (two per semester). School Faculty Meetings are chaired by the Dean of the School.

### **III-B. Special Faculty University/Campus meetings**

Faculty meetings may be held at the call of the Provost or upon written request to the Chairperson of the Faculty Senate by 10% of the voting faculty members. Announcement of a special meeting shall be made at least three days before the meeting and shall include an agenda. Emergency meetings may be called with less notice.

### III-C. Quorum

A quorum shall consist of a majority of the membership of the voting faculty, exclusive of those on leave. If no quorum is present at any meeting, a special meeting shall be called at least 48 hours later and regular business shall be conducted in this meeting regardless of the number present. Should a situation arise which prevents holding a meeting, the necessary work shall be performed by the schools and councils without the guidance of the faculty as a whole.

### III-D. Chairperson

The meetings of the faculty shall normally be chaired by the Provost and in his/her absence by the Chairperson of the Faculty Senate. School faculty meetings shall be chaired by the School Dean. Academic Department or Division meetings are chaired by the Chairperson. Meetings shall be conducted in accordance with the most recent revision of Robert's Rules of Order.

### III-E. Secretary

The Secretary of the Faculty shall prepare the minutes of each meeting including: (a) the items of business considered, (b) a brief summary of the ensuing discussion, and (c) all actions taken. These minutes shall be submitted to the Office of the Provost within 48 hours after each meeting for reproduction and distribution to the faculty no later than one week after each meeting. The duties of the Secretary in university faculty meetings shall be assumed by the Secretary of the Faculty Senate ex-officio.

## Article IV. University and Faculty Officers

The following are the responsibilities and duties of the officers of the university in compliance with the Bylaws of the University:

### IV-A. President

The President shall be the executive, administrative and academic head of the University with full responsibility and authority for giving leadership to the operations of the University and shall be an ex-officio member without vote of all Standing University Councils; he/she shall give particular attention to the development, relations, planning and administrative functions of the University. As the responsible executive head of the University he/she shall carefully review the actions of all committees/councils and schools for compliance with the University Mission, various regulations and actions governing the University and shall take such action, including veto, as he/she deems necessary or desirable and shall immediately inform the body concerned. Furthermore, it shall be the duty of the President to see that members of the University community exercise responsibility commensurate with the authority entrusted to them either individually or collectively.

The President shall appoint the major administrative officers necessary to fulfil the obligations of the University. All appointments other than the Vice President level shall be made only after consultation with the concerned vice presidents and the personnel directly affected, such as with the faculty upon the appointment or re-appointment of the School Deans. Appointments of Vice Presidents, Deans, Director of Internal Audit, and Legal Counsel, need the Board of Trustees' approval.

#### **IV-B. Provost**

The Provost of the University shall give leadership and supervision to all educational programs of the University, through the School Deans, and the Dean of Graduate Studies and Research. He/she shall preside at General University Faculty meetings, and may act for the President when the latter is unable to perform his duties because of sickness or absence from the country. The Provost shall be a voting member of the Council of Deans and an ex-officio member without vote of all Faculty Standing Councils and shall serve as the Secretary of the Academic Affairs Committee of the Board of Trustees. The Provost shall coordinate the activities of the University Councils, chair the Council of Deans and supervise the School Deans including review of their budgets before these are submitted to the University Budget Committee.

#### **IV-C. School Deans**

School Deans shall give vision, leadership and supervision to the educational, research and development programs of their schools and report this activity regularly to the Provost. They shall be responsible for keeping high academic standards in accordance with the American Standards of Higher Education and see that the University academic policies are implemented in their schools. The School Dean shall be an ex-officio member of all school councils and shall be a member of the Council of Deans. The dean has the right of final approval or rejection of all school council recommendations and shall take full responsibility for the implementation of all strategies approved by school councils. The Dean is to assume responsibility for the budget of the school and for staffing the school with adequate teaching and non-teaching personnel. He/she shall supervise the work of the Chairpersons of Departments or Divisions and Directors of Institutes under his/her jurisdiction, including the approval of their budgets and course offerings before these are submitted to the University Budget Committee and the Registrars respectively.

#### **IV-D. Dean of Graduate Studies and Research**

The Dean of Graduate Studies and Research shall give vision, leadership and support to research and graduate education at the University. He/she assists in developing research policies and soliciting the funds necessary to implement research programs, and works closely with the faculty, School Deans and the Provost, in developing and implementing graduate studies programs at the University. The Dean of Graduate Studies and Research reports to the Provost and serves as an ex-officio member of the University Research Council and the University Graduate Council, and as a Voting member on the Council of Deans.

#### **IV-E. Chairperson**

The Chairperson shall give vision, leadership and supervision to the faculty in his/her division or department. He/she shall evaluate faculty in his/her division or department and shall report to the Dean. He/she shall supervise the day-to-day academic process, shall recommend faculty recruitment in consultation with full-time faculty members in his/her division or department, assess the academic and physical needs of his/her units and prepare a budget to meet these needs. The Division or Department shall decide upon the courses and study programs to be offered within the unit subject to the approval of the School Dean. The Chairperson shall be responsible for the academic standards and program of the unit and shall assume specific responsibility for the professional standards of the teaching and research of the faculty members.

## **Article V. President's Cabinet & University Councils**

*This section includes councils that are elaborated upon in the University Bylaws. These are: The President's Cabinet, The Council of Deans, The University Planning Council and The Student Affairs Council*

### **V-A. President's Cabinet**

The President's Cabinet is composed of the President, the Vice Presidents and the General Counsel.

The main function of the President's Cabinet is ensuring that the University is successfully meeting its mission, vision and goals.

The President's Cabinet acts as a consulting and advisory body to the President on all short and long term matters that affect the well being of the University.

The President's Cabinet assists the President in the following:

1. Formulating University Plans and Policies.
2. Overseeing the daily affairs of the University.
3. Enabling successful leadership throughout the University that reflects trust, integrity, openness, accountability and timely responsiveness.
4. Dealing with all urgent matters that may affect the proper running of the University.

### **Method of Operation**

As the President's top advisory body, the Cabinet acts on all the recommendations and issues submitted to the President, and conveyed to the Cabinet for deliberation and/or decision.

Decisions taken by the Cabinet on recommendations submitted to the President from any University Council, Committee or body, are considered final and ready for implementation.

Matters that are decided upon in the President's Cabinet, and need the approval of the Board will be implemented after the Board's approval.

Any member of the President's Cabinet may bring, to the President's Cabinet, any recommendation, or issue, from any University Council or Department in their entity.

The President's Cabinet receives recommendations from the following University Councils:

1. Faculty Grievance Council
2. Staff Advisory Council
3. University Budget Committee
4. University Facilities Committee
5. University Committee on Policies
6. Faculty Senate – Non-academic recommendations

Representatives from the Senate and the Staff Advisory Council will each be invited to meet with the President's Cabinet on a regular basis to bring forth their issues and recommendations, to be discussed and decided upon in the President's Cabinet.

### **V-B. Council of Deans**

The Council is:

- An advisory and recommendatory body to the Provost and the President on the academic programs, processes and procedures, and on the administration of academic services, as well as other university matters.
- A liaison body among the heads of the academic units of the University, for the purpose of promoting discussion and exchange of ideas on the effective management of their Schools.

### **Composition**

The Council of Deans is composed of the Schools' Academic Deans and the Dean of Research & Graduate Studies, and is chaired by the Provost. Academic Assistant Vice Presidents are ex-officio non-voting members of the Council.

### **Method of Operation**

As the highest Academic Council, the Council of Deans will be in charge of all academic matters and issues at the University.

The Council of Deans receives recommendations from the following University Councils:

1. University Library and Information Resources Council
2. University Graduate Council
3. University Research Council
4. University Admissions Council
5. University Curriculum Council
6. Faculty Welfare and Promotion Council
7. University Council for Financial Aid
8. Faculty Senate – non academic recommendations and faculty welfare issues

The Council of Deans submits all its recommendations to the President who may choose to channel them to the appropriate bodies, for final decision and implementation.

This council will act as the highest appellate council for academic student issues and grievances.

The Council of Deans will normally meet every week. Representatives from the Senate will be invited to meet with the Council of Deans on a regular basis to deal with faculty related issues.

### **V-C. University Planning Council**

The UPC will meet quarterly to discuss and provide advice to the President on all matters relating to long and mid term planning and strategic and conceptual University directives and goals.

The UPC will serve as the University's collective think tank, bringing all the entities

together to discuss and develop methods and means that will assist the University in achieving its mission, vision and goals. The President will Chair this Council, and set its agenda and meeting dates.

### **Composition**

The University Planning Council (UPC) shall be composed of the President, the Provost, the Vice Presidents, all Deans, the Assistant Provost and Assistant Vice Presidents, the General Counsel, the Director of University Institutional Research, the Chair and the Vice Chair of the Faculty Senate, the Chair and the Vice Chair of the Staff Advisory Council, and the Vice President of the University Student Council.

### **V-D. Student Affairs Council**

The Council will function as an advisory and recommendatory body to the Vice President for Student Development & Enrolment Management and the President, on all matters that affect the student's welfare, and the quality of services provided to them, and any other matter related to student life.

The Council will serve as a liaison with all the offices of student services, and other university offices, regarding matters that affect student life on campus, to foster and promote discussion, and exchange of ideas, on how to best serve our students in a healthy and productive atmosphere.

### **Composition**

The Student Affairs Council is composed of the Deans of Students, the Registrars, two representatives from the Senate, the Assistant Provost, and the Vice President of the University Student Council. This Council is chaired by the Vice President for Student Development and Enrolment Management.

### **Method of Operation**

As the highest Student Council, the Student Affairs Council will be in charge of all student life related matters, and issues at the University.

The Student Affairs Council receives recommendations from the following University Councils and Committees:

1. Campus Life Council
2. Student Disciplinary Committees
3. University Council for Financial Aid
4. University Admissions Council
5. University Library and Information Resources Council
6. University Student Council
7. Graduate Students Committee

The Student Affairs Council submits all its recommendations to the President who may channel them, at his discretion, to the appropriate bodies, for final decision and implementation.

This Council will act as the highest appellate council for non-academic student issues and grievances.

## **Article VI. Faculty Senate**

As part of the governance of the university, the Senate represents the faculty according to the Senate Constitution herein attached in the appendix.

The Chairperson of the Senate shall assist the Provost to prepare the agenda of the faculty meetings, and shall generally keep abreast of faculty thinking on key issues and present the point of view of the faculty to the Council of Deans, the President's Cabinet, the Board of International Advisors and the Board of Trustees.

## **Article VII. Standing University Councils of the Faculty**

The Standing University Councils of the Faculty shall be structured to give policy and program leadership to all areas of the University program. Faculty members of the Councils representing the Schools shall be elected by the School Full Time faculty. The Senate members of the Councils shall be elected by the Faculty Senate. Student members of the Councils shall be elected by the students. All elections of faculty members shall occur before the end of the Spring Semester, and newly elected members shall assume their responsibilities during the beginning of the following academic year.

All University Councils are to elect a Chairperson and a Secretary during the first meeting of the academic year. Council meetings shall be run according to Robert's Rules of Order. Unless otherwise specified, the Provost shall coordinate all Faculty Council activities.

When needed, the Chair of Senate shall invite Council Chairs to discuss with the senate issues of mutual interest. University Councils shall provide proper and justifiable feedback on Senate proposals / resolutions within a reasonable time period, not to exceed one term.

The Councils shall have the following mandates and composition:

### **VII-A. University Curriculum Council**

#### **Mandate**

The mandate of the University Curriculum Council (UCC) is to review and recommend actions on curriculum related requests and proposals received from appropriate bodies of the University. It will:

1. Review all requests for changes in undergraduate curricula. Special attention and consideration will be given to the Liberal Arts Core Curriculum or to programs that have cross-disciplinary nature.
2. Establish and monitor a periodic review process of the Liberal Arts Core Curriculum in concurrence with the Council of Deans.
3. Periodically review the Academic Rules and Regulations in concurrence with the appropriate University body.
4. Recommend new ideas and techniques for increasing teaching and learning effectiveness.
5. Review and recommend evaluation techniques and examinations to evaluate programs in terms of content, student ability, student achievement and teaching effectiveness.



### **Composition**

The UCC shall be composed of two elected senators, one elected faculty member representing each distinct operating School, one student representative selected by the University Student Council. The Provost and the Registrars will also be ex-officio non-voting members.

### **Term**

The elected senators and faculty members shall serve a three year term. Membership on the council will be staggered.

### **Method of Operation**

The Council sends its recommendations to the Council of Deans

## **VII-B. University Admission Council**

### **Mandate**

The mandate of the University Admissions Council (UAC) shall be to consider and make recommendations on matters related to admission and enrolment. Working with Schools and officers in charge of Enrolment Management, it will:

1. Review and recommend amendments to the University Admissions policy.
2. Give policy and program guidance necessary for ensuring admission of qualified students in concurrence with the appropriate School Academic Council and in accordance with the University Enrolment Plan.
3. Recommend admission policies and procedures in order to establish appropriate academic standards and provide equal opportunity for the admission of qualified students to the various academic programs.
4. Constantly seek feedback from the different academic constituencies, evaluate the admission process, and make the necessary recommendations for its revision as appropriate.

### **Composition**

The UAC shall be composed of two elected senators, one elected faculty member representing each distinct operating School, and one student representative selected by the University Student Council. The Assistant Vice President for University Enrolment Management and the Directors of Admission will serve as ex-officio non-voting member.

### **Term**

The elected senators and faculty members shall serve a three year term. Membership on the council will be staggered.

### **Method of Operation**

The Council sends its recommendations to the Council of Deans and to the Student Affairs Council, and shall delegate a faculty to serve on the University Admissions Committee.

## **VII-C. University Graduate and Research Council**

### **Mandate**

The mandate of the University Graduate and Research Council (UGRC) shall be to review, develop, recommend changes and propose policies and guidelines pertaining to the graduate studies and research in the university. This Council shall work closely with the Dean of Graduate Studies and Research to foster and encourage a research atmosphere while upholding the general rules of the University's graduate study programs and recommend changes when the need arises. More specifically, this council shall have the following duties:

1. Recommend policies and procedures that shall encourage, strengthen and evaluate research in the University and foster a research spirit.
2. Assess the overall situation of research at LAU and propose recommendations for improvement.
3. Review and recommend changes in school policies and procedures for the management of intra- mural grants, research funding and indirect costs.
4. Evaluate graduate policies of the University periodically and recommend changes that will enhance the University's leadership role in higher education.
5. Recommend general guidelines for residency requirements and eligibility for graduation pertaining to graduate studies.
6. Review and recommend actions on proposals submitted by the schools to initiate new graduate programs or amend current ones.
7. Work closely with the Dean of Graduate Studies and Research to promote faculty development activities related to graduate programs and research.

### **Composition**

The UGRC shall be composed of full-time faculty members at the associate or full professor rank, typically with no administrative duties, and with a good scholarly and research records, and at least three years appointment at LAU. There shall be two elected faculty members representing each distinct School, one from each campus as applicable, and two elected senators of the same qualifications. The Dean of Graduate Studies and Research shall be an ex-officio member of this council. The UGRC may invite from time to time ad hoc staff and/or faculty members who are deemed essential to the functioning of this council.

### **Term**

Committee members shall serve a staggered three year term.

### **Method of Operation**

The Council sends its recommendations to the Council of Deans.

## **VII-D. Faculty Welfare and Promotion Council**

### **Mandate**

The mandate of the Faculty Welfare and Promotion Council (FWPC) shall be to consider, review and recommend changes to Personnel Policy – Faculty Section, including but not limited to tenure, promotions, faculty travel, faculty salaries, academic privileges, faculty evaluation. The FWPC shall also be empowered to:

1. Conduct periodic reviews of the promotion and tenure guidelines.
2. Serve as an appeal council in cases involving academic rights of faculty, including tenure and promotion.

### **Composition**

The FWPC shall be composed of two elected senators, one elected faculty member representing each distinct School, all at the rank of associate professor and above, and the Senate Chair as ex-officio.

### **Term**

The elected senators and faculty members shall serve a three year term. Membership on the council will be staggered.

### **Method of Operation**

The Council sends its recommendations to the Council of Deans and to the Senate.

## **VII-E. Faculty Grievance Council**

### **Mandate**

The mandate of the Faculty Grievance Council (FGC) shall be to serve as a review panel in cases involving faculty employment conditions and rights. “Grievance” means an allegation of a violation of a specific University policy, procedure or practice affecting the grievant adversely. These duties include, but are not limited to:

1. Advocating the academic freedom of all faculty members.
2. Actively recommending to the president specific measures and/or policies to deal with or eliminate any biased or discriminatory practices or hostile attitude a faculty member is subjected to.
3. Ensuring that sexual harassment cases involving a faculty member are dealt with as per the university policies and in a manner that preserves the rights and dignity of all involved parties.
4. Reviewing and rendering a recommendatory opinion to the President on the grievance of a faculty member who is on a term contract and dismissed prior to the expiration of the contract term.
5. Reviewing and opining on any complaint regarding the processes and implementation of performance evaluation and compensation.
6. Reviewing complaints of faculty members subjected to a disciplinary action, and rendering an advisory opinion to the president regarding the appropriateness of the action.
7. Reviewing complaints stemming from administrative actions which the individual faculty member deems to be a violation of contractual rights or an infringement upon the exercise of rights guaranteed by the University policies. The Council may recommend to the President measures to rectify the action taken.

### **Composition**

The Faculty Grievance Council shall be composed of two elected senators, one elected faculty member representing each distinct operating School, with a minimum of five years of continuous service at LAU, and the Senate Chair as ex-officio.

### **Term**

The elected senators and faculty members shall serve a three year term. Membership on the council will be staggered.

### **Method of Operation**

The Council sends its recommendations to the President who may conduct further consultations before reaching a final decision.

## **VII-E. University Council for Financial Aid**

### **Mandate**

The mandate of the University Council for Financial Aid (UCFA) shall be to recommend planning and evaluation policies and procedures governing the Financial Aid Program. The duties of the UCFA shall be to:

1. Recommend policies and procedures of the financial aid program.
2. Review financial aid office reports periodically and recommend appropriate actions.
3. Serve as an appeals council on financial aid petitions.
4. Provide advice to campus financial aid committees

Implementation of financial aid will be entrusted to campus committees with specific mandate, composition and operational procedures.

### **Composition**

The UFAC shall be composed of one elected faculty member representing each distinct school, two elected senators, and one student selected by the University Students Council. The Financial Aid Directors will also serve as ex-officio non-voting members.

### **Term**

Faculty and senate committee members shall serve a staggered three year term, while students serve a one year term.

### **Method of Operation**

The Council sends its recommendations to the Council of Deans and to the Student Affairs Council, and shall delegate faculty to serve on the Financial Aid Committees on both campuses.

## **VII-F. University Library and Information Resources Council**

### **Mandate**

The mandate of the University Library and Information Resources Council (ULIRC) shall be to evaluate the activities of the library and academic IT services and recommends ways to improve them, and to provide faculty, students and staff at the University with an environment that applies technology in support of the University mission. This council shall work closely with the Librarians and the Assistant Vice-President for IT-CIO. More specifically, the council shall have the following duties:

1. Recommend procedures for developing up-to-date libraries, as well as academic IT services and systems for the University.
2. Assist the Librarians in exploring possible cooperative arrangements with libraries of other institutions.
3. Explore ways of promoting the use of the libraries and academic IT services and equipment.
4. Develop standards for the study and measurement of the resources and long-range plans of the University Libraries and academic IT services and to review and evaluate annual library reports on the usage of these resources.
5. Advise and consult with the Librarians and AVP for IT-CIO on matters of policy and procedures.

### **Composition**

The ULIRC shall be composed of one elected faculty member representing each distinct school, two elected senators, one undergraduate student selected by the University Student Council and one graduate student selected by the Graduate Students Council. The Head Librarian(s) and AVP for IT-CIO, and one Dean of Students shall be ex-officio members. Undergraduate and graduate student representation shall be determined according to the forthcoming bylaws on student governance.

### **Term**

Faculty and senate committee members shall serve a staggered three year term, while students serve a one year term.

### **Method of Operation**

The Council sends its recommendations to the Council of Deans and to the Student Affairs Council.

## **Article VIII. Campus Life Council**

### **Mandate**

The mandate of the Campus Life Council (CLC) shall be to plan, coordinate, help implement and evaluate all non-academic activities, and provide effective administrative coordination for its respective campus. This council shall arbitrate on all said activities and give the necessary guidance to the students and other members of the campus community to play their unique role in the campus life for achieving the mission and goals of the University. More specifically, the Council shall have the following duties:

1. Initiate policies and procedures supportive of the Student Councils in achieving their goals as outlined in their bylaws.
2. Supervise and provide guidance to the Student Councils in carrying out their responsibilities as outlined in their bylaws.
3. Support and supervise, in cooperation with the Dean of Students Office, the elections of the Student Councils.
4. Evaluate the beginning and end of year activities including convocation and commencement, social, cultural, recreational, athletic, and artistic activities and programs of the campus.
5. Propose and review ground rules for granting awards to students.
6. Suggest improvements in areas pertaining to the well being of the students.
7. Help formulate proposals concerning the physical improvement of the campus.
8. Recommend policies and programs to enhance the spiritual, moral, ethical, and civic development of the students.
9. Encourage students to participate in social activities and programs that respond to the needs of the community.
10. Act on all student petitions referred to it within the general rules of the University.
11. Act on all requests for activities proposed by the various University entities other than the Schools.
12. Act on requests from the Campus Student Council.
13. Act on disciplinary cases referred to it by the Schools, Offices, or Committees, in accordance with the University Rules and Regulations.

### **Composition**

The CLC shall be composed of four faculty members, from different Schools whenever possible, one senator, the President and Secretary of the Campus Student Council, the Director of Hospitality, the Director of the Protection Department, the Dean of Students, the Dean of Students Program Coordinator, the Director of Relations, and the Director of Athletics.

### **Term**

Faculty and senate committee members shall serve a staggered three year term, while students serve a one year term.

### **Method of Operation**

The Council sends its recommendations to the Student Affairs Council.

## **Article IX. Committees of Peers**

Committees of Peers of faculty members, preferably not holding administrative positions, shall be named by the Provost in consultation with the School Deans and the approval of the President, by the middle of November of every year to deal with candidates for promotion in rank or limited tenure appointments for October of the following year. The work of this committee will be subject to the promotion criteria in the Personnel Policy and will be guided by the Evaluation and Promotion Guidelines.

## **Article X. Institutional Review Board**

The Institutional Review Board shall be composed of faculty members, shall be named by the Provost in consultation with the URC, the Council of Deans and approved by the President. This committee will provide guidance on principles and standards to be applied in order to protect human dignity and safety as well as the integrity and confidentiality of the research.

## **Article XI. Special Committees of the Faculty**

The faculty may establish *ad hoc* or special committees as necessary to fulfil its responsibilities provided the assignments given to such committees are not already covered in the duties of the functional councils. *Ad hoc* or special committees may be composed of faculty members or non-faculty members of the university staff. Such committees are subject to the same regulations as the functional councils and must report their findings to the appropriate body.

## **Article XII. Academic Schools**

### **XI-A. Organization**

The University shall be organized into no less than three schools composed of related academic disciplines. Each school is to be headed by a School Dean who shall be assisted by an Associate Dean(s), Assistant Dean(s), Chairperson(s) of Academic departments whose groupings are to be determined according to functionality and need. Faculty participation in school governance is defined in the School Bylaws.

All changes or additions to the number of schools shall be approved by the Board of Trustees upon the recommendation of the President. All changes and addition to the number of Departments or Divisions shall be approved by the President, upon the recommendation of the CD.

All changes in the curricula initiated by schools shall be approved by the UCC and the Council of Deans. Addition of new programs within the schools shall be approved by the UCC, the Council of Deans and the President.

### **XI-B. School Bylaws**

School Bylaws shall be recommended to the Provost and the President by a majority vote of the school faculty. Bylaws will not become final until approved by the President. Should the recommendation be accepted by the President but found not to be in line with the general terms of the Faculty Bylaws, the President may choose to recommend to the Board of Trustees the appropriate amendment to the Faculty Bylaws.

School bylaws shall define faculty participation in school governance through participation in departmental meetings, school meetings as well as school councils and other committees. Faculty working within these bodies shall deal with recommendations relating to academic planning, school academic programs and their delivery, accreditation, enrolment and admissions policies, faculty recruitment, planning and assessment as well as budgeting.

All matters of academic nature shall be dealt with in joint meetings in the case of schools and programs present on both campuses.

School faculty meetings shall be held at set dates to vote on awarding degrees, electing faculty membership to the senate and other university faculty councils as covered in these bylaws.

### **Article XIII. The Faculty and the Students**

The Faculty shall provide leadership and encourage students to participate meaningfully in campus life and to develop a sense of civic responsibility through significant involvement in certain affairs of the campus community. A student council constitution shall be established to define the structure and procedures by which the students may provide leadership in the campus. The faculty shall also be responsible for offering students good advising and guidance and for giving them leadership in developing their social, civic and environmental responsibilities.

### **Article XIV. Amendments of the Faculty Bylaws**

These Bylaws may be amended by an affirmative vote of a majority of the membership of the voting faculty, excluding those on leave, provided notice of any proposed amendments shall be mailed to the members at least two weeks before the meeting of the faculty at which the amendment is to be considered. Alternately, these bylaws may be amended at any stated or special meeting of the University faculty, without previous notice, by the affirmative vote of two thirds of the membership of the faculty. All such amendments initiated by the faculty shall be approved by the President and the Board of Trustees.

Any amendment that is mandated by an amendment to the University Constitution and Bylaws and made to bring these bylaws into full conformity with the University governing documents may be made automatically and acknowledged by the faculty in the first Faculty Meeting that follows the amendment.

### **Article XV. Repeal of Previous Bylaws**

All bylaws of the faculty previously adopted are hereby repealed, and the foregoing bylaws are effective October 1st.



## Appendix

### LAU Faculty Senate Constitution

#### I. Purpose and Functions

1. There shall be a faculty senate, vested with a recommendatory mandate, that represents and engages faculty in the governance of the institution.
2. The Faculty Senate shall meet regularly for the purpose of considering and making recommendations to the appropriate university bodies on the following important issues:
  - a. Policy matters relating to academic programs, curriculum, methods of instruction, research, admission standards, and any aspects of student life that affects LAU's academic standards.
  - b. Policy matters relating to faculty status, including appointments, reappointments, retention, promotions, tenure, and dismissal.
  - c. The establishment of new and the discontinuation of existing academic programs.
  - d. The establishment, discontinuation, or status change of any academic unit across the University.
  - e. University operating budget, resource allocations, planning faculty compensation, and University calendar.
  - f. All academic standards, requirements, and the granting of degrees, including honorary degrees.
  - g. Amendments to the Faculty Senate constitution when and if needed.

#### II. Membership

1. The voting members of the Faculty Senate shall be the elected regular members of the University Faculty Senate apportioned as specified in Article VI.
2. Professors, Associate Professors, and Assistant Professors who have served a minimum of one year at the University are eligible for election to the Faculty Senate. Faculty at the Instructor or Lecturer ranks who have been at LAU for at least three years are eligible for membership through election at the respective campus. Faculty holding academic or university administrative duties that involve supervising the work of other faculty (i.e. VPs, Deans, Chairs), as well as visiting or adjunct faculty, are not eligible for election to the Senate.

#### III. Meetings

1. The Faculty Senate shall hold no fewer than two regular meetings per semester.
2. The Bylaws of the Faculty Senate shall regulate the calling for meetings, notices for meetings, election and meeting procedures, agenda, quorum, and the distribution and approval of minutes.
3. Except as otherwise provided in the LAU Faculty Constitution, the proceedings of the Senate shall be governed by the latest Robert's RULES OF ORDER.

#### IV. Privilege of Attendance

1. President, Vice Presidents and Deans may attend and participate in the meetings of the Faculty Senate.

2. Members of the University community may attend designated meetings with the approval of the Faculty Senate Chair.

#### V. Officers

1. Before July 1 of each year, the Senate shall choose by vote, a Chair-Elect and a Secretary for the Faculty Senate. The Chair-Elect shall serve as Vice-Chair for one academic year, and will be the Chair of the Senate in the following year. The Chair, Vice-Chair and Secretary will constitute the Executive of the Senate. The Chair and Vice-Chair of the Senate shall be from different campuses, and shall alternate between the two campuses.
2. The Chair of the Senate, or in the Chair's absence, the Vice Chair, shall preside at all meetings of the Senate and shall exercise such other mandates and duties as may be vested in the Chair by the bylaws of the Senate. The Chair shall be an *ex-officio* member of all Senate committees.
3. The Secretary shall keep minutes of the Senate and shall exercise such other mandates and duties as provided for in the Senate bylaws. The Secretary shall maintain the *Faculty Handbook* by making changes after approval by the appropriate bodies and shall inform the University community of the changes that have been made.

#### VI. Senate and Council Relations

1. *When applicable, it is the duty of senate members that sit on Councils, to report regularly to the senate on all relevant council business.*
2. *It is the duty of senate members to provide proper liaison between their respective schools/departments and the senate by reporting on their work in meetings and seeking input from their respective constituencies on major issues.*
3. *When needed, the Chair of Senate shall invite Council Chairs to discuss with the senate issues of mutual interest.*
4. *University Councils shall provide proper and justifiable feedback on Senate proposals / resolutions within a reasonable time period, not to exceed one term.*

#### VII. Apportionment, Election, Term of Office, and Vacancies

1. The Faculty Senate shall have a fixed size. The number of Senators is thirty-four senators, equally allocated between the Beirut and Byblos campuses.
2. Each School of the University shall elect departmental or divisional representatives to the Faculty Senate according to the following rules:
  - a. Two senators are elected per campus from faculty who are at the Instructor or Lecturer rank;
  - b. The remaining thirty senate seats are allocated in proportionality to the number of full-time faculty in each School;
  - c. Senate representation should guarantee, whenever possible, at least one representative from each department or division. If the number of senators is less than the number of allocated departmental/divisional seats, then, and in order to satisfy adequate representation, concerned departments/divisions may combine for the purpose of election with other departments or divisions in the same School;
  - d. A faculty member has the right to vote for all the declared seats at the

School level.

3. Reapportionments shall be made prior to senatorial elections in order to reflect changes in the number of faculty of each constituent School or by changes in the number or identity of constituent Schools. For the purpose of such reapportionment, the Chair and the Secretary of the Faculty Senate shall refer to the list of eligible faculty members furnished by the Provost and inform the Dean concerned of the number of senators to be elected that year by that School.
4. Senators shall be elected by majority vote of the constituent School while keeping in mind departmental and divisional representation. Ties are broken based on seniority in rank and years of service at LAU.
5. Senate elections shall be held in the Spring Semester. The newly elected senators shall take their seats at the first meeting subsequent to the Spring Commencement.
6. Senators are elected for a three-year term. The following three-year cycle shall apply to elect senators: twelve in years one and two, and ten every third year.
7. The tenure of the Senators not re-elected for a second consecutive term shall end on commencement day after completion of the third year in office. For those Senators re-elected for a second consecutive three-year term, their tenure in office ends on commencement day with completion of their second three-year service on the Faculty Senate. Senators shall not be eligible for a third consecutive term of service on the Faculty Senate. After the lapse of one year, however, they shall be eligible again.
8. Faculty senate vacancies, other than those occasioned by leaves of absence from the University, shall be filled for only the unexpired portion of the term.
9. Faculty senate vacancies occasioned by leaves of absence from the University shall be filled for only the duration of the absence. Thereafter, the original incumbent, upon return to the University, shall resume membership and complete the three-year term.

#### VIII. Senate Committees

There shall be a number of Senate standing committees. The number, mandates, and types of such committees shall be defined in the Senate Bylaws.

#### IX. Senate Bylaws

Senate Bylaws shall be recommended to the President by a majority vote of the senate and will not become final until approved. Should the recommendation be accepted by the President but found not to be in line with the general terms of the Faculty Bylaws,

the President may choose to recommend to the Board of Trustees the appropriate amendment to the Faculty Bylaws.

**X. Annual Report**

Each year, the Chair of the Faculty Senate shall submit to all members of the University Faculty a report on the activities of the Faculty Senate for that year.