



# **FACULTY AND DEPARTMENT Bylaws**

Submitted by the Special University Policies Committee

Reviewed and commented on by all Faculties, Fall 2015-Spring 2016

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## **I. Faculty Bylaws**

### **I.A - Organization of a Faculty**

#### **I.A.1 Definition**

A Faculty shall be the main center of all academic and co-academic activities of the University. It shall be composed of departments, with other peripheral units (centers, programs, laboratories, studios) as appropriate.

A Faculty shall have authority and general supervision over all its units, in accordance with the University Constitution, Bylaws, rules and regulations. Actions by a Faculty that may affect the financial commitment or academic policy of the University as a whole shall be referred to the COD, and, when appropriate, to the UC, through its dean for review and future action.

#### **I.A.2 The following Faculties are presently established at the University:**

- Ramez Chagoury Faculty of Architecture, Arts, and Design (FAAD)
- Faculty of Business Administration, and Economics (FBAE)
- Faculty of Engineering (FE)
- Faculty of Humanities (FH)
- Faculty of Law and Political Science (FLPS)
- Faculty of Natural and Applied Sciences (FNAS)
- Faculty of Nursing and Health Sciences (FNHS)

### **I.B - Faculty Officers**

The officers of the Faculty shall be the President, the VPAA, the Faculty Dean, the Associate/Assistant Faculty Dean(s), if any, and the Department Chairpersons.

#### **I.B.1: Associate/Assistant Dean of Faculty (ADF)**

##### **I.B.1 (a): Definition**

The Associate/Assistant Faculty Dean, as appropriate, shall be the second highest executive officer of the Faculty after the Dean.

The Associate/Assistant Faculty Dean shall report directly to the DF.

##### **I.B.1 (b): Appointment**

Upon the recommendation of the Dean of the Faculty and the VPAA, the President shall appoint the Associate/Assistant Faculty Dean for a renewable three-year term.

##### **I.B.1 (c): Qualifications**

For appointment as Associate/Assistant Faculty Dean, the candidate must:

- i. Hold a Ph.D. degree or its equivalent from a recognized university in a discipline offered by the Faculty;
- ii. Hold the rank of Associate Professor or higher that may entitle him/her to a full-time position in a department at the Faculty;
- iii. Possess a proven record of distinguished credentials in teaching, curriculum development, research, and scholarly publications;
- iv. Have a minimum of five years of experience in university administration;

- v. Have the ability to exercise leadership and proper communication skills in all aspects of University academic activities as well as in the various academic and administrative aspects of his/her Faculty.

**I.B.1 (d): Duties and responsibilities**

The Associate/Assistant Faculty Dean shall perform:

- i. The regular duties and responsibilities as determined by the President in the letter of appointment;
- ii. Upon need, the duties and responsibilities of an Acting Dean;
- iii. Such other ad-hoc duties as the DF may assign.

**I.B.2: Acting Dean (AD)**

**I.B.2 (a): Definition**

The Acting Dean shall be the highest executive officer of the Faculty during the vacancy or the temporary absence of the DF.

The Acting Dean shall report directly to the VPAA.

**I.B.2 (b): Appointment**

- i. In case of vacancy, the President shall appoint an Acting Dean from among the senior holders of a professorial rank in the Faculty upon the recommendation of the VPAA;
- ii. During temporary absences, the Faculty Dean shall appoint the Associate/Assistant Dean or one of the most senior Faculty Officers as Acting Dean;
- iii. In case of vacancy, an Acting Dean shall serve in this capacity for up to one year renewable.

**I.B.2 (c): Duties and Responsibilities**

The Acting Dean shall:

- i. Manage the day-to-day operations of the Faculty;
- ii. Assume all the executive powers of a DF, except for those related to personnel matters, such as appointment, reappointment, promotion, merit, award, tenure, salary, termination of contract, unless authorized to do so by the President upon the recommendation of the VPAA.

**I.C - Faculty General Assembly (FGA)**

**I.C (a): Definition**

The Faculty General Assembly (FGA) is the highest representative body of the Faculty and shall advise the DF on a consultative basis in matters affecting their academic and administrative needs.

**I.C (b): Membership**

The members of a FGA are:

- i. The President, the VPAA and the Faculty Dean (ex-officio members);
- ii. The voting membership of the FGA shall consist of all full-time faculty members affiliated with the Faculty on all University campuses;

- iii. The non-voting membership of the FGA shall consist of all part-time faculty members and staff affiliated with the Faculty on all University campuses.

#### **I.C (c): Functions**

- i. The FGA shall deliberate on all academic and administrative issues regarding the welfare of the Faculty;
- ii. The FGA shall elect the representatives of the Faculty to the University Council and University standing committees. The elections shall be held in a timely manner to facilitate the efficient start of the academic year. Elections are by secret ballots; absentee ballots are excluded, and a simple majority of the present votes is required. The DF shall send notice of the election at least one week in advance.

#### **I.C (d): Meetings**

- i. All meetings of the FGA shall be called for and chaired by the DF. The FGA shall hold at least one regular meeting per semester. Special meetings of the FGA may be called by the DF or by at least one third of the voting membership of the FGA. The call for a meeting of the FGA, together with a stated agenda, shall be made in writing through the office of the DF at least four days prior to the meeting;
- ii. The quorum for all meetings of the FGA shall be more than half of the voting membership. If no quorum is reached at a meeting, a second meeting shall be called within five working days after the scheduled date of the first meeting and shall be held whatever the number of members present;
- iii. It shall be the responsibility of the office of the DF to record the minutes of all FGA meetings, distribute them to all members, and keep them on record as required;
- iv. Unless otherwise specified, all meetings of the FGA shall be conducted in accordance with the latest edition of Robert's Rules of Order.

#### **I.D - Council of Chairpersons (CC)**

- i. Each Faculty shall have a Council of Chairpersons (CC). The CC shall be an advisory body to the Dean;
- ii. It shall consist of the Dean, as Chair, and all other officers of the Faculty that report to the Dean. The CC shall meet regularly once a week. Special meetings of the CC shall be held upon the request of the Dean only;
- iii. Copies of the minutes of all CC meetings shall be sent to all its members as well as to the offices of the VPAA and the President.

#### **I.E - Faculty Standing Committees (FSC)**

The Faculty Standing Committees are collegial academic bodies at the Faculty level that enhance, each in its own jurisdiction, the efficiency and development of the Faculty.

Each Faculty shall have the following standing committees:

- Faculty Curriculum Committee (FCC);
- Faculty Personnel Committee (FPC);
- Faculty Promotion and Tenure Committee (FPTC);
- Faculty Graduate Committee (FGC).

- i. Faculty standing committees shall meet at the call of their chairpersons or by at least one third of the membership. The call for a meeting of the Faculty standing committees, together with a stated agenda, shall be made in writing through the secretary at least two days prior to the meeting;
- ii. The quorum for all meetings of the Faculty standing committees shall be more than two-thirds of the membership. If no quorum is reached at a meeting of the Faculty standing committees, subsequent meetings shall be called for every three days until a quorum is reached;
- iii. The FD shall appoint the secretaries of the Faculty standing committees on an annual basis;
- iv. Copies of the minutes of all meetings of the Faculty standing committees shall be sent to all members of these committees, to the office of the President, to the office of the VPAA, and, when appropriate, to relevant University officers. A copy of the minutes of all meetings of the Faculty standing committees shall be kept in the office of the DF;
- v. Unless otherwise specified, all meetings of the Faculty standing committees shall be conducted in accordance with the latest edition of Robert's Rules of Order;
- vi. Each standing committee shall submit an annual report to the Dean before the end of June of the same academic year.

### **I.E.1 Faculty Curriculum Committee (FCC)**

#### **I.E.1 (a) Functions**

The Faculty Curriculum Committee (FCC) shall act in an advisory capacity to the DF on:

- i. Any curricular matter submitted to it by the DF or by the Department Curriculum Committees;
- ii. Reevaluation of the undergraduate curriculum partly or fully;
- iii. Changes in the prerequisites and co-requisites of undergraduate courses;
- iv. The approval of new courses at the undergraduate level, including the selection of Liberal Arts Curriculum (LAC) courses, and the amendment of existing ones;
- v. Ensuring the availability of a balanced library collection that is of paramount interest to the academic development of the Faculty, and the adequate library support for new and revised programs.

#### **I.E.1 (b) Membership**

- i. The membership of the FCC shall consist of the DF as chairperson, with the power to delegate such chairpersonship, the department Chairs and one elected senior member of the department irrespective of rank;
- ii. The DF shall be an ex-officio member.

#### **I.E.1 (c) Decisions and/or Recommendations**

Decisions and/or recommendations by the FCC shall be approved by a majority of votes. In case of a tie, the chairperson shall have the casting vote.

## **I.E.2 Faculty Personnel Committee (FPC)**

### **I.E.2 (a) Functions**

The Faculty Personnel Committee (FPC) shall act in an advisory capacity to the DF on:

- i. Appointment, reappointment, leaves, merit or termination of contract of faculty members;
- ii. Matters of unprofessional conduct;
- iii. Any other personnel matter submitted to it by the DF, the Department Personnel Committees, or any of its members.

### **I.E.2 (b) Membership**

- i. The membership of the FPC shall consist of the DF as chairperson, the Associate/Assistant Dean, if any, the department chairpersons, and a faculty member of the highest rank from the concerned department to be appointed by the DF;
- ii. The DF shall be an ex-officio.

### **I.E.2 (c) Decisions and/or Recommendations**

- i. Deliberations and minutes of the FPC are strictly confidential. Voting shall be by secret ballot. Votes are recorded as *For*, *Against*, or *Abstaining*. Absentee votes are not allowed. The vote distribution shall be recorded along with the signatures of all voting FPC members;
- ii. Decisions and/or recommendations by the FPC shall be approved by a majority of the voting membership. In case of a tie, the chairperson shall have the casting vote. The minutes must include the justifying factors.

## **I.E.3 Faculty Promotion and Tenure Committee (FPTC)**

### **I.E.3 (a) Functions**

The Faculty Promotion and Tenure Committee (FPTC) shall act as a faculty peer assessor of submitted promotion and tenure files, with an advisory capacity to recommend to the DF.

### **I.E.3 (b) Membership**

Committees of Peers of faculty members shall be named by the VPAA in consultation with the Faculty Deans and the approval of the President, at the beginning of every academic year to deal with candidates for promotion in rank or tenure appointments for September of the following year. The work of the Peer Committees will be subject to the promotion criteria and the Evaluation Process, approved by the University.

- i. For promotion files for Associate Professor and lower ranks, the FPTC membership shall consist of the DF as chairperson, the concerned Department Chairperson, and a faculty member of the rank of Associate Professor, or Professor, from each Department in the Faculty. In the absence of Professors and Associate Professors in any of the Departments, eligible members from the closest disciplines may be appointed.

- ii. For promotion and tenure files for Full Professor, the FPTC membership shall consist of the DF as chairperson, the concerned Department Chairperson, and a faculty member of the rank of Full Professor from each Department in the Faculty. In the absence of Professors in any of the Departments, eligible members from the closest disciplines may be appointed.
- iii. The DF shall be ex-officio member.

**I.E.3 (c) Decisions and/or Recommendations**

- i. Deliberations and minutes of the FPTC are strictly confidential. Voting shall be by secret ballot. Votes are recorded as *For*, *Against*, or *Abstaining*. Absentee votes are not allowed. The vote distribution shall be recorded along with the signatures of all voting FPTC members;
- ii. Recommendations by the FPTC shall be approved by a majority of the voting membership. In case of a tie, the chairperson of the committee shall have the casting vote. The minutes must include the justifying factors.

**I.E.4 Faculty Graduate Committee (FGC)**

**I.E.4 (a) Functions**

The Faculty Graduate Committee (FGC) shall act in an advisory capacity to the DF on:

- i. Proposed changes in the graduate admission policy and guidelines, residency requirements, and graduation standards;
- ii. Any graduate curricular matter submitted to it by the DF or by the Department Graduate Committees;
- iii. Propose the criteria that a Faculty member must satisfy to be eligible to teach graduate courses.

**I.E.4 (b) Membership**

- i. The membership of the FGC shall consist of the DF as chairperson, the Associate/Assistant Dean, if any, and the chairpersons of the departments offering graduate courses in the Faculty, and one faculty member of the highest rank, elected from each department offering graduate courses, and fulfilling the criteria to teach graduate courses;
- ii. The DF shall be an ex-officio.

**I.E.4 (c) Decisions and/or Recommendations**

Decisions and/or recommendations by the FGC shall be approved by a majority of votes. In case of a tie, the chairperson shall have the casting vote.

**I.F - Faculty Advisory Board (FAB)**

Each Faculty shall create a FAB according to Faculty specific Bylaws. The Faculty Advisory Board (FAB) serves as an external advisory unit to the Faculty with regard to resource procurement, grants, image promoting, long-term objectives and priorities in education and research, and public relations with the external community.

### **I.G - Student Advisory Committee (SAC)**

Upon consultation with the Chairpersons, the DF may appoint a number of students to serve as advisory Committee on matters that pertain to student problems, complaints, concerns and academic needs. The Committee shall serve as an open forum for dialogue to enhance the Faculty efficiency.

## **II. Department Bylaws**

### **II.A - Organization of a Department**

#### **II.A (a) Definition**

A Department is the core academic organizational and administrative unit of academic and co-academic activities within a Faculty. The department shall be organized around a particular field of knowledge or around a specific instructional objective or mission. It shall include all those members of the University faculty who have been appointed to the department. Every faculty member must, thus, be affiliated with one of the University departments.

#### **II.A (b) Department Officers**

The officers of a Department shall be the Dean and the Department Chairperson. The Department Chairperson shall be the highest academic and administrative officer of the Department, after the Dean.

### **II.B - Department Chairperson (DC)**

#### **II.B (a) Definition**

The Department Chairperson (DC) is a Faculty officer whose role is to:

- i. Participate in the Faculty decision-making process within the appropriate governing bodies;
- ii. Assume direct academic and administrative governance of a particular department;
- iii. Develop the latter's relations with other units within and outside the Faculty in order to serve the University's identity, mission, vision, and core values.

The DC shall report to the DF.

#### **II.B (b) Appointment**

Based on the recommendation of the DF and the VPAA, the President shall appoint the DC for a period of two years, renewable.

#### **II.B (c) Qualifications**

For appointment as DC, the candidate must:

- i. Hold a Ph.D. degree or its equivalent from a recognized university in a discipline offered by the department;
- ii. Hold the rank of Assistant Professor or higher, with priority given to seniority if possible;
- iii. Possess a proven record of distinguished credentials in teaching, curriculum development, research, and scholarly publications;
- iv. Have the ability to provide a leading role in all aspects of the Faculty academic life as well as in the various academic and administrative aspects of his/her department;

- v. Possess proven skills in decision making, problem solving and communication;
- vi. Be committed to enhancing the University identity, mission, vision and core values.

### **II.B (d) Duties and Responsibilities**

The DC shall uphold the responsibilities assigned to him/her by the Dean of Faculty in accordance with University policies and procedures, and as defined in the job description.

Department Chairpersons shall have their regular teaching load reduced by the equivalent of a three credit course in each of the Fall and Spring semesters.

## **II.C - Department General Assembly (DGA)**

### **II.C (a): Definition**

The Department General Assembly (DGA) is the highest representative body of the faculty members of the department. It shall advise the department chairperson on matters affecting the academic and administrative needs of the department.

### **II.C (b): Membership**

- i. The DF and DC are ex-officio members of the DGA;
- ii. The voting membership of the DGA shall consist of all fulltime faculty members of the Department;
- iii. The part-time faculty members and department staff are non-voting members.

### **II.C (c): Functions**

- i. The DGA shall deliberate on all academic and administrative issues regarding the welfare of the department;
- ii. The DGA shall elect the representatives of the department to serve on the Department and Faculty Standing Committees.

### **II.C (d) Meetings**

- i. All meetings of the DGA shall be called for by the department chairperson and chaired by him/her. The Dean presides whenever attending departmental meetings;
- ii. The DGA shall hold at least two regular meetings per semester. Special meetings of the DGA may be called for by the department chairperson or by at least one third of the voting membership of the DGA. The call for a meeting of the DGA, together with a stated agenda, shall be made in writing through the office of the department chairperson at least four days prior to the meeting;
- iii. The quorum for all meetings of the DGA shall be more than half of the voting membership. If no quorum is reached at a meeting, a second meeting shall be called for within five

working days after the scheduled date of the first meeting. Any number of the voting members shall constitute a quorum;

- iv. Decisions and/or recommendations by any DGA meeting shall be approved by a simple majority;
- v. It shall be the responsibility of the office of the department chairperson to record the minutes of all DGA meetings, to distribute them to all members of the DGA, and to forward them to the office of the DF;
- vi. Unless otherwise specified, all meetings of the DGA shall be conducted in accordance with the latest edition of Robert's Rules of Order.

## **II.D - Department Standing Committees**

### **II.D (a) Definition**

The Department Standing Committees are collegial academic bodies at the department level. Each department shall have the following standing committees:

- i. The Department Curriculum Committee (DCC);
- ii. The Department Personnel Committee (DPC);
- iii. The Department Graduate Committee (DGC);
- iv. The Department Outcomes Assessment Committee (DOAC).

Each department standing committee shall submit an annual report to the department chairperson before the end of May of the current academic year.

### **II.D (b) Membership**

With the exception of the DPC, the membership of each Department Standing Committee shall consist of the Department Chairperson (DC), as its chairperson, with the power to delegate such chairpersonship, and at least two faculty members from the department elected by the DGA. Members of the DPC shall be recommended by the DC from amongst the most senior faculty of the department and appointed by the DF.

The DC shall be an ex-officio.

### **II.D (c) Meetings**

- i. Department standing committees shall meet at the call of their chairpersons or by at least one third of the membership. The call for a meeting of the department standing committees, together with a stated agenda, shall be made in writing through the secretary at least three days prior to the meeting;
- ii. The quorum for all meetings of the department standing committees shall be the simple majority of the membership. If no quorum is reached at a meeting of the department standing committees, subsequent meetings shall be called for every three days until a quorum is reached;
- iii. The department chairperson shall appoint the secretaries of the department standing committees on an annual basis;
- iv. Copies of the minutes of all meetings of the department standing committees shall be sent to all members of these committees and to the office of the DF. A copy of the minutes of

all meetings of the department standing committees shall be kept in the office of the department chairperson;

- v. Unless otherwise specified, all meetings of the department standing committees shall be conducted in accordance with the latest edition of Robert's Rules of Order.

### **II.D.1 Department Curriculum Committee**

#### **II.D.1 (a) Functions**

The Department Curriculum Committee (DCC) shall act on:

- i. Any curricular matter submitted to it by the department chairperson;
- ii. Reevaluation of the undergraduate curriculum partly or fully;
- iii. Changes in the prerequisites and co-requisites of undergraduate courses;
- iv. The development of adequate LAC courses;
- v. At the undergraduate level, the approval of new courses, the discontinuance of existing courses, and the modification of courses in terms of length, content, and number of credits assigned;
- vi. Availability of a resourceful library collection that is of paramount interest to the academic development of the department.

#### **II.D.1 (b) Decisions and/or Recommendations**

Decisions and/or recommendations by the DCC shall be approved by a majority of votes and sent to all faculty members in the department.

### **II.D.2 Department Personnel Committee**

#### **II.D.2 (a) Functions**

The Department Personnel Committee (DPC) shall act on:

- i. Appointment, reappointment, leaves, merit or termination of contract of faculty members;
- ii. Matters of unprofessional conduct;
- iii. Any other personnel matter submitted to it by the department chairperson.

#### **II.D.2 (b) Decisions and/or Recommendations**

Deliberations and minutes of the DPC are strictly confidential. Voting shall take place by secret ballot. Absentee voting is not allowed. Votes are recorded as *For*, *Against*, or *Abstaining*. The vote distribution shall be recorded along with the signatures of all voting DPC members.

Decisions and/or recommendations by the DPC shall be approved by a majority of the voting membership. Decisions or recommendations must include the justifying factors and forwarded by the Chairperson to the Dean.

### **II.D.3 Department Graduate Committee**

#### **II.D.3 (a) Functions**

The Department Graduate Committee (DGC) shall act on:

- i. Any Graduate curricular matter submitted to it by the DC;

- ii. Updating the graduate curricula;
- iii. Setting the highest quality teaching and research standards for their graduate programs;
- iv. Recommending criteria and procedures for these work and committees;
- v. Proposing special graduate admissions requirements and criteria for graduate teaching eligibility.

#### **II.D.3 (b) Decisions and/or Recommendations**

Decisions and/or recommendations by the DGC shall be approved by a majority of votes and sent to all faculty members of the department.

#### **II.D.4 Department Outcomes Assessment Committee**

##### **II.D.4 (a) Functions**

The Department Outcomes Assessment Committee (DOAC) shall act on:

- i. Continuously assessing the program-specific learning goals and outcomes and suggesting necessary amendments;
- ii. Designing with the help of OIRA, if needed, new outcome assessment tools and improving existing ones;
- iii. Establishing an OA system, including forms, data collection and analysis, and feedback.

##### **II.D.4 (b) Decisions and/or Recommendations**

Decisions and/or recommendations by the DOAC shall be approved by a majority of votes. In case of a tie, the chairperson shall have the casting vote.

#### **II.E - Department Academic Advisor**

The Chairperson shall appoint the Department Academic Advisors. The Academic Advisors are entrusted with the primary responsibility for the academic wellbeing of the students under their care. They provide the proper academic counseling to their advisees to ensure the best prospects of their success. The duties of Academic Advisors cover all academic matters concerning their advisees, with specific reference to handling all issues of course registration. The Academic Advisor shall uphold the duties assigned to him/her as defined in the job description, as presented to them by the Department.

#### **II.F- Discipline/Course Coordinators**

When appropriate, and upon the approval of the Dean, the Chairperson may appoint Discipline/Course coordinators in their respective Departments.

#### **II.G - Department Members**

- a) The members of a Department shall be the Professors Emeriti, if any, the fulltime and part-time faculty, and the fulltime staff;
- b) Only fulltime faculty shall be voting members;
- c) Faculty members are expected to abide by the job description as presented to them by the Department.