



NOTRE DAME UNIVERSITY, LOUAIZE  
ZOUK MOSBEH - LEBANON



# Faculty Handbook

08-09

*Faculty Handbook 2008 - 2009*  
NOTRE DAME UNIVERSITY, LOUAIZE  
ZOUK MOSBEH - LEBANON



# Faculty Handbook

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## Introduction

NDU welcomes you to the circle of outstanding academic endeavors, productive faculty members and successful graduate & undergraduate students. As you know the ultimate goals of the University are to work for the benefit of the students and to work with them. Those who are directly involved in this vital aspiration are the faculty members. Scholars share their knowledge and intellectual experiences with young men and women who have decided to learn and to be updated with the latest skills, expertise, and know-how in the different fields of specialization covered by the programs offered at the University.

The purpose of this Faculty Handbook is to facilitate the planning of work for those whose task is to facilitate the learning life of our students. The first and third parts of this handbook are more informative than descriptive. The second part is directly involved with teaching responsibilities, including textbooks examinations, grades, faculty evaluation, reappointment, and promotion; this section also consists of faculty rights covering such issues as study of faculty members, sabbatical leave, and special leaves.

It is hoped that this Handbook will make it easier for faculty members to better understand what is expected from them and, hence, how to become better providers, analyzers and producers of knowledge. The purpose of this Handbook then is to be of good service to our scholars.

If students are supposed to know all that is needed to better organize the process of learning, even more so are the faculty members, who are expected to be able to identify and recognize all that is needed to better systematize the methods of teaching and the system of developing the analytical skills of our students.

This Handbook is not to be a passive source of reference but rather to be an active guide including any additions or changes needed to keep all concerned updated with the University expectations.

Hope that your presence at NDU will be as pleasant and as productive as you wish it to be, and as positive as to meet NDU's expectations.

**Dr. Ameen A. Rihani**  
Vice President for Academic Affairs



# Part 1

## General University Policies

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## History of NDU

Notre Dame University-Louaize (NDU) was founded by the Maronite Order of the Holy Virgin Mary, the first western-oriented ecclesiastical order in the Middle East.

Since its foundation in 1695, the Order has been a pioneer in promoting free education. It established its first school in 1696. Its zeal in promoting education and improving the lives of the people it serves prompted it to host the Lebanese Synod of 1736, which set the constitution for Maronite Christians everywhere. The Synod, attended by all the religious and secular leaders of the Maronite community, took very important decisions concerning education. It stressed that education be free and compulsory for boys and girls. The Synod also introduced foreign languages into the educational system in order to promote openness towards foreign cultures.

Continuing in the same tradition, in 1978 the Order started a new venture. The Reverend Bechara Rahi (a former member of the Order and now Bishop of Jbeil) founded, in cooperation with Beirut University College, the Louaize College for Higher Education (LCHE).

Later, inspired by a deep apostolic concern and guided by the needs of the community, the Order decided to start a new chapter in its history by founding an independent university. The legal finalization of this project was the promulgation by the President of The Lebanese Republic of the decree number 4116 of August 14, 1987, granting the right to operate an independent university. NDU was thus born.

Along the lines set by the Council Vatican II, the Order decided to call on prominent persons from Lebanese society to oversee the operations of the University. It established the Board of Trustees of NDU to supervise the academic and administrative operations and to help in planning the development of the University.

Since its foundation, NDU has gained for itself an honorable reputation. Existing curricula have been regularly revised and updated to be in line with the most recent developments in the world. Qualified faculty members have been recruited. High quality students have come to NDU and NDU graduates are in demand and enjoy good employment conditions.

In 1990, NDU established an Off Campus Program in North Lebanon, at Chekka. In 1999, this moved to a new campus located at Barsa, Koura, now known as North Lebanon Campus (NLC). NLC offers undergraduate programs leading to the bachelor degree in all majors offered at the Main Campus. In October 2001, NLC began offering the MBA program, and the B.E. in Computer and Communication Engineering.

The NDU Shouf Campus may be seen as a recent manifestation of NDU's proposed expansion and growth. After establishing NDU as one of the leading universities in Lebanon, NDU's administration, guided by the needs of the Shouf and of neighboring communities, decided to start a new chapter in its history by founding a new campus in the Shouf district. This proposal was later approved by the Board of Trustees in its meeting of March 8, 2001.

In October 1992, NDU established graduate programs, recognized by the Lebanese Government, leading to the Master degrees. At present, NDU hosts 16 Master degree programs in different majors.

As of April 1994, NDU established the Faculty of Engineering and Architecture, and on October 5, 1996, the Lebanese Government issued a decree number 9278 granting the official recognition of the programs that lead to the Bachelor of Architecture and the Bachelor of Engineering in Civil Engineering, Computer Engineering, Electrical Engineering, and Mechanical Engineering.

As of the spring of 2000, NDU established the Faculty of Architecture, Art and Design, and the Faculty of Political Science, Public Administration and Diplomacy. Subsequently, the Faculty of Engineering and Architecture simply became the Faculty of Engineering.

NDU is in the final stages of building a new campus that will accommodate 7000 students on a piece of land overlooking the Dog River valley and with a total area of one million square meters (donated by the Order). The total floor space of the campus will amount to 48,000 square meters. The foundation stone for the new campus was laid on November 19, 1994 and construction is now in its final phases.

The first phase of the construction project, completed in the summer of 1997, covering 23,300 square-meters of floor space, accommodates the Administration, the Library, the Computer Center and the Restaurant. It has a surface area of 21,000 square meters for lecture rooms and laboratories. In the present phase, NDU is building a Student Hall, faculty

residences, student dormitories, a church with a capacity of 1,000 persons, a theater (also for 1,000 persons) and parking areas for approximately 1,000 cars.

The third phase will see the completion of the campus facilities, which will include a large area for sports activities.

# Vision, Values and Mission

## Introduction

Over the past 20 years, NDU has renewed itself periodically as it has adapted to the changing nature of higher education, the changing demands of society, and the expanding knowledge base of the modern era. By directing scarce resources to targeted areas of opportunity, NDU has been able to build and support excellence in a number of selected fields and programs, aiming to become one among the truly distinguished modern universities in the region.

For NDU to ensure its stature as one of a small number of genuinely outstanding universities throughout the Middle East in the 21st century, the University must establish and project a clear institutional identity, and it must strategically deploy its considerable yet limited resources to achieve excellence in every academic program it chooses to offer.

Because it is vital that NDU clearly define its mission and strategic goals according to its Maronite culture and heritage, this strategic plan, *Redefining Excellence in Higher Education 2012*, has as its foundation the University's vision and core values for academic excellence.

## Our Vision

NDU's vision is to become the choice Catholic University in Lebanon, furnishing students with the finest faculty and comprehensive curriculum in the Maronite tradition.

## Our Core Values

NDU is determined to put into practice core values that respect the humanity and the dignity of the individual, to put him/her on the life path of learning, and allow individuals to discover their attributes through cooperation while we search for truth, for individual empowerment, and for the enhancement of the world around us.

As a Catholic University in the Maronite tradition, we dedicate ourselves to the following core values and to making them live and thrive at NDU: faith, excellence, scholarship, freedom, integrity, service, diversity, empathy, tolerance, respect, and learning for life.

## The Mission

In 2007, the University Accreditation Committee perpetuated the work begun by the University Strategic Planning Steering Committee which, in October 2006, proposed the revised University mission statement based on the one developed by the Founders of NDU and its central administration, and approved by the Board of Trustees on November 15, 1987.

The statement of our mission is as follows:

Founded in 1987, NDU is a Lebanese non-profit Catholic institution of higher education which adopts the American system of education and is dedicated to academic excellence. Inspired by the cultural and spiritual heritage of the Maronite Mariamite Order:

As a Catholic institution inspired by the cultural and spiritual heritage of the Maronite Order of the Holy Virgin Mary, Notre Dame University - Louaize (NDU) seeks to provide comprehensive quality education that fosters excellence in scholarship, lifelong learning, enlightened citizenship, human solidarity, moral integrity, and belief in God. In designing its curricula, NDU is committed to the philosophy and standards of the American model of liberal arts education. Conceiving itself as an authentic academic community, NDU promotes diversity, respect for human dignity and rights, and concern for the common good. Its profound aspiration is to prepare its students to be future leaders who can exercise reason upon knowledge and shape a world of truth, justice, love, and freedom.

NDU, as a comprehensive Catholic University, is committed to the following concepts:

1. NDU is dedicated to the advancement of knowledge for its own sake. It views the unencumbered pursuit of knowledge as a condition for the betterment of humanity and seeks to weave the research part of its mission into nearly all of its programs and activities. The interconnections between teaching and research are of special importance, and NDU is similar to its competitors in that it adopts the philosophy that teaching and research are bound together inseparably.
2. NDU expects all faculty members to be effective teachers and productive scholars and regards the two qualities as being inseparable. Effective teaching over time cannot be maintained in the absence of productive scholarship; otherwise, the first-rate classroom performance of today will most likely deteriorate over time.

3. NDU as a Lebanese Catholic University is committed to offering its students quality and affordable education with the most widespread exposure to diversity. Therefore, NDU makes every effort to attract minorities, women, and the underprivileged to fields in which they are underrepresented.
4. NDU realizes that a sound education in the liberal arts is essential to undergraduate education and therefore, to its mission. In addition, its professional education, with its liberal arts foundation, stresses human growth and enrichment.
5. The University, owing to its countless national and international associations and partnerships, is committed to remaining highly integrated in the global environment, reaping the benefits of a diverse University community and incorporating international content into its curricula. In order to provide premium education for its students, it is an active participant in the local, national and international arenas.
6. As a university degree has become essential for so many and as more and more individuals are demanding lifelong learning, NDU aspires to become one of the distinctive comprehensive universities in the Middle East playing a fundamental role in graduate and professional education. As postgraduate education is becoming indispensable in today's world, NDU can play a vital role in providing more opportunities for such an education in Lebanon.
7. In accordance with its teaching and research mission, NDU is dedicated to strengthening the wellbeing and welfare of the Lebanese by offering numerous service programs. These include cultural promotion, economic development, and community service, such as those organized and supervised by NDU's Office of Student Affairs. Another major contributor to social activities is the University's Office of Research under the direction of the Vice President for Sponsored Research and Development. This Office plays a distinctive role in supporting socially responsible research and development projects of national and international interest. It is a role nurtured and supported by the Board of Trustees (BOT).

## Notice of Non-Discriminatory Policy

Guided by Vatican II's Declaration on Religious Liberty *Dignitatis Humanae*, n.2 AAS 58 (1966), NDU does not discriminate against those who have other religious affiliations. However, "Catholic Teaching and Discipline are to influence all university activities." (Apostolic Constitution of the Supreme Pontiff, John Paul II, on Catholic Universities BI). NDU complies with all applicable nondiscrimination laws and does not engage in prohibited discrimination on the basis of race, color, nationality or ethnic origin, sex, age, or disability.

# Faculty Rights and Responsibilities

## Academic Freedom

It is the responsibility of every faculty member at Notre Dame University (NDU) to practice the right, and the duty, to get engaged as a scholar in the search for the truth. It is within the Catholic, Maronite tradition of NDU to encourage every instructor to be involved in activities related to teaching and research, and to support all students in putting into practice their personal experience with knowledge at the undergraduate and graduate levels of education.

## Freedom of Expression

The University faculty member is entitled to the freedom of expressing himself/herself as part of the academic process. Accordingly instructors are entitled to the freedom of speaking and writing as responsible intellectual citizens contributing to the development of students and the community. As university faculty members their performance should be characterized by accuracy, objectivity, critical thinking and analysis, as well as by respect for others' opinions.

## University benefits and facilities

The University faculty members are entitled to draw on academic, intellectual, and moral benefits provided by the University for its internal and external community. They are also entitled to make use of every educational facility whether electronically or in a printing matter, or otherwise. Laboratories and conference halls are at the disposal of every single faculty member in order to better facilitate his/her better total productivity and on-going performance.

## Teaching Responsibilities

### Within the Classroom

- ⦿ Demonstrating the ability to teach;
- ⦿ Contributing to the educational process;
- ⦿ Participating in the creation of an atmosphere favorable to suitable general and particular education.

### Outside the Classroom

- ⦿ Preparing regularly written and oral daily lectures and presentations;

- ⦿ Reviewing student term papers, reports, projects, and theses, when and if required at the graduate level;
- ⦿ Keeping contact with the his/her student advisees during office hours;
- ⦿ Keeping up-to-date with the curriculum and academic requirements of their teaching courses.
- ⦿ Abiding by academic rules and regulations related to advising, course schedules, student attendance, examinations, and the grading system.
- ⦿ Respecting deadlines for all academic and non-academic activities.

### Research Responsibilities

Faculty members, who would like to benefit from the privilege of promotion, according to the University Bylaws, are expected to become involved in research and publication. This involvement could be summarized, every six years, by a minimum of three refereed articles, or in publishing a book in the field of specialization, or in an equivalent evidence of research or creativity performance.

### University Service Responsibilities

- ⦿ Participating in university committee meetings, club meetings, commencements, and other faculty activities on campus;
- ⦿ Offering academic and intellectual services, where and when possible, to the university student body, and the larger university community;
- ⦿ Becoming involved in the total campus life at the social and cultural levels.

### Faculty Dress Code

Faculty members are expected to dress appropriately for an academic setting. Clothes should be neat, decent and not provocative. It is hoped that reasonable suggestions by the Faculty Deans and other Administrators with respect to what constitutes appropriate dress will be accepted by faculty members.

# Faculty Members' Work Load

## I. Faculty Members' Work Load

Although full-time faculty members do not have set working hours, they shall carry the following work load per semester during the academic year.

### 1. Instructor

Any person appointed as a full time faculty member in the rank of Instructor shall teach 15 credits per semester, and shall have at least one office hour per week for each three-credits of his/her teaching load, and shall be available for committee services and for other university involvements.

### 2. Lecturer

Any person appointed as a full time faculty member in the rank of Lecturer shall teach 12 credits per semester and shall have at least one office hour per week for each three credits of his/her teaching load. In addition, he/she shall actively participate in significant professional activities and curriculum development, and shall be available for committee services and for other university involvements.

### 3. Senior Lecturer

Any person appointed as a full time faculty member in the rank of Senior Lecturer shall teach 12 credits per semester, and shall have at least one office hour per week for each three credits of his/her teaching load. In addition, he/she shall actively participate in significant professional activities and curriculum development, and shall be available for committee services and other university involvements.

### 4. Assistant Professor

Any person appointed as a full time faculty member in the rank of Assistant Professor shall teach 12 credits in one semester and 9 in another semester of the same academic year, and shall have at least one office hour per week for each three credits of his/her teaching load. In addition, he/she shall actively be involved in research, publication, and/or creative work, curriculum development, and shall be available for committee services and other university involvements.

### 5. Associate Professor

Any person appointed as a full time faculty member in the rank of Associate Professor shall teach 9 credits in one semester, and 9 credits in

another semester of the same year, and shall have at least one office hour per week for each three credits of his/her teaching load. In addition, he/she shall actively continue to be involved in research, publication, and/or creative work, and curriculum development, and shall be available for committee services and other university involvements.

## **6. Professor**

Any person appointed as a full time faculty member in the rank of Professor shall teach 9 credits in one semester and 6 credits in another semester of the same academic year, and shall have at least one office hour per week for each three credits of his/her teaching load. In addition, he/she shall actively continue to be involved in research, publication, and/or creative work, and curriculum development, and shall be available for committee services and other university involvements.

## **II. Teaching Overload**

Upon availability and need, and upon the recommendations of the concerned Department Chairperson, Dean, and VP for Academic Affairs, and upon the approval of the President, a full-time faculty member having neither an administrative post nor a teaching release time may be assigned at most 1-5 credit(s) per semester in teaching overload at the University, provided that this teaching does not adversely influence the overall performance of the faculty member concerned, and the academic standing of the department concerned.

## **III. Research Release Time**

A full-time faculty member may be eligible for release time from his/her regular teaching load equivalent to a 3-credit course per semester with regular pay. This release time shall be granted by the President to a full-time faculty member in the light of the seriousness, originality, and relevancy of his/her research project, and upon the recommendations of the concerned Department chairperson, Dean, University Research Board (URB) and VP for Academic Affairs. By the end of semester, the full-time faculty member shall submit a written report along with all supporting documents concerning his/her progress in the research project for possible renewal. If approved, this release time shall continue for one extra semester only. For renewal, beyond the year, a new application shall be submitted by the Faculty member for consideration. All submitted proposals shall be documented and filed in the URB archives. Such proposals shall be submitted on a regular basis at the beginning of each semester for consideration. Through its research centers, the URB shall

also seek partnerships for the approved research projects, if any, or for some financial support from a grant, if any, in addition to the release time or in its place, as deemed necessary according to the circumstances.

#### **IV. Teaching Assignment for Administrative Officers**

- A.** Except for the University Vice-Presidents, every administrative officer initially appointed as a full-time faculty member shall be required to teach one 3-credit course per semester, excluding the summer session, as part of his/her regular duties. However, with regards to a Department chairperson, he/she shall be released from one 3-credit course per semester, from his/her regular teaching load.
- B.** Administrative officers shall not be engaged in any summer teaching, and shall not be assigned credits in teaching overload.
- C.** Administrative officers and other University employees not initially appointed as full-time faculty members but who are qualified to teach shall not be allowed to have a teaching assignment within their University daily work schedule; that is, from 8:00 a.m. to 4:00 p.m. during any regular semester, and from 8:00 a.m. to 2:00 p.m. during the summer session. However, they may have a teaching assignment after 4:00 p.m. only for regular semesters and after 2:00 p.m. for the summer session, if any. Under these conditions and upon justifiable need, the teaching assignment shall not exceed 3 credits per semester or per the summer session.

#### **V. Multiple Positions**

Under no circumstances may a full-time faculty member hold another full-time job beside his/her full-time job at the University. However, upon the recommendations of the concerned Department Chairperson, Dean, and the VP for Academic Affairs, the President may grant a full-time faculty member the permission to have a part-time position outside the University provided it does not exceed 3 hours per week per semester. The violation of these employment conditions shall be considered a breach of contract and shall give the University the right to consider the concerned full-time faculty member's contract with the University to be immediately terminated.

## Faculty Attendance Expectations

It is expected that faculty members attend all their classes, laboratory sessions, and office hours. Faculty members should be present in the classroom a couple of minutes before time so as to start the session on time. Faculty members are requested to implement the Student Attendance Policy.

### Policy for Full-Time Faculty Presence on Campus at NDU

#### Introduction

The following policy serves to clarify the minimum requirements for full-time service of faculty members. It also affirms faculty responsibilities as members of Notre Dame University (NDU). By agreeing to the terms of their contract, full-time faculty members have committed themselves to participation in the fulfillment of NDU's mission of transferring knowledge in a spirit of cooperation and goodwill. The university expresses its deep appreciation for the efforts and dedication of its full-time faculty members towards the accomplishment of their duties.

#### Definition of Full-Time Faculty Members

Full-time faculty members are those instructors who devote their active academic time to university related duties which include, but are not restricted to, teaching, office hours, student advising, research, academic committees' membership, and other services to the university.

#### General Presence

All full-time faculty members are expected to be available during the full academic term, including registration periods at the beginning of fall, spring and summer semesters as specified in NDU Bylaws and published in the NDU academic calendar.

#### General Presence on Campus

Faculty members are expected to spend on campus a *significant and meaningful* amount of time during which they are accessible to students, colleagues and staff.

Faculty members are expected to expend energy and employ their expertise in the day-to-day workings of the University.

## Faculty members generally:

- ⦿ Conduct classes scheduled at times that are optimal for their students and departments. Classes may be scheduled between 8a.m. and 8p.m. Mondays till Fridays.
- ⦿ Hold examinations as scheduled and proctor whenever requested.
- ⦿ Hold office hours within a reasonable time schedule that is distributed throughout the week and allows students regular access to the faculty member. NDU requires that a full-time faculty member hold *one* office hour for *each three credits* taught. Office hours shall be posted in public and shall appear on the class syllabus.
- ⦿ Meet advisees on a regular basis and during the pre-registration and advising periods as stipulated in the NDU academic calendar.
- ⦿ Meet on a regular basis the students under their supervision in: research/practicum/internship/senior study courses.
- ⦿ Be readily available to attend and participate actively in ad-hoc and regular departmental, faculty and university committee meetings.
- ⦿ Interact with university colleagues.
- ⦿ Engage in professional scholarship and research. Keep up to date in the discipline(s) in which they teach.
- ⦿ Participate in a reasonable and significant number of university activities.

Such work implies availability on campus on a daily basis. Any unavailability for one working day or more needs to be reported and approved by the corresponding chairperson and dean.

(please refer to the full text & the policy, NDU Website, Academies Gazette Issue N°1, Jan. 2008).

## Students' Attendance Policy

Students should attend all classes and laboratory sessions on time. A pattern of absences, whether authorized or not, and even below the maximum number (specified below), may alter their grade substantially. The SAO alone authorizes absences. No absence absolves a student from the responsibility of acting upon the material presented during his/her absence. The maximum number of absences for classes that meet on MWF is six; the maximum number for classes that meet on TTH and in the summer is four (or two hours per credit course). Any student whose absences exceed the maximum limits shall automatically fail the course unless the student withdraws.

# Ethical Conduct Policy

## Policy Statement

NDU expects all executive officers, faculty, staff, student employees, and others, when acting on behalf of the University, to maintain the highest standard of ethical conduct.

The University's commitment to the highest standard of ethical conduct is an integral part of its mission in order to foster: initiative, integrity, excellence, responsibility, collegiality, moral and physical self-discipline.

This level of ethical conduct is expected in an environment of academic, civil and professional stewardship.

## Reason for Policy

The University's commitment to this ethical conduct upholds the reputation of the University both on the national and international level, and encourages compliance with applicable University Bylaws and other policies, rules and regulations.

## Related Conduct

In order to implement the Ethical Conduct Policy NDU personnel should avoid any behavior that could lead to abuse of power, conflict of commitment, conflict of interest, financial irregularity, fraud, kickback and misconduct.

Executive officers, faculty, staff, student employees and others should encourage an environment at the University that supports the highest level of integrity as an integral part of the University's goals of attracting quality students and faculty members.

## Definitions

**Abuse of Power:** Wrongful use of a position of authority to influence employees, students, colleagues, or volunteers.

**Collegiality:** The quality of being marked and characterized by equal sharing of authority.

**Conflict of Commitment:** A situation in which an employee's external employment interferes with his/her performance at the University.

**Conflict of Interest:** A situation in which an individual or any of his/her family members has a financial interest that might interfere with the individual independence and objectivity of judgment in the discharge of responsibilities to the University.

**Discipline:** The training or pattern of behavior that corrects, molds, or perfects the mental faculties and moral character.

**Conduct:** The discipline dealing with what is good or bad and with moral duty and obligation as determined by a set of values and moral principles.

**Excellence:** The quality of being eminently good and of proving an outstanding high level of conduct and moral obligation.

**Financial Irregularity:** A misstatement, omission or failure to disclose information related to the university.

**Fraud:** An act of misrepresentation, dishonesty, trickery or suppression of truth.

**Kickback:** A payment made to obtain a contract or favorable treatment.

**Misconduct:** Any practice that seriously deviates from behavior commonly accepted as proper, such as cheating, falsification, fabrication and plagiarism.

**Responsibility:** The quality or state of being accountable and reliable at the moral, legal or mental level.

**Stewardship:** The management of tangible and intangible assets of the university.

## Procedures

1. Reporting a violation: Any person aware of a violation of this policy is expected to report it and will be protected after discussing it with the immediate supervisor.
2. The identity of individuals reporting the violations will be protected within legal limits. Individuals who take retaliatory action will be subject to discipline, up to and including discharge.
3. Enforcement: Disciplinary measures may be taken in accordance with applicable regulations, by any one of the following appropriate officers:
  - ⦿ immediate supervisor.

- ⦿ Department Chair.
- ⦿ Dean of Faculty.
- ⦿ relevant Vice President.
- ⦿ responsible University office.

### **Actions Taken**

1. Individuals who violate the Ethical Conduct Policy will be subject to discipline up to, and including, discharge.
2. Individuals who take retaliatory action will be subject to discipline up to, and including, discharge.

## Academic Year and Holidays

### Academic Year Structure

The academic year shall start October 1<sup>st</sup> and shall end September 30<sup>th</sup>. It shall consist of two regular semesters (Fall and Spring), and the summer session. Exclusive of vacations and holidays, each regular semester shall consist of 75 days (over a time period of 15 weeks<sup>1</sup>) of actual classroom instructions, exams (including quizzes, test, etc.), and for unaccounted events, and 8 days for reading periods and final examinations. Exclusive of vacations and holidays, the summer session shall consist of 30 days (over a time period of 6 weeks) of actual classroom instructions, quizzes, tests, and exams, and for unaccounted events, and 4 days for reading periods and final examinations.

### Summer Break

The summer break of a full-time faculty member shall start the third working day immediately following his/her submission of the final grades of all of his/her classes and shall last until the third Monday of September of the same academic year. However, it shall be understood that every full-time faculty member shall be required to participate in Commencement Day. In addition, a full-time faculty member may be required to assist in the University entrance examinations or registration if notified in writing by his/her Dean not later than the end of the spring semester. However, the summer break for a full-time faculty member teaching in the summer session shall start the third working day immediately following his/her submission of the final grades of all of his/her classes, and shall last until the third Monday of September of the same academic year.

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1. Each week in a semester/the summer session consists of 5 working days: Monday through Friday.



**Part II**  
**Policies Related to  
Faculty Members**

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## Faculty Stature

### A. Stature as a Teacher and educator (Teaching and Curricular Development)

- Course and curricular activities (i.e., development of new relevant courses or programs of study, improvement of existing course or programs of study).
- Development of innovative pedagogy and effective teaching techniques at various levels of the teaching-learning process.
- Concern for the student academic development and educational growth.
- Supervision of pedagogical projects.
- Reviewing and evaluation of text.
- Academic documents and reports.
- Years of service as a teacher at the University level.
- ...

### B. Stature as Scholar (Research and Publications)

- Publications of research or scholarly articles published in refereed journals and symposia.
- Publications of chapter(s) in a research bulletin or the like.
- Publication of books or textbooks.
- Supervision of MS/MA theses and/or Ph.D. dissertations.
- Editorship of research journals.
- Refereeing scholarly work.
- Creative productivity.
- ...

### C. Professional Activities

- Presentations of scholarly papers at regional, national and/or international meetings.
- Organization of scholarly conferences, workshops, seminars, and/or exhibitions.
- Positions as participants or as chairpersons of panel at regional, national and/or international meetings, conferences, workshops, and seminars.
- ...

#### **D. Administrative Assignments and University Services**

- Administrative assignments.
- Departmental, Faculty and University committee work.
- Student services (i.e. proctoring, grading, guidance, advisement, registration, orientation, etc.)
- Professional rapport with students and colleagues.
- University extra-curricula activities.
- University services.
- ...

#### **E. Professional Recognition**

- Academic reputation of the candidate outside his/her own University community.
- Professional listings, awards, prizes, honors, etc.
- Office-holding in professional, regional, national, and/or international associations.

# Faculty Reappointment, Promotion and/or Tenure

## I. General Requirements

This policy will be used to evaluate a full-time faculty member applying for:

(a) Re-appointment (b) Promotion (c) Tenure<sup>1</sup>

Reappointment of a full-time faculty member shall not be granted automatically upon completion of the terms of the contract, but shall be based on satisfactory performance in the three related categories above as assessed and determined by the Department Chairperson, DPC, FPC, Faculty Dean, UFPC, VP/AA, and the President.

Also, promotion and/or tenure of a full-time faculty member shall not be awarded automatically, upon completion of the minimum six-years of continuous service at NDU.

Each successive evaluation for either reappointment or promotion from one rank to the next higher rank shall be based upon new evidence of further advancement.

## II. Specific Requirements

### 1. Teaching and Curricula Development

This requirement indicates the stature of the faculty member as both a teacher and an educator. It shall include, but shall not be limited to

- ⦿ Course and curricula activities, as may be demonstrated by the development of new relevant courses; proposing new programs of study; the improvement of existing courses; course portfolio evaluation; clearly stated course objectives; etc.
- ⦿ Development and use of innovative pedagogy and effective teaching techniques at various levels of the teaching-learning process, as may be demonstrated by the candidate's rate of success over the years of service as a teacher at the University; by diversity, originality, size and level of courses taught; by departmental teaching evaluation, by student evaluation; by student performance in later sequential courses; by quality presentation; by efficient management of the class-time.

1. A tenure appointment is open for consideration by the University upon the recommendation of the VP/AA to the President, who shall review it with the BOT for a final action.

## 2. Scholarly Work

This requirement indicates the stature of a faculty member as a **scholar** and/or **artist**. It shall always include evidence of original research and creative work sufficient in both quality and quantity as appropriate to the related field, while taking into account that in some fields of study the corresponding quantity may be much lower than in some other fields of study.

### 2.1. Research & Publications

This requirement is mainly requested from those candidates who are in the professorial ranks. However, any contribution to this category by candidates in the non-professorial ranks will be considered and evaluated in their favor. This sub-category shall include the publication of books, refereed articles, refereed conference papers, other related scholarly works, etc...

### 2.2. Creative Productivity

**(2.2.a)** This requirement shall include, but shall not be limited to:

- The production or the creation of creative work of high distinction in painting, sculpture, design, architectural work, and other creative arts. The exhibition of a creative work of high distinction in museums, prestigious galleries, and the like.
- The staging, directing, or acting in musical, theatrical and dance productions and other performing arts.
- Creative writing (i.e., fiction, drama, poetry, art, design, architecture, etc.)

**(2.2.b)** The publication of reviews of performances in related prestigious journals or magazines

- Publications of reviews of exhibits or artistic displays or innovative design in related prestigious journals or magazines.
- Reviewing work in painting, sculpture, design, architecture, and other creative arts
- In-house publications of logos, post-cards, posters, slides, etc.

## 3. Services

This requirement indicates the faculty member's **dedication**, **commitment**, and **devotion** to serve the University.

### III. Eligibility Requirements

1. For a faculty member to be eligible for promotion in the professorial ranks from one rank to the next higher rank, when there is a vacancy in the appropriate University quota requirement, he/she must:

- (1) have an appropriate Ph.D. degree or its equivalent.
- (2) have successfully completed at least 6 years of continuous full-time service in the same professorial rank at NDU, unless he/she was initially credited with some years of services due to prior external full-time work in the same rank in another accredited institution of higher education.
- (3) have shown clear evidence deserving promotion.
- (4) be recommended by the President to the executive committee of the BOT, upon the completion of the evaluation process, and be approved by the executive committee of BOT.

Those who qualify for promotion and/or tenure, without meeting the quota requirement, must be placed on an orderly waiting list (*based on seniority, and higher scores*) housed in the Office of the VP/AA until the appropriate vacancy arises.

2. For a faculty member to be eligible for promotion in the non-professorial ranking from one rank to the next higher rank, he/she must:

- (1) have successfully completed at least 6 continuous years of full-time services in the same non-professorial rank at NDU, unless he/she was initially credited with some years of services due to prior external full-time work in the same rank in another accredited institution of higher education.
- (2) have shown clear evidence deserving promotion.
- (3) be recommended by the Faculty, the VP/AA, and approved by the President.

### IV. Evaluation Process

In October of each year, the VP/AA shall ask each Faculty Dean to begin the consideration of file applications for re-appointment, promotion and/or tenure within his/her Faculty. The evaluation process shall consist of the following steps:

**Step 1:** The submission of the file by the faculty member concerned to the Department Chairperson concerned. Immediately, the Department Chairperson shall include his/her evaluation and recommendation in the file, and thereafter convene the DPC for deliberation by the deadline set by the Faculty Dean.

**Step 2:** The DPC shall submit the file along with written evaluation and recommendation to the Dean concerned, including the vote distribution. In due time, the Dean shall convene the FPC for deliberation by the deadline set by the VP/AA.

**Step 3:** The Dean shall submit the file along with the following:

- the written evaluation and recommendation, including the vote distribution of the FPC,
- his/her written evaluation and recommendation to the VP/AA, *no later than the end of April of the same academic year.*

The files approved by the VP/AA of a faculty member shall be submitted to the UFPC, while non-approved files will be returned to the concerned faculty members.

**Step 4:** The UFPC shall forward the files of faculty members with its written evaluation and recommendation to the President for final action, *except for tenure, and promotion to Associate Professor and/or Professor.* In these latter cases, the files shall be submitted by the UFPC to the President for possible review by peer reviewers. Consequently, the files that receive positive assessment from the President shall be forwarded by the President to the Executive Committee of the BOT for final action.

**Step 5:** The President shall inform in writing the individuals concerned of the University's final decision not later than the end of May of the same academic year. Consequently, all approved applications for re-appointment, promotion and/or tenure shall be effective October 1 of the next academic year.

## V. The Academic File

The file of each full-time faculty member shall contain only material pertaining to the work of the faculty member as it relates to his/her academic status, and it shall be the only file to be used in decisions concerning the conditions of service of the full-time faculty member. Initially, the file shall include the following:

- File's table of contents

- Candidate's letter requesting re-appointment, promotion and/or tenure.
- Summary of all previous actions on re-appointment, promotion and/or tenure.
- An updated and detailed curriculum vitae.
- The candidate's self-evaluation report.
- Evidence on teaching and curriculum development.
- Evidence on research and publications.
- Evidence on creative productivity.
- Evidence on professional activities and professional listings, *if any*.
- Evidence on services and administrative assignments, *if any*.
- Evidence on all other relevant documents, *if any*.

## Use of Original Textbooks in the Classroom

### Policy

1. The University does not allow photocopied textbooks in the classroom.
2. Each course should identify whether or not a textbook is necessary.
3. The textbook is necessary. The student should bring with him the assigned textbook every time he/she is in the classroom.

### Implementation

- ⦿ This policy should be mentioned in the syllabus of each course.
- ⦿ At the beginning of each semester the instructor is requested to remind his/her students of the Policy on Photocopied textbooks.
- ⦿ Students with photocopied textbooks in a classroom are given one week's notice to use a printed copy.
- ⦿ After the one-week notice students with photocopied textbooks are not accepted in the classroom.

Students who are not accepted in the classroom are reported as absent and the absence policy is applied to them for that particular course.

## Examination and Proctoring Policy

1. Proctoring of examinations, and assisting in proctoring, is part of the academic duties of every full-time faculty member (University Bylaws, Section 8.6). Part-time faculty members are requested to proctor their own examinations (University Bylaws, Section 9.14).
2. Proctors are expected to spend proctoring time strictly supervising the students throughout the duration of the examination. Proctors shall refrain from indulging in activities that could distract them from their duties and responsibilities during examination sessions.
3. Smoking during examination sessions is strictly forbidden. This applies to examinees and proctors alike.
4. Seating arrangements for examinations, if applicable, should be posted at least half an hour before each examination session. Each examinee should be certain of his/her seat number and examination room before proceeding to sit for the examination. Instructors should arrange seating to minimize possibility of cheating.
5. Proctors should ensure that students are seated in a manner which is consistent with taking an exam in order to ensure academic integrity.
6. The proctor shall request examinees to place their I.D. cards on their desks.
7. The head proctor shall fill a proctoring form listing the names and signatures of examinees and including his/her comments on the examination session. The proctoring form is to be returned to the Chairperson concerned at the end of the examination session.
8. Exams should be error-free. At the beginning of the exam, a 5-minute grace period will be allowed for students to ask questions concerning possible errors. After this time, no questions will be permitted.
9. If the examinee needs scratch paper, he/she shall simply raise his/her hand. All scratch paper provided to examinees must be signed by a proctor.
10. No paper other than the examination booklet and scratch paper signed by a proctor may be used, unless the exam is "Open Book".
11. Question sheets of examinations together with all scratch paper provided to examinees must be collected with the answer booklets at the end of the examination session.
12. No communication of any kind between examinees is permitted during an examination. The borrowing of any items, including pens,

rulers, erasers, tissue papers, calculators and the like, is strictly forbidden.

13. Cellular phones must be switched off during the examination session. Phones put in "silent" mode are not allowed.
14. Examinees are not permitted to read the examination questions before the proctor announces the start of the examination, or to continue writing after the proctor has announced the end of the examination.
15. Neither books nor papers of any kind may be taken to a closed-book examination. In an open-book examination, the official textbook of the corresponding course is the only textbook that may be allowed.
16. Once an examinee has entered an examination room, he/she is responsible for that examination or set of examinations. If the examinee leaves the room for any reason whatsoever, he/she will not be allowed to return to the examination room and will receive credit only for that part of the examination that was undertaken. In case of illness or dire need, a student may be allowed to leave the room with a proctor, if one is available. The student will be allowed to continue the exam without additional time being added.
17. When the proctor announces the end of the examination, each examinee should stop writing and should place the answer booklet, with the question sheet and all scratch paper inside, face down at the edge of the table next to the passageway. Examinees should remain seated until all examination booklets are collected and they are told to leave the examination room.
18. If the examinee finishes before the end of the time allocated for the examination, he/she should not start a following examination until told to do so. If there is no following examination, the examinee may leave the examination room after handing the answer booklet to a proctor. The examinee may not talk to any other examinee or proctor on his/her way out of the examination room.
19. In examination sessions including examinees from two or more courses offered by one Faculty and including many proctors of that Faculty, or from courses offered by different Faculties and including many proctors of these Faculties, all proctors have the same prerogatives.
20. All examinees have the duty to strictly abide by the regulations mentioned above.
21. All proctors have the duty to strictly apply the regulations mentioned above.

## Final Grades

After being approved by both the Department Chairperson and Faculty Dean concerned, the final grades of a course offered during a given semester or the summer session must be submitted to the Office of the Registrar within 72 hours from the schedule date of the final examination of that course. Copies of these grades must be left at both the Department and Faculty concerned.

## Study of Faculty Members and Dependents

- ⦿ Full-time faculty members may take one course per semester, with no tuition charge, regardless of whether the course taken is within their area of specialty or not at NDU.
- ⦿ Children of full-time faculty members studying at NDU are not charged any tuition fee. They may pursue their higher education, for free, in any program or for any degree offered at the University up to MA/MS.
- ⦿ Those who enjoy similar benefits from other sources are denied the total coverage.

## Faculty Member Leaves

### Sabbatical Leave

- A. Full-time faculty members of the rank of Assistant Professor or higher shall be eligible for a sabbatical leave with full pay for one full academic year after successfully completing six academic years of continuous full-time service at the University. The sabbatical leave shall be spent on research projects or other related academic matters. This leave shall not adversely affect the academic and administrative work of the Faculty concerned or the University.
- B. Upon the recommendations of the concerned Department Chairperson, Dean, BOD, VP/AA, the President may grant a sabbatical leave which shall be awarded to a faculty member in the light of:
- Relevancy and importance of the project
  - Seniority within rank
  - Accomplishments of the faculty member
  - Services of the faculty member to the University
  - Personnel availability
  - Budget availability.
- Applications for sabbatical leave shall be submitted to the VP/AA for consideration at least 6 months prior to the leave.
- C. The sabbatical leave shall be considered as equivalent to actual service at the University as far as continuity of work, tenure, seniority, salary increase, fringe benefits, and promotion are concerned.
- D. Upon return from the sabbatical leave, the full-time faculty member shall submit a written report along with all supporting documents concerning his/her activities to the concerned Dean and VP/AA, for assessment.
- E. A full-time faculty member who has been granted a sabbatical leave shall return to the University for at least one academic year immediately after finishing his/her sabbatical leave. Otherwise, the University shall have the right to charge him/her the full amount of money paid for his/her sabbatical leave.
- F. A full-time faculty member who has been granted a sabbatical leave shall be able to apply for an Academic Development Leave only after spending successfully three years of continuous service at the University since returning from the Sabbatical Leave.

## Academic Development Leave

A. A full-time faculty member may be eligible for an academic development leave with half-pay for a maximum of one academic year, renewable once, after the successful completion of at least six academic years of continuous full-time service at the University. The leave shall be awarded to a faculty member in the light of:

- University needs
- Seniority within rank
- Accomplishments of the faculty member
- Services of the faculty member to the University
- Personnel availability
- Budget availability.

The leave shall be spent on teaching renewal, writing of a Ph.D. dissertation or pursuing another graduate degree as approved by the VP/AA and the President. This leave shall positively contribute to the academic development of both the University and the full-time faculty member. Applications for an Academic Development Leave shall be submitted to the VP/AA for consideration at least 6 months prior to the leave.

- B. Upon the recommendations of the concerned Department Chairperson, Dean, BOD and VP/AA, the President may grant an Academic Development leave for the full-time faculty member concerned.
- C. The academic development leave shall be considered as equivalent to actual service at the University as far as continuity of employment, tenure, seniority, salary increase, fringe benefits, and promotion are concerned.
- D. Upon return from the academic development leave, the full-time faculty member shall submit a written report along with all supporting documents concerning his/her activities to the concerned Dean, and VP/AA for assessment.
- E. A full-time faculty member who has been granted an Academic Development Leave shall return to the University for at least one academic year immediately after finishing this leave. Otherwise, the University shall have the right to charge him/her the full amount of money paid for his/her academic development leave.

## Leave of Absence Without Pay

- A. A full-time faculty member may be eligible for leave of absence without pay for a maximum of one full academic year, renewable once, after the completion of at least three academic years of successful continuous full-time service at the University. The leave shall not adversely affect the academic and administrative work of the Faculty. Applications for a leave of absence without pay shall be submitted to the VP/AA at least six months prior to the leave.
- B. Upon the recommendations of the concerned Department Chairperson, Dean, BOD and VP/AA, the President may grant a leave of absence without pay for the full-time faculty member concerned. The leave shall not be considered as equivalent to actual service at the University as far as continuity of work, tenure, seniority, salary increase, fringe benefits, promotion, sabbatical leave, and academic development leave are concerned.
- C. A full-time faculty member who is on leave of absence without pay must inform his/her respective Dean, in writing, of his/her decision to return on time to his/her full-time position at the University not later than May 1st of the same academic year. Otherwise, he/she may lose his/her full-time position at the University.

## Maternity Leave

A full-time faculty member who is an expectant mother shall be eligible for full pay of maternity leave for the period determined by the Lebanese Government.

## Sick Leave

Normally, a full-time faculty member shall be eligible for a paid sick leave of 10 working days per academic year. Any class lost and made up by a full-time faculty member shall not count as **sick day**. A leave of more than 5 working days must be supported by a medical report, and must be reported in writing by the Faculty Dean to the VP/AA.

## Disability Leave

A full-time faculty member who is partially or permanently disabled due to illness, accident, or injury shall be protected by the provisions of the disability insurance plan that he/she is associated with through the University.

## Compassionate Leave

Upon notifying the concerned Dean, the faculty member may be eligible for a compassionate leave, due to family reason, as approved by the President upon the recommendations of the concerned Dean and the VP/AA.

# Smoking Policy

## Policy Statement

NDU prohibits smoking in all indoor facilities and University-owned or controlled vehicles, except in special areas defined in this document.

## Reason for Policy

The University is concerned with the health of the individuals when on NDU-owned or occupied property and is also concerned with meeting the requirements of healthy environments and conditions.

## Special Smoking Areas

The smoking restrictions do not apply in the following areas:

1. Designated areas in the cafeteria
2. Offices of faculty members or staff occupied by one person.
3. Indoor designated areas.

## Responsibilities

1. Deans and Department Chairs are requested to communicate the smoking policy provisions to faculty, students and staff.
2. Faculty members are requested to communicate and implement the smoking policy provisions inside and outside the classroom.
3. Faculty members should resolve any problem resulting from non-compliance with smoking policy.
4. They should refer unresolved student matters to the Discipline and Student Affairs Committee.

## Procedure for Reporting

1. If the violation of the smoking policy is by an NDU staff member, it shall be reported to his/her superior. The superior, in consultation with the Vice President for Finance and Administration, [or Director of Administration] shall take the appropriate action. A copy of the decision will be kept in the file of the employee.
2. If the violation of the smoking policy is made by a faculty member, it shall be reported to the Chairperson. The Chairperson, in consultation with the Dean, shall take the appropriate action. A copy of the decision will be kept in the file of the instructor.

3. If the violation of the smoking policy is by a student, it shall be reported to the Director of the Student Affairs Office who shall take the appropriate action. A copy of the decision of the University Disciplinary Committee and the Student Affairs Committee will be sent to the student's advisor.

### Disciplinary Measures

Disciplinary Measures may be taken ranging from a written warning up to and including freezing student facilities and having a written remark inscribed on the student's transcript of records.



# Part III

## University Facilities

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## Faculty Services

### Counseling Services

"We can never truly know ourselves unless we find people who can listen... who can enable us to emerge out of ourselves and discover who we are."

Adjusting to university life, test anxiety, interpersonal relationships, loneliness, sexuality are a few of the many topics that students discuss confidentially with the counselor.

Periodic or regular counseling is available for students at regularly scheduled times, or by appointment scheduled through the university nurse. In the event of a crisis, students should contact the Director of Student Affairs. Students can count on strict confidentiality. Services are voluntary and free.

Service Hours: Monday from 8:30 a.m. - 2:30 p.m.  
Thursday from 8:30 a.m. - 2:30 p.m.

### Health Services

This facility provides primary care for all students, faculty and staff free of charge. Services may include treatment of cuts, sprains, colds, and minor illnesses and provide allergy shots, and blood pressure and weight measuring. In serious or life-threatening cases requiring immediate treatment, the patient is transported to the nearest hospital. The family of the patient is directly informed by the Director of Student Affairs.

Available staff includes a registered nurse and a physician.

During the Fall and Spring semesters, the health service staff is on duty from 8:00 a.m. to 7:00 p.m., Monday to Friday, and during the Summer session from 8:00 a.m. to 2:00 p.m. The service is closed during weekends and holidays.

All medical records are strictly confidential. No medical information will be released verbally or in writing without the patient's consent.  
Location: Health Services/ Infirmary at SAO

## **Athletic Services**

Sport is traditionally an important part of NDU campus life. There is every opportunity for those who wish to engage in sport for recreation, for health, or for competition.

An integral part of the Student Affair Office is the Athletic Office which oversees and organizes sport tournaments and activities.

- ⦿ Professional trainers are available for students who wish to excel in specific sport activities ranging from tennis, volleyball, basketball, and football to aerobics, physical fitness and body-building, from table tennis, chess, and judo to swimming and track and field.
- ⦿ A schedule of training hours is prepared by the Head Coach of Athletics at the beginning of every semester. In order for students to participate in any athletic activity, they have to register their names at the Athletic Office at the SAO. Sport scholarships are granted to students who represent NDU in athletic tournaments inside and outside Lebanon and bring honor to themselves and to the University.

## Campus Ministry

NDU believes that the spiritual dimension of human development is the most important one. The Campus Ministry is staffed by four chaplains from the Maronite Maronite Order assigned to the NDU community.

The strength of the Campus Ministry presence comes from the many special programs it offers:

- ◉ For pastoral guidance, the chaplains are available to students, faculty and staff in response to requests for pastoral guidance and support. The loss of a loved one or any similar traumatic and troubling event may occasion a need for the services of a chaplain.
- ◉ The Spiritual Family is actively engaged in promoting religious awareness. Prayer groups and gospel discussions are held on a weekly basis. Guest lectures are scheduled every semester.
- ◉ Twice yearly the Campus Ministry sponsors a whole-day spiritual retreat for all faculty, staff, and students at one of the monasteries of the Maronite Order of the Holy Virgin Mary.
- ◉ If information regarding the death of a student, faculty or staff member is given to the Campus Ministry, a requiem Mass is conducted in the presence of their family.
- ◉ Religious services are celebrated daily at mid-day in the University Chapel, following the Liturgical Calendar.

## Academic Support Services

### The University Libraries

Recognizing that the Library is central to fulfilling the mission of the University, the Notre Dame University-Louaize (NDU) Libraries keep up-to-date with the latest publications relevant to the major programs of study through purchases and an active local and international gifts and exchange program. The Libraries welcome and encourage donations and institutional exchanges that support the University's academic programs and the scholarly, teaching, and research interests of the NDU community.

The NDU Libraries consist of the Mariam and Youssef (Main) Library at the Zouk Mosbeh Campus, the NLC Library at the Barsa Campus and the Shouf Library at the Deir el-Kamar Campus. The NDU Libraries are also responsible for maintaining and developing the research (non-circulating) collections of The Marian Studies Center (MSC) Library and The Lebanese Emigration Research Center (LERC) Library.

The Mariam and Youssef Library provides access to an expanding collection of core reference and circulating materials in print, manuscript, electronic, audio, visual, cartographic, and other appropriate formats. It also provides individual and group study space for more than 300 simultaneous users and a computer technology lab used for instruction and public access to the Libraries' electronic resources. The NLC Library and Shouf Library provide access to a core collection of references, circulating materials, periodicals and electronic resources, in addition to providing space for quiet individual study.

All collections of NDU Libraries, including the MSC and LERC collections, are searchable via WebView, the NDU Libraries web-enabled online public access catalog (OPAC), which is available from NDU's website (<http://www.ndu.edu.lb>).

NDU Libraries are open to all users; however, only NDU faculty, students, staff and alumni are currently granted borrowing privileges. NDU Libraries guests and visitors are allowed to access and use the library's resources within the confines of the library only. NDU Libraries materials may be requested and borrowed from any campus library, regardless of where they are housed.

The NDU Libraries are a founding member of the Lebanese Academic Library Consortium (LALC) with the American University of Beirut Jafet Library, the American University of Beirut Saab Medical Library, the Lebanese American University Libraries and the University of Balamand Library.

The University possesses a valuable collection of manuscripts and unique folio editions relating to Eastern Christianity and its history, kept at the five-century-old Louaize Monastery. The Center for Digitization and Preservation (CDP), established in 2003 and housed at the Mariam and Youssef Library, has digitized all manuscripts owned by the Maronite Mariamite Order in Lebanon and Rome, Italy, in order to preserve these materials and provide access to this unique collection to scholars around the world. Now the CDP is actively digitizing many other collections owned by other institutions and individuals in Lebanon.

### Organization of the Library

The Library is central to the fulfillment of the mission of the University as stated in the Constitution. It shall include the Mariam and Youssef Library located at the Zouk Mosbeh Campus, the North Lebanon Campus Library located at the Barsa Campus and the Shouf Library located at the Deir El-Kamar Campus. The Library shall include the following divisions/departments:

- ⦿ Library Administration
- ⦿ Public Services
  - Circulation department
  - Reference department
- ⦿ Technical Services
  - Acquisitions department
  - Cataloging department
  - Serials department
- ⦿ Automation and Library Information Systems
- ⦿ University Archives and Special Collections
- ⦿ North Lebanon Campus Library
- ⦿ Shouf Campus Library

### Library Mission

The NDU Library affirms and supports the mission of the University to promote universally accepted human, ethical and spiritual values, to

enhance intellectual inquiry, and critical thinking and to intensify awareness of human integrity and solidarity.

The Library fulfills its mission by:

Collecting and preserving records of human knowledge and creativity in print, manuscript, electronic, audio, visual, and other appropriate formats.

Providing access to these records by organizing, cataloging, and indexing them.

Aiding and instructing users of the libraries in a responsive and courteous manner in the retrieval of these records and those held in libraries and databases around the world.

Providing access to records not owned by the libraries through licensing agreements with information providers, and interlibrary loan agreements with national and international libraries and organizations.

Aiding and instructing users of the libraries to be “information literate” independent scholars, who can find, assess and use information resources efficiently and effectively.

Developing ongoing cooperative relationships with University Faculty members to enhance teaching and learning.

Sharing Notre Dame University’s resources with the world community of scholars.

## Library Role

The Library shall have authority and general supervision over all its units, in accordance with the University constitution, bylaws, rules and regulations. Actions by the Library that may affect the financial commitment or academic policy of the University as a whole shall be referred to the BOD, through the Provost and Vice President (PVP) for Academic Affairs for review and future action. The Library shall have the right to review any recommendation or action taken by any of its committees, with the exception of recommendations or actions of the Library Personnel Committee (LPC) concerning individual paraprofessional or professional Librarians and other confidential matters and, if it deems fit, to refer such action back to that committee for reconsideration. If the Library rejects a recommendation or action after its

reconsideration by a committee, then it becomes the responsibility of the Library itself to take action. Copies of the minutes of committee meetings, other than minutes of the LPC meetings, shall be sent to the PVP for Academic Affairs and the Head of each Department or Division for distribution to its members.

## Division of Computing Services

### Objectives

The purpose of the University Computing Services is to support the essential educational, research and administrative goals of Notre Dame University through the development and delivery of computing and communication services to the University's faculty, students and staff. The Division of Computing Services is committed to the strategic use of information technology for the continual improvement of the operation of Notre Dame University.

### Equipment and Facilities

The Administrative Computer Center is equipped with enterprise servers used for the Registrar, Library and various Business and Administration applications, using the latest Data Base technologies.

For academic purposes, SUN and IBM Mini computers, Terminals and X-Stations operating under Unix are used by Computer Science and Engineering students. A set of servers operating under Unix control the campus Internet and Intranet networks. In addition, two Novell networks are mainly used for various applications.

All Faculties have active computers running various platforms such as PC/Windows, PC/Linux, Sun/Solaris, and IBM/AIX. Unix workstations and Windows 2000 operating systems have transparent access to the Servers, and to one another through Network File System and Remote File System access.

The Main Campus Intranet is a fully interconnected, multimedia, multi-protocol infrastructure spanning well over 1 km of area networks and over 500 computers on the network. The new network is a routed, full duplex, fiber-based, Gigabyte Ethernet backbone with Gigabyte Ethernet (1000 Mbps) links to all the major buildings. Network connection in offices and rooms are at 100 Mbps switched Ethernet.

A Power PC and Macintosh network is connected to a variety of peripherals, which are available for Visual Arts students, including color laser printers, scanners and plotters.

Special classrooms are linked to the backbone network *via* communication lines and have local resources to allow the instructor an indoor online demonstration with illustrative materials projected during class hours. Students are required to put into practice the theoretical concepts and gain working knowledge during regular laboratory sessions scheduled individually for each course.

### **FAAD Academic Support Facilities**

FAAD studios are designed to meet the various needs of Architecture, Art and Design programs. The studios are furnished with professional drafting tables and are appropriately equipped to provide support to all Architecture, Design and Fine Art courses.

### **MAC Computer Laboratory**

Students have access to the up-dated Mac Computer Laboratory and the latest softwares to facilitate their performance. Furthermore, two adjacent special classrooms for Art History and other lectures are available for projection purposes.

### **Photography Laboratory**

The photography Studios are a place where Architecture, Design, and Art students as well as other disciplines at NDU learn how to capture still images, develop, print, and experiment with the techniques of digital and analog photography. The studios are professionally designed and equipped with the latest technology and darkrooms for experimented analog prints to provide hands-on learning experience and optimal working conditions under the supervision of qualified instructors.

### **Dorothy Salhab Kazemi - Ceramic Atelier**

This Ceramic Atelier is equipped with two kilns and several wheel tables. Students can enjoy manual work with clay (slab, coil building, throwing), and clay enamels powder glazing. The Ceramic Atelier has a terrace with view giving to the pine trees.

### **Metal and Wood Workshop**

The metal and wood workshop has the necessary tools that will help Architecture, Interior Design and Visual Arts students in the creative

process of their works. Its main purpose is to create a tangible approach to the methodologies of teaching between the theoretical and applied.

### **Smart Rooms**

The three smart rooms are fully equipped with computer hardware and softwares, LCD projector, and projection panel. In addition, an overhead projector and slide projectors are available for all class sessions.

### **Architecture Computer Workshop**

A computer workshop has been set up for the Architecture and Interior Design students; it is located within the Architecture studios. The workshop is equipped with smart room facilities, including eight computers, an LCD projector and related projection screen. Each computer contains the latest versions of graphic softwares, in addition to Ecotect.

### **Design Computer Workshop**

In close proximity to the studios, one fully equipped computer workshop has been developed, for Graphic Design and Fashion design students. The workshop is equipped with smart room facilities, including 19 G4 Mackintosh computers. Each computer contains the latest versions of graphic softwares.

### **FASHION Design Studio**

Fashion design facilities consists of three studios, one studio with mannequins and large patternmaking tables, adjacent is a sewing studio with professional steam iron and sewing machines. Furthermore, a mackintosh computer workshop is set -up to ensure a professional studio setting of digital illustration and pattern-making skills and hands -on execution. The students also have access to a cat-walk installation and will produce fashion shows of their creations.

## **Engineering Laboratories**

The Faculty of Engineering maintains the state-of-the-art laboratories in civil engineering, mechanical engineering, electrical engineering, and computer engineering. These laboratories serve the immediate needs of the undergraduate students to complete their graduation requirements.

## **Science Laboratories**

The Faculty of Natural and Applied Sciences is supported with state-of-the-art science laboratories in Biology, Chemistry, and Physics.

These labs enrich the BS degree programs and give students the opportunity to experience hands-on activities as an integral part of their studies.

### **Research Centers**

The research centers welcome all students who are receiving financial aid and are interested in having experience in assisting researchers in their work and research projects. The centers include The Center for Applied Research in Education (CARE); The Digitization and Preservation Center for Manuscripts (DPC); The Lebanese Center for Societal Research (LCSR); The Lebanese Emigration Research Center (LERC); The Marian Studies Center for Research (MSC); and The Water, Energy, and Environmental Research Center (WEERC).

### **Theater**

Present facilities are adequate for the housing of the activities of theater arts students. Also, a state-of-the-art theater is now available for FAAD students. Refer to the Performing Arts Center, p. 53.

### **Radio/Television Studio**

The studio provides mass communication students and especially those majoring in Radio and Television with a solid mix of audio and video equipment that will enable them to apply their theoretical knowledge of the field. Under the supervision of qualified instructors and staff members, students have ample opportunities to utilize a variety of equipment including mixing and editing machines, Betacam and SVHS recorders, amplifiers, equalizers, lighting devices, professional cameras and outdoor shooting equipment. The studio has expanded its services to include a separate room well equipped to serve as a model radio station.

In addition to the services rendered to students, the studio also serves the University as a whole. University activities such as lectures, seminars, presentations and special celebrations are all recorded on video tape and kept in the studio's archives.

### **Projection Room**

The projection room is the latest addition to the academic support facilities to be used by Mass Communication students and students of film and television. The latest TV projector equipment is available along with the equipment necessary for comfortable viewing. This room is also used by NDU's Ciné Club.

## Campus Support Services

### Dorms on Campus

Arrangements for on-campus housing are made through the Campus Services Office. The accommodation is composed of three upper floors and a ground floor. The Residence is located 100 meters away from the campus, situated on the top of a small hill. The complex will accommodate up to 500 students, and it is divided into male, female and faculty member buildings. The ground floor houses the reception office, the kitchen, the TV room, and the study room, which is equipped with computers and connected with the internet. Accommodation at the dormitories is provided on a Semester basis. However, students may withdraw at any time with a month's notice and request. All rooms are fully furnished, air-conditioned, and equipped with individual bathrooms, common kitchenette in each flat, laundry room, common terrace, daily cleaning and 24-hour security.

Arrangements for on-campus housing (male/female) are made through the Student Facilities Office at the SAO.

### E-mail Services

Notre Dame University supports the Exchange/Outlook email system and its Web interface for faculty members. The email system is managed by the Division of Computing Services.

### Cafeteria Services

NDU Cafeteria is currently operated by *FAKRA Catering*. It is divided into two sections, a small one in the middle of the University premises, offering cold food and beverages, and the other part located at the end of the premises offering hot meals.

### General Rules:

- Opening hours: 7:00 a.m. till 7:00 p.m. during Fall and Spring semesters; 7:00 a.m. till 5:00 p.m. in Summer session.
- Playing cards and gambling are not allowed.
- Cigarettes and alcoholic beverages are not sold in the cafeteria.
- Smoking is not allowed except in designated areas.

### Bookstore Services

NDU Bookstore is operated by *Malik Bookshop*. Textbooks and a selection of non-required books are available for the students. Service hours during Fall and Spring semesters are Monday to Friday from 8:00 AM to 6:00 PM and during Summer session from 8:00 AM to 3:00 PM.

### Conference Hall Services

Conferences and concerts are held at the Issam Fares Hall, which can seat 400 persons. The new theater is in the process of being completed and will serve 1000 persons.

### Sports Facilities

The University campus enjoys the most up-to-date and fully equipped courts for Tennis and Basketball. The plan of the Sports City, under construction, includes a gymnasium, a swimming pool, a football pitch, and a lake for water games and canoeing.

### Performing Arts Center

The two floors of the Performing Arts Center have been inaugurated in the Issam Fares Conference Hall. This brand new facility accommodates 400 people and is fully equipped with sound and lighting facilities including the translation services in up to four languages at the same time. The theatre in this center is planned to be completed in 2008. It will accommodate 1000 people and is specially designed for theatrical and musical performances.

## نشيد جامعة سيّدة اللويزة

بَدَدِي اللَّيْلَ، اِخْتَالِي  
يَا عَمَاراً مِنْ عَالِ  
لَكَ مِنْ مَاضٍ عِطْرُ  
ضَجِّ شَمْسٍ فِي الْبَالِ

١- يَا غَدَ النَّشْءِ ائْتَمَّا  
بِالْعُلَى عِلْمًا عِلْمًا  
يَدُهُ مُدَّتْ تُفْغِرِي  
لُعْبَةَ الْبَدْعِ الْعُظْمَى

٢- مَعْ كُحَيْلَاءِ الرِّمَشِ  
فِي خَطَى نَجْمٍ نَمَشِي  
كُونَ، طِرٌّ مَعْنَاءُ، نُرْمَى  
بِاقَّةً عِنْدَ الْعَرْشِ

٣- أُمَّ، أَنْضَجْتِ الْفَكْرَا  
شَأْتِنَا نَبْتًا حَرًّا  
وَعُدًّا كَلُّ كَلُّ  
أَرْزَةً صَيِّفَتْ دُرًّا

تأليف: سعيد عقل  
لحن: الياس الرحباني

# Annexes

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## Annex A: Course Syllabus Sample

### Contents should include but not limited to:

Course Title

Course No.

Semester

Instructor's Name + degree earned:

Office Hours

Phone ext. + Email

Required Textbook(s): Author(s), title (*italics*). City of Publication: Publisher, edition, year.

Course Prerequisite:

Course Objectives: (5-8 statements, 5-10 words each)

Course Description: (100-125 words)

Methodology:

Course Contents: (required Chapters)

Grading Distribution: Exams

Projects and presentations

Educational material (paper or IT based)

Assignments and grading

Regulations

### List of Readings

Average of 15 to 20 titles including books, articles, and internet material.

### Make-up Policy:

Students should take a number of classes equal to the number of missed sessions due to any absence of the course instructor.

### Attendance Policy:

Students should attend all classes and laboratory sessions on time. A pattern of absences, whether authorized or not, and even below the maximum number (specified below), may alter one's grade substantially. The SAO alone authorizes absences. No absence absolves a student from the responsibility of acting upon the material presented during his/her absence. The maximum number of absences for classes that meet on MWF is six; the maximum number for classes that meet on TTH and in the summer is four, (or two hours per credit course). Any student whose absences exceed the maximum limits shall automatically fail the course unless the student withdraws.

## Academic Integrity

Students are expected and encouraged to be honest and to maintain the highest standards of academic integrity in their academic work and assignments at the University. They shall refrain from any academic dishonesty or misconduct including; but not limited to

- Plagiarism; that is, the presentation of someone else's ideas, words or artistic, scientific, or technical work as one's own creation. Also, paraphrasing, summarizing, as well as well as direct quotations, are considered as plagiarism if the original source is not properly cited.
- Cheating.
- Assisting in cheating.
- Substituting a student in the taking of an examination.
- Substituting examination booklets.
- Submitting the same work for more than one course and the like.
- Submitting papers written by others.
- Receiving or providing unauthorized help or assistance in any academic work or assignment.
- Intentional violation of program and degree requirements and regulations as established by the University.
- Dishonest reporting of computational, statistical, experimental, research, results, or the like.

## Annex B: Sample of Faculty Evaluation Survey

### 1. Background information

Instructor's name : \_\_\_\_\_  
 Title : \_\_\_\_\_  
 Rank : \_\_\_\_\_  
 Department : \_\_\_\_\_  
 Teaching load in current semester: \_\_\_\_\_  
 Administrative position (if any) : \_\_\_\_\_  
 Employment status : Full-time  Part-time   
 Date of joining NDU : \_\_\_\_\_

### 2. Teaching performance

Please tick in the box which represents the closest answer to your own assessment.

**1** = Highly unsatisfactory      **2** = Unsatisfactory      **3** = Uncertain  
**4** = Satisfactory                      **5** = Highly satisfactory

	1	2	3	4	5
The instructor presented the course syllabus during the first week of the semester.					
The instructor follows and applies the course syllabus.					
The instructor explained the grading criteria to his/her students and applied them objectively.					
The instructor stresses and observes student attendance.					
The instructor demonstrates excellent knowledge of the course content.					
The instructor presented the course content and materials clearly and in a well-organized manner.					
The instructor stimulates critical thinking and analysis among his/her students.					
The instructor encourages his/her students to conduct library search, to use on-line material and to read extra material related to the course content.					
The instructor encourages his/her students to use technology in the learning process.					
The instructor employs technology in his/her instruction.					
The instructor provides timely feedback regarding his/her students' progress in the course.					
The exams covered readings and lectures related to the course content.					

Grading of tests and/or assignments were consistent with the grading criteria presented in the course syllabus.					
The instructor uses a variety of educational aids, material and activities that helped clarify the course content and lectures.					
The instructor encouraged his/her students to ask questions and express their viewpoints on matters related to the lectures.					
The instructor constantly delivers updated information related to the course to his her/students.					
Except for Arabic course, the instructor uses English as medium of instruction.					
The instructor was available for students during office hours.					
The instructor arrives in class on time.					
The instructor completes his/her class session on time.					
The instructor submits his/her final grades on time.					

### 3. Advising

Please tick in the box which represents the answer closest to your own personal assessment.

- 1 = Exceeds expectations      2 = Met expectations      3 = Not applicable  
 4 = Fails to meet expectations

	1	2	3	4
The instructor's availability during advising period.				
The instructor's academic guidance of students.				
The advisor's name and room numbers are clearly shown in his/her office.				
The advisor's follow up on his/her students' academic progress in general.				

### 4. Faculty/Departmental duties

Please tick in the box which represents the answer closest to your own personal assessment.

- 1 = Exceeds expectations      2 = Met expectations      3 = Not applicable  
 4 = Fails to meet expectations

	1	2	3	4
The instructor's attendance of Faculty/Department meetings as requested.				
The instructor's participation in Faculty/Department activities.				

The instructor's attendance at committee meetings as requested.				
The instructor's active engagement in discussions during meetings.				
The instructor's fulfillment of Faculty/departmental duties on time.				
The instructor's participation in university activities when requested.				

## 5. Behavioral

Please tick in the box which represents the answer closest to your own personal assessment.

1 = Most of the time

2 = Sometimes

3 = Uncertain

4 = Rarely

5 = Not at all

Please list the instructor's scholarly activities for the last five years when applicable.

	1	2	3	4	5
The instructor smokes in class.					
The instructor eats and drinks in class.					
The instructor answers his/her cell phone during lecture, in class.					
The instructor does not cooperate with his/her administrators.					
The instructor is absent from the University without prior notification or excuse.					
The instructor is friendly and cooperative with his/her colleagues.					
The instructor treats his/her students with due professionalism.					

## 6. Scholarship

Conference papers		
	Frequency	Year
Local		
Regional		
International		

### Chair at conferences

	Frequency	Year
Chaired a lecture at a conference		
Was invited to give a lecture at an academic or professional association		
Organized a conference		
Others (List):		

### Editorial

	Frequency
Executive Editor of a Journal	
Member in Editorial Boards	
Performs editorial work (review of articles)	
Review of books	
Others (List):	

### Publications

	Frequency	Year	Country
Published short news or opinion clips			
Published proceedings			
Published articles in refereed journals			
Published book reviews			
Published books			

Workshops		
	Frequency	Year
Prepared workshops		
Organized workshops for teachers		
Prepared training modules		
Organized workshops for professionals		

Other scholarly activities not mentioned, please specify:

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## 7. Overall assessment

Please rate the overall performance of the instructor compared to last year.

1 = Improved significantly    2 = Stayed the same    3 = Deteriorated somewhat

4 = Deteriorated significantly    5 = Not applicable    6 = Do not know

	1	2	3	4	5	6
Teaching						
Advising						
Faculty/Departmental duties						
Behavior						
Scholarship						

**P.S.** Other similar and comprehensive faculty evaluation surveys may be considered.

## Annex C: University Academic Calendar 2008/2009

### Fall Semester 2008

Sep 15-18	M- F		Orientation Sessions for New Students - Attendance Obligatory
Sep. 22-24	M - W	8:00a.m 2:00p.m.	Registration Period
Sep. 29	M	7:30a.m.	Classes begin
Oct. 1	W	8:00-12:30 /1:30-4:00	Drop and Add (Classes are in session)
*Oct. 2-3	Th - F		Al-Fitr: Holiday
Oct.7	T	8:00-12:30 /1:30-4:00	Late Registration (Classes are in session)
Oct. 10	F	3:00p.m.	Opening ceremony for the academic year 08-09
Nov. 22	Sat.		Independence Day: Holiday
Nov. 25	T	4:00p.m.	Deadline for Spring and Summer 2008 Incomplete Grades
Dec. 1-16	M - T	8:00a.m. 4:00p.m.	Advising Period for Spring 2009
*Dec. 9-10	T - W		Al-Adha: Holiday
Dec. 23	T	12:00 noon	Christmas Mass
Dec. 23	T	8:00 p.m.	Christmas vacation begins
*Dec. 29	M		Hijra New Year: Holiday
Jan. 2	F	7:30 a.m.	Christmas vacation ends; classes resume
Jan.6	T		Epiphany and Armenian Christmas: Holiday
*Jan. 7	W		Ashoura: Holiday
Jan. 2-28	F-W		Application for Work Study Grant & Sibling Grant

Jan. 17	Sat.		Saint Anthony's Day: Holiday
Jan. 19	M		Monday classes do not meet: Thu. classes meet
Jan. 21	W	4:00p.m.	Deadline for Officially Withdrawing from a Course
Jan. 23,24	F-Sat.		Entrance Examinations for Spring Semester 2009
Jan. 26	M		Monday classes do not meet: Wed. classes meet
Jan. 28	W		End of Classes
Jan. 29	Th		Final Exam All English Courses + Reading Day
Jan.30 - Feb. 5	F-Th	7:45a.m. 9:00p.m.	Final Examinations Period
Feb. 9	M		St. Maroun's Day: Holiday

## Spring Semester 2009

Feb. 5-6	Th-F		Orientation Sessions for New Students - Attendance Obligatory
Feb. 12 13	Th - F	8:00-12:30 /1:30-4:00	Registration Period
Feb. 18	W	7:30a.m.	Classes begin
Feb. 20	F	8:00-12:30 /1:30-4:00	Drop and Add (Classes are in session)
Feb. 24	T	8:00-12:30 /1:30-4:00	Late Registration (Classes are in session)
*Mar. 9	M		Prophet's Birthday: Holiday
Mar. 27	F		Open Doors NLC Campus
<b>Apr. 3</b>	<b>F</b>		<b>Open Doors Main Campus</b>
Apr. 3	F		Open Doors Shouf Campus
Apr. 8	W	12:00 noon	Easter Mass
Apr. 8	W	8:00p.m.	Easter vacation begins ( Western)
Apr. 14	T	7:30a.m.	Classes resume

Apr. 15	W	8:00 p.m.	Easter vacation begins ( Eastern)
Apr. 21	T	7:30 a.m.	Classes resume
Apr.23	Th	4:00p.m.	Deadline for Fall Semester 2008 Incomplete Grades
Apr.27 May 8	M-F		Advising Period for Summer and Fall 2009
Apr. 27 Jun. 15	M-M		Application for Work Study Grant & Sibling Grant
May 1	F		Labor Day: Holiday
May 15	F		Founder's Day - Main Campus (Classes are not in session)
May 16	Sat.		Founder's Day - Shouf Campus
May 22	F		Founder's Day - NLC Campus (Classes are not in session)
June 8	M	4:00p.m.	Deadline for Officially Withdrawing from a Course
June 9	T		Tuesday classes do not meet: Friday classes meet
June 10	W		Wednesday classes do not meet:Friday classes meet
June 15	M		End of Classes
June 16	T		Final Exam All English Courses + Reading Day
June 17 23	W-T	7:45a.m. 9:00p.m.	Final Examinations Period
July 3,4	F, Sat.		Entrance Examinations for Fall Semester 2009

## Summer Session 2009

July 1 - 2	W-Th	8:00a.m. 2:00p.m.	Registration Period
July 3	F	7:30a.m.	Classes begin
July 6	M	8:00a.m. 2:00p.m.	Drop and Add (Classes are in session)
July 7	T	8:00a.m. 2:00p.m.	Late Registration (Classes are in session)
July 10	F	7:00p.m.	Commencement: Conferring of Degrees

Aug. 11	T	2:00 p.m.	Deadline for Officially Withdrawing from a Course
Aug. 13	Th	2:00 p.m.	End of classes.
Aug. 14,17	F, M	7:45a.m. 9:00p.m.	Final Examinations Period
Aug. 15	Sat.		Assumption Day: Holiday
Aug. 28,29	F, Sat.		Entrance Examinations for Fall Semester 2009

\* Tentative dates



