

# *The NDU Gazette*

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*A publication covering decisions taken at the BOD and UC meetings*

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*Issue Number One, January 2008*

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## **Decisions Taken at BOD in January 2008**

### **BOD Meeting: 02 January 2008**

#### **1. Teaching Load for Chairpersons during Summer Session.**

A general consensus was reached in favor of the proposal to allow Chairs to teach 2 courses during Summer Session.

### **BOD Meeting: 16 January 2008**

#### **2. Full-Time Faculty Presence on Campus**

(See **Appendix I** for full text entitled: **Faculty Presence on Campus**)

### **BOD Meeting: 29 January 2008**

#### **3. Registration procedures relating to overcapacity, advisors' reports and prerequisites.**

1. The Dean can always act on the overcapacity of a given course more than once.
2. The Dean should receive a report from his Advisors summarizing the status of their advisees prior to the Registration period.
3. The Dean has to decide on waiving, or not, the prerequisite(s) of any given course. The Dean has the prerogative to ask for a petition and/or delegate this power to the Department Chairperson. The names of the Chairpersons with this prerogative should be sent to the Registrar's Office before the Registration period.

### **BOD Meeting: 30 January 2008**

#### **4. The Sponsored Research Policy was approved as amended by the BOD.**

(See **Appendix II** for full text entitled: **Sponsored Research Policy**)

#### **5. The Palma Journal, A Refereed NDU publication proposal was approved unanimously.**

(See **Appendix III** for full text entitled: **Palma Journal, a refereed NDU Publication**)

## Appendix I

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

*Final draft prepared on January 16th, 2008  
by Dr. Carol Kfoury (chairperson), Dr. Y. El Hage, Dr. Elias Nassar, and Dr. Chahine Ghaith*

#### 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

In order to fulfill their duties with dedication, 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 8 a.m. and 8 p.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 to meet the aforementioned duties. Any unavailability for one working day or more needs to be reported and approved by the corresponding chairperson and dean.

### **Implementation of policy**

Deans of Faculties are responsible for the proper implementation of the present policy in whatever way they deem appropriate, taking into consideration that specific professional activities, field research and academic duties may differ among Faculties. Faculty members should cooperate with their department chairs so that the latter have access to the former throughout the working week.

### **Conclusion**

This policy is meant to allow full-time faculty members to balance in a proper way the fulfillment of institutional academic requirements with the management of time for personal academic achievement. It also allows the administration to determine meritorious performances deserving reward and remedy problems if they should arise.

## Appendix II

# Sponsored Research Policy

### *Preamble*

In conformity with its mission as a non-profit educational institution, Notre Dame University – Louaize has always welcomed an added external support for research activities, projects and/or programs. Such support is essential because it facilitates the students' and/or faculty's pursuit of knowledge and *its* appropriate practical application.

### *Definition*

'Sponsored Research' as used in this policy is *a* research activity that requires University's facilities, assistance or budget, and, in general, is *a* research supported and/or funded in whole or in part by an external or internal source, excluding participation in conferences, seminars, etc.

The external source may be:

- Governmental or non-governmental agencies and/or organizations
- Business firms
- Foundations
- Institutes
- Private companies
- Personal donations
- Fundraising for research
- Others.

The internal source is the University research funds. Based on available funds, NDU partially or fully supports and sponsors competitive research submitted by faculty or students.

### *General Considerations*

1. It is a general and basic policy of NDU to encourage faculty members to engage in fundamental research to further their professional and academic development in serving themselves, the university, and the field of knowledge. However, it is expected that sponsored research be consistent with the academic interests or priorities of the university, or with those of the sponsor of such research.
2. In as much as sponsored research is concerned, faculty members are responsible for the writing of their proposals, and once the approval is granted and an agreement is signed, it is the responsibility of the faculty member to comply with the specific terms and conditions associated with the project, including the provision of progress reports to the funding body and to the VPSRD, and the latter will forward the report(s) to the respective head of unit in the University.
3. Faculty members are expected to maintain budgetary control through the coordination with the University bookkeeping budget, and financial control system.
4. It is the responsibility of the VPSRD's Office to provide the Business Office with the necessary information about the budget, and request the establishment of a project account number and take whatever administrative

steps needed for the proper management throughout the period of the research project.

5. In the course of the project period, the Office of the VPSRD should be notified in case of modification of the terms and/or conditions associated with the interconnected agreement. In case of violations of the contract/agreement, the University has the prerogative to query and investigate the conditions and actions pertaining to these violations, and to settle such cases according to its adopted set of rules and regulations.
6. Upon completion of the project, the Office of the VPSRD is to be notified by the concerned faculty member(s) (or student) to be able to close the file and instruct the Business Office to lock and settle the account.
7. In principle, the University does not set any limitations or restrictions upon the rights of the faculty or student to disseminate or publish the results of sponsored research unless such limitations or restrictions are incorporated into the research agreement. All embracing, faculty and students protect themselves by adhering to all agreements that may carry limitations or restrictions reviewed by the URB.

Finally, it is the University policy to embark on research based on 'best efforts basis', but professes no guarantee of results.

### ***Research File***

With respect to all sponsored research, the file of any research project or program should include the following:

1. A formal research proposal
2. Assistance and/or Budget Justification:
  - A description of the expense or service
  - How it relates to and benefits the project
  - The anticipated cost
  - The time period
  - Any other information that will aid the sponsor in evaluating the proposed cost.
3. The written approval of the concerned Chairperson and Dean. In case of proposals involving faculty members from more than one department or faculty, the written approval of the concerned Chairpersons and Deans is required.

### ***Procedure***

#### **A. Proposals sponsored by external source(s)**

1. Within the Faculty structure:
  - a) A formal research proposal that requires university facilities, budget and/or assistance must first be submitted to the concerned department (or departments) for initial approval.
  - b) After departmental approval, the proposal should secure the concerned Dean's (or Deans') approval.

- c) Once approved, the proposal is forwarded by the concerned Dean to the VPAA.
2. Outside the Faculty structure, i.e. through one of the research centers at NDU or through an academic or administrative unit placed outside the Faculties.

These proposals should first secure the initial approval of the concerned Center; then they should be submitted to the URB for review. After, they are forwarded to the VPSRD and President for final approval.

### **B. Proposals sponsored by NDU**

Proposals requesting NDU's support should secure favorable recommendations from the respective and concerned director(s), Chairperson(s), Dean(s), URB and VPAA before they receive final approval from the President.

### ***Evaluation Criteria***

The criteria in evaluating a proposed research project include the following:

#### ***A. Evaluation of Proposals sponsored by external source(s)***

Evaluation of a proposed research project sponsored by an external source should be arranged by: A representative of the sponsoring institution, a specialized faculty member in the concerned Department, and a specialized external scholar, if necessary.

#### ***B. Evaluation of Proposals sponsored by NDU***

Evaluation of a proposed research project sponsored by NDU should be arranged by: A specialized faculty member in the concerned Department, a member of the URB, and a specialized external scholar, if necessary.

#### ***C. Responsibility for the project***

When the evaluation reports are submitted to the concerned Director or Chair, a clear evaluation statement of these reports (and of any other relevant aspect) should be submitted by the Director or Chair to the concerned office (next in line in evaluating the project) as indicated above.

#### ***D. University Support***

A research project that is totally dependent on university support should not involve the University beyond its general capacity. The following are to be considered:

1. Availability of facilities: Equipment, space, library resources, etc.
2. Volume of research in relationship with: The set budget, the number of personnel to be involved, the faculty/staff work load, the administrative attention, etc.

### ***Extra Compensation***

The University faculty or staff members who engage in research activities/projects may be compensated for those services they have rendered or have executed along the way (of research or otherwise), and that fall outside the scope of their basic duties (of teaching or research or committee work etc...) as outlined in their letters of appointments or job descriptions with the university.

Faculty compensation for the previously mentioned extra services, must be acknowledged by the appropriate Dean and the VPAA, and must secure the approval of the president.

Extra compensation (for extra work) for staff members must be approved by the Director of Administration and the President.

***Potential Conflicts of Interest***

Faculty members are expected to:

1. Refrain from accepting research sponsorship from a company, firm or agency that seems to have contradicting or conflicting values with those of the mission of the university.
2. Maintain professional performance in fulfilling their duties to the University and to their research, i.e. to avoid discrepancy between personal interests and professional services, in order to ensure that the academic interest of both the faculty members and the University are well served.

NB: This policy will be put in effect as of October 1, 2008.

## **Appendix III**

### **Palma Journal, A Refereed NDU Publication**

After a three year hiatus in the late nineties, Palma Journal was revived by Dr. Rihani during the academic year 2000-2001. It reprinted various papers published by NDU faculty members in conferences and/or journals. Discussions were also ongoing about the possibility to make Palma a fully refereed journal.

Based on a decision on the part of the Palma Journal editorial board in October 2001, NDU's periodical scholarly journal was redesigned and developed into a fully refereed publication as of volume 9, issue number 1, 2003 (see editorial, pp. 3-4). The editorial board prepared a mission statement and various guidelines to allow it to proceed with such an endeavour. Formatting guidelines, refereeing and submission procedures were prepared and advertised to all faculties during Fall 2002. The Board also agreed to publish in Palma abstracts of Master's thesis published at NDU between two issues.

#### **The Refereeing Process**

Palma adopts a double-blind review process that involves two external referees, including scholars working outside the Middle East. Neither the author nor the referee knows who the other party is. All references or indications thereof are completely deleted from the documents sent to the authors or the reviewers.

#### **Palma's Targeted Contributors & Objectives**

Palma's declared goal is to act as a platform for the community of scholars and researchers in Lebanon in all fields of academic endeavour. It also welcomes articles from around the world dealing with topics related specifically to the Middle East. Thus Palma serves as a scientific bridge between Lebanon (and NDU in particular), on the one hand, and the international academic community, on the other.

Palma encourages both scholars and advanced researcher students at as well as outside NDU to submit the results of their ongoing work to the editorial board on a regular basis. The Journal aims also to serve as a platform of choice to initiate and train our advanced students into the peer-review process, the major means of evaluation in the academic community.

#### **Publication Frequency**

Palma will be published twice a year. One issue will be devoted to the Arts in their broad meaning. The other will be devoted to Sciences. Arts include but are not limited to Design, Humanities, Business and Social Sciences while Sciences includes Engineering, Natural and Applied Sciences, Mathematics and Economics.

Palma has also recently considered introducing topic-oriented issues of the journal in order to focus the publication and better serve its academic mission. The first such issue will deal with Lebanese migration and has already received a large number of abstracts from scholars around the world.