The NDU Gazette

A publication covering decisions taken at the BOD and UC meetings

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Issue Number One, March 2007

Decisions Taken at the BOD March 2007

BOD Meeting: 1 March 2007

Faculty Recruitment Form:

1. The Faculty Recruitment Form was approved as a model to be applied by each faculty according to its particular specifications. (See Appendix I)

BOD Meeting: 22 March 2007

1. The Scholarship/Assistantship policy for FNAS Master students was approved as amended. (Full text in Appendix II)

2. The proposal to allow Undergraduate enrollment in 600 level courses in the FNAS was approved. (Full text in Appendix III)

3. The proposal to honor Dean's List students each semester was approved. The proposal includes holding a ceremony to honor the students placed on the Dean's List and distribution of certificates. A booklet with the names of each student may also be published by the university.

Appendix I

NOTRE DAME UNIVERSITY – LOUAIZE

Faculty Recruitment Form (from outside Lebanon)
Visiting Faculty Members
I. *Faculty:* _____

   Department: _____

   Rank: _____

   Contract: _____

   *Campus***:** _____

II.   *Main Duties and Responsibilities*
- Teach, tutor and advise students
- Produce and revise curricula
- Innovate in teaching and learning strategies and/or techniques
- Contribute to research activities
- Prepare course reports
- Attend Department / Faculty meetings
- Coordinate / cooperate with other faculty members
- Engage and/or participate in relevant faculty development programs (seminars, workshops, etc)
- Contribute to the Faculty external relations and liaisons
- Undertake such specific departmental roles and management functions as may be required

   Any other duties commensurate with the level of appointment.

III.   *Work Load and Duration*
- Average teaching hours / week: _____

- Average work days / week: _____

- Length of semester / academic year: _____

   IV.   *Qualifications*

- Degree: _____

- Previous Experience: _____

  _____

- Knowledge / Skills / Abilities: _____

  _____

- Attitude / Motivation: _____

  _____

V. *Employment Conditions*
- Application form plus:
  - Two Recent Photographs
  - Letter of Intent
  - Updated C.V.
  - Well Defined Teaching Philosophy
  - Photocopy of Identity Card or Passport
  - Photocopy (ies) of Diploma(s) / Degree(s)

  - Reference Letter(s) from Previous Employer(s)
  - Minimum of Three Recent Recommendations from Previous Supervisors / Professors, etc.
  - Official Transcript(s) of Records
  - List of Publication(s) (Attached Copy (ies) of Publication(s))
  - Portfolio
  - Student Evaluation(s) (If Any)
- Eligibility to work in Lebanon
- Medical examinations
- Residence formalities (visa)

VI. *Process to Gain Employment*
- E-mail contract
- Interview
- Others

VII. *Probation Period*

VIII. *Leaves / Holidays*

IX. *Residential Information*
- Location
- Climate

- Currency
- Security
- Shopping facilities
- Transportation facilities
- Medical facilities

X.   Cost of living

XI.   Cultural Hints
- Languages spoken
- Customs
- Food
- Etc.

Salary is commensurate with experience and qualifications.

Appendix II

Graduate Scholarship/Assistantship Policy

Submitted by FGC Members, FNAS, on February 26, 2007
Amended and approved by the BOD on March 22, 2007

The following rules for scholarship/assistantship are to apply to full-time graduate students as of October 2007 and in reference to the present NDU policy of graduate studies related to scholarship and assistantship.

1. **Scholarships**

   a) A BA/BS holder who has graduated from NDU and is applying for the first semester of an MA/MS/MBA program is eligible for a scholarship if he/she fulfills one of the following:

   - The applicant has an undergraduate cumulative GPA such that $\left(3.4 \leq GPA_{UG} \leq 3.65\right)$. In this case, the applicant is eligible for a 25% scholarship provided that the student's cumulative graduate GPA does not fall below 3.70 during this first semester.
   - The applicant holds a BA/BS and has an undergraduate cumulative GPA such that $\left(GPA_{UG} \geq 3.65\right)$. In this case, the applicant is eligible for a 50% scholarship provided that the student's cumulative graduate GPA does not fall below 3.85 during this first semester.

   b) As of the second semester of the graduate program, any graduate student (NDU or non-NDU) is eligible for a scholarship after he/she completes 6 credits of the program and fulfills one of the following:

   - His/her cumulative graduate GPA remains between 3.7 and 3.84 during the semester, in which case he/she is eligible for a 25% scholarship regarding this semester.
   - His/her cumulative graduate GPA remains between 3.85 and 4.0 during the semester, in which case he/she is eligible for 50% scholarship regarding this semester.

2. **Assistantships**
   A graduate student is eligible for a teaching/research assistantship after he/she completes 6 credits and his/her cumulative graduate GPA is above 3.5. A graduate teaching/research assistant shall be required to work 7 hours per week (e.g. in the Computer Lab, in the Math/Sciences Support Center or in NDU research centers) at an hourly rate of 12,000 LL.

3. **Guidelines**

    - Scholarships and assistantships are to be granted on a semester basis.

    - A graduate student can benefit from both a scholarship and an assistantship in the same semester.

    - Financing the policy of scholarship/assistantship for NDU graduate students is presently under the responsibility of the Faculty Deans, who have to secure the necessary funds from private donations.

Undergraduate Enrollment in 600-level Courses
Submitted by the FGC Members, FNAS, on February 26, 2007
Amended and approved by the BOD on March 22, 2007

A major problem for MS programs in Mathematics and in Computer Science is low enrollment. Also, the advisors of FNAS undergraduates are experiencing difficulties in finding suitable elective courses for senior undergraduate students. One way to partly solve both problems is to allow advanced undergraduate students to enroll in 600-level courses.

A) As a first step, it was decided to approve this enrollment for FNAS undergraduate students alone, but under the following necessary conditions:

1) The student shall be in his final year and has no available elective courses at the 400-level.
2) His/her cumulative GPA at the time of registering for the 600-level course would allow him to enroll in the corresponding graduate program.
3) The undergraduate prerequisite courses for the selected 600-level course are completed.
4) The student obtains the consent of the advisor.

B) The course is to be counted as undergraduate in the course load of the student. It can never be counted in any future graduate course load if the student decides to continue a graduate program of study. Also, the fees to be paid for the course shall be at the undergraduate rate.

C) It is possible for any undergraduate student (from NDU or from another institution) with an excellent record to take a 600-level course as a free auditor upon the approval of the concerned chairperson and the dean.

D) It is understood that this policy shall be under constant review after its implementation at the FNAS level before its possible extension to the whole NDU community.