

## **BYLAWS of the School of Arts and Sciences (SoAS)**

### **Lebanese American University**

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|----------|-----------------------------------|--------------------|
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**Table of Contents**

ARTICLE I      DEFINITION AND PURPOSE ..... 3

ARTICLE II     ORGANIZATION AND STRUCTURE ..... 4

ARTICLE III    ADMINISTRATIVE LEADERSHIP..... 5

ARTICLE IV    FACULTY BODY..... 14

ARTICLE V     MEETINGS AND PROCEDURES ..... 20

ARTICLE VI    SCHOOL COUNCILS ..... 22

ARTICLE VII   \_CODE OF ETHICS..... 26

ARTICLE VIII  BYLAWS APPROVAL and AMENDMENTS..... 26

ARTICLE IX    CONFLICT OF BYLAWS ..... 27

## ARTICLE I

### DEFINITION AND PURPOSE

These bylaws cover the organization of *the School of Arts and Sciences* and the rules and regulations that govern the relations among its various constituencies, to ensure its smooth operation under the umbrella of the University's educational mission and objectives.

The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern these bylaws in all cases to which they are applicable, and in which they are not inconsistent with these bylaws and any special rules of order the School may adopt.

The School of Arts and Sciences at the Lebanese American University shall operate according to these bylaws, which aim at creating an environment of transparency, and at encouraging Faculty and staff participation in University governance. The School shall have jurisdiction over *establishing school academic policies, rules and procedures, curricula, degree requirements*, and other matters affecting *undergraduate and graduate education* pertaining to its constituent departments in line with the operational University and Faculty Policies and Bylaws.

The School of Arts and Sciences of the Lebanese American University shall hereafter be referred to as the "School."

## ARTICLE II

### ORGANIZATION AND STRUCTURE

The School is located on the Beirut and Byblos Campuses of the Lebanese American University, and is composed of *Departments, Units, Centers, and Institutes*.

The School is headed by a Dean assisted by Associate and Assistant Deans. Department Chairpersons lead the programs in their respective departments, and are assisted by Program Coordinators, and / or Program Leads, and / or Directors. Normally, Centers and Institutes are managed by Directors.

## **ARTICLE III**

### **ADMINISTRATIVE LEADERSHIP**

The Administrative Leadership body of the School shall consist of academic members who shall be responsible for the administration of the School and its academic units. This Body shall consist of the:

1. School Dean
2. Associate Dean(s)
3. Assistant Dean(s)
4. Department Chairpersons
5. Program Directors
6. Program Leads
7. Program Coordinators
8. Directors of Units, Institutes and Centers.

#### **1. School Dean**

##### **1.1. Appointment**

The Dean of the School is appointed by the President, according to the University Bylaws, following a search process in accordance with the University procedures, and pursuant to the recommendation of the Provost.

##### **1.2. Term of Office**

The Dean's term of office is set according to the University Bylaws.

##### **1.3. Duties**

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

Duties of the Dean shall include, but are not limited to, the following:

1. Oversee the development and implementation of the *School Strategic Plan*, in accordance with the University's general strategic plan;
2. Develop a vision for the School and set priorities among highly desirable objectives;
3. Provide leadership in improving the quality of education, research, and civic engagement.
4. Oversee the enforcement of the University and School's policies, rules, bylaws, and procedures within the School;
5. Supervise the School's academic and fiscal plans, programs' assessment, and accreditation;
6. Prepare the Dean's Office budget in coordination with the concerned parties and oversee the development of the budgets of the School's units;
7. Represent the School at the Council of Deans;
8. Report annually to the Faculty on the state of educational programs;
9. Assist the Administration in fund-raising and development, in coordination with the University Advancement Office;
10. Recommend the appointment of Associate and Assistant Deans, Department Chairpersons, and Directors of Units and Institutes;
11. Oversee Faculty and Staff appointments, ensuring that they undertake annual reviews, evaluations and continual professional development;
12. Act on promotion applications of Faculty and Staff members;
13. Pursue activities to enhance alumni involvement and interest in the School;
14. Plan and organize activities for the advancement of the community;
15. Represent the School at administrative University units and professional and public bodies;
16. Make final recommendations to the Provost on any agreements for collaboration or joint-action with other schools or institutes, local or international.

In the absence of the Dean, the Dean shall designate a temporary presiding officer, who will normally be an Associate or an Assistant Dean.

## **2. Associate Dean(s)**

### **2.1. Appointment**

The Associate Dean is appointed by the President based on the recommendation of the Dean and the Provost, and upon proper consultation. Appointment to the post of Associate Dean shall be based on the experience and capabilities of the candidate, as well as her/his ability to work with the Dean on the implementation of the School's Strategic Plan and to assist in the daily operations related to this plan. The Associate Dean shall normally be a Professor. The appointment of an external candidate shall follow the pertinent procedures for the appointment of full-time faculty. The Associate Dean serves as ex-officio member on School Councils and reports to the Dean.

### **2.2. Term of Office**

The Associate Dean's term of office is normally for one year, renewable.

### **2.3. Duties**

The role of Associate Dean is strategic. The Associate Dean shall work with the School Dean and Faculty to fulfil the School's mission, developing and implementing its academic and strategic plans. The Associate Dean will perform any tasks assigned by the Dean.

Duties of the Associate Dean would include the following:

1. Assist the Dean with all administrative and academic matters that are pertinent to the strategic planning of the School;
2. Assist the Dean in developing and promoting the School's Strategic Plan;
3. Assist the Dean in the development, enhancement and evaluation of new and existing programs;
4. Coordinate the third year reviews for the School's faculty;
5. Assist the Dean in planning and submitting the annual budget;
6. Liaise with the Departments' Chairpersons on research activities in the School, and propose strategies for synergistic collaborations;
7. Work closely with the *Office of the Graduate Studies and Research* in order to implement University research strategies and policies.

### **3. Assistant Dean(s)**

#### **3.1. Appointment**

The Assistant Dean is appointed by the President, based on the recommendations of the Dean and the Provost, and upon proper consultation. Appointment to the post of Assistant Dean shall be based on the experience and capabilities of the candidate, as well as her/his ability to work with the Dean on the implementation of the School Strategic Plan and assist in its daily operations. The Assistant Dean shall normally be at the Associate Professor rank or above. The Assistant Dean serves as ex-officio member on School Councils and reports to the Dean.

#### **3.2. Term of Office**

The Assistant Dean's term of office is normally for one-year, renewable

#### **3.3. Duties**

The Assistant Dean serves an executive function. The Assistant Dean shall assist the Dean on matters relating to the operations of the School and perform any other tasks assigned by the Dean.

Duties of the Assistant Dean would include the following:

1. Assist the Dean in all administrative and academic matters that are pertinent to the proper functioning of the School;
2. Assist the Dean in program and accreditation reviews, learning assessment, and curricular revisions;
3. Coordinate with Department Chairpersons on all issues related to School publications and organization of major events and exhibitions, and act as liaison with the University office in charge of publications, website maintenance, and other related issues;
4. Assist the Dean in the finalization of the annual course offerings and teaching loads, in coordination with the Department Chairpersons;
5. Coordinate student recruitment in the School;
6. Manage enrollment services and admissions;
7. Coordinate the evaluation of student transcripts for transfer of credits;
8. Coordinate the School's activities and events;
9. Coordinate with the various Department Chairpersons in planning the use of facilities, streamlining requests for new spaces and new equipment;
10. Coordinate appeals, petitions and other exception-based requests from students and referring matters as appropriate.



## **4. Department Chairperson**

### **4.1. Appointment**

The Chairperson of the Department is appointed by the President, following the recommendations of the Dean and the Provost. In making her/his recommendation to the Provost, the Dean shall consult with the Faculty in the Department.

The Department Chairperson shall normally be at the rank of Associate Professor or above. In cases where no internal candidates are available for this post, the Dean shall appoint a Search Committee to recommend external candidates, according to University procedures.

### **4.2. Term of Office**

The term of appointment of a Department Chairperson is normally for three years, reviewed yearly.

### **4.3. Duties**

Each Department will be headed by a chairperson who acts as the academic and administrative leader of the Department, usually assisted by one or more program coordinator who is responsible for the academic operation of a program.

The Chairperson shall provide leadership and vision to the Department by creating favorable conditions for the growth and development of the Faculty. The Chairperson shall foster an environment that is conducive to the flourishing and continual support of research activities in the department. The Chairperson reports directly to the Dean on all matters related to the operation of the Department, in line with the mission, goals, bylaws, rules and procedures of the School and the University.

Duties of the Chairperson shall include, but are not limited to, the following:

1. Develop annual department academic goals and take the lead on their implementation;
2. Lead the program's accreditation and review efforts;
3. Coordinate departmental learning assessment efforts;
4. Prepare the course offering in consultation with the Faculty;
5. Ensure that students are provided with quality teaching, learning support, and advising;
6. Organize/supervise departmental co-curricular activities;
7. Prepare the budget of the Department in consultation with the Faculty;
8. Initiate new faculty positions in line with departmental need, the availability of budget, and enrollment plans in accordance with the goals of the department and LAU procedures;

9. Recommend to the Dean, following University procedures, all new faculty appointments, or reappointments, promotions, sabbatical leaves and leaves of absence of Faculty;
10. Approve expenditures on items that fall within the budget of the Department;
11. Prepare the annual departmental report that covers all the academic activities, achievements, and developments of the Department on both Campuses;
12. Report to the Faculty at departmental meetings on University and School matters;
13. Supervise departmental staff and make necessary recommendations regarding their promotion and/or the hiring of new staff;
14. Conduct annual Faculty and staff evaluation;
15. Liaise with University entities regarding marketing, fund raising, and enrolment strategies for the Department's program(s);
16. Oversee the development and update of the Department's marketing and publications.

## **7. Directors of Institutes**

### **7.1. Appointment**

School Institutes are led by Directors, who are appointed by the President based on the recommendation of the Dean and Provost. The Directors of Institutes report to the Dean.

### **7.2. Term of Office**

The term of appointment of Institute Directors is normally for one year, renewable.

### **7.3. Duties**

The duties of the Institute Director shall be set in accordance with the specific mission and objectives of the Institute, and shall include the following:

1. Prepare a yearly plan of action that covers the intended projects and activities for the duration of her/his term;
2. Oversee the administration of the Institute and prepare its yearly budget;
3. Assist the administration, after consulting with the Dean, in fund-raising activities for the institute;
4. Submit to the Dean a yearly report upon the end of each academic year, outlining the achievements and events of the institute;
5. Expand the role and visibility of the Institute and promote its activities within its main mission and objectives;

6. Prepare required publication materials that cover the work and events of the Institute.

## **8. Program Directors, Leads, and Coordinators**

### **8.1. Appointment**

Where needed, programs are led by Directors, Leads, and Coordinators. Program Directors, Leads, and Coordinators are recommended by the Chairperson to the Dean, following consultation with the faculty in the relevant program. They are normally appointed for a one-year term, renewable.

### **8.2. Duties**

#### **8.2.1. Program Director**

The duties of the Program Director, who shall report to the Chairperson shall be to:

1. Convene regular meetings with the relevant Faculty of the program to discuss the program's academic issues of concern;
2. Assist the Chairperson in preparing the course offering, course schedules, and course-faculty teaching assignment;
3. Monitor the completion and submission of faculty course assessment reports;
4. Develop program's self-studies and coordinate the review process;
5. Coordinate the program's assessment, review, and accreditation;
6. Coordinate with the Faculty all aspects of course design, including course outlines, the development and alignment of learning outcomes, and other learning activities;
7. Coordinate the annual course review and improvement process;
8. Ensure that all course-related administrative requirements are met, including the timely and accurate submission of course grades, course files, syllabi, and textbook requirements;
9. Assist the Chairperson in coordinating workshops, lectures, conferences, seminars and other activities related to the program;
10. Work closely with the course coordinators in the program to ensure consistency and rigor;
11. Coordinate research labs, internships, and practicum activities that are related to the program;
12. Write, edit, and coordinate development of course catalogs, promotional materials, educational materials, training manuals, newsletters, and/or brochures, as appropriate to the program;
13. Submit an annual report to the Chairperson on the activities in the program;

14. Perform miscellaneous job-related duties as assigned by the Chairperson.

### **8.2.2. Program Lead**

The duties of the Program Lead, who reports to the Chairperson shall be to:

1. Provide specialized administrative support including the development, accreditation, implementation, or marketing of the program;
2. Assist in preparing the course offering as requested by the Chairperson, course schedules, and course-faculty teaching assignment;
3. Monitor the completion and submission of faculty course assessment reports;
4. Coordinate the program's assessment, review, and accreditation;
5. Develop program's self-studies;
6. Coordinate with the Faculty all aspects of course design, including course outlines, the development and alignment of learning outcomes, and other learning activities;
7. Ensure that all course-related administrative requirements are met, including the timely and accurate submission of course files and syllabi;
8. Coordinate activities of support staff, consultants, faculty, and/or volunteers engaged in implementation and administration of program objectives;
9. Coordinate the course catalog content, promotional materials, educational materials, newsletters, and/or brochures, that are related to the program;
10. Assist with grant and/or proposal writing as appropriate to the objectives and funding nature of the program;
11. Participate in recruitment activities that are related to the program;
12. Submit an annual report to the Chairperson on the activities in the program;
13. Perform miscellaneous duties as assigned by the Chairperson.

### **8.2.3. Program Coordinator**

The duties of the Program Coordinator, who reports to the Chairperson shall be to:

1. Assist the Chairperson on a day-to-day basis, including troubleshooting on academic issues;
2. Assist in preparing the course offering as requested by the Chairperson, course schedules, and course-faculty teaching assignment;
3. Coordinate the program's assessment, review, and accreditation;

4. Coordinate with the Faculty all aspects of course design, including course outlines, the development and alignment of learning outcomes, and other learning activities;
5. Ensure that all course-related administrative requirements are met, including the timely and accurate submission of course files and syllabi;
6. Assist the Chairperson in coordinating workshops, lectures, conferences, seminars and other activities related to the program;
7. Work closely with the course coordinators in the program to ensure consistency and rigor;
8. Submit an annual report on the activities of the program or Center.
9. Perform miscellaneous duties as assigned by the Chairperson.

## **ARTICLE IV**

### **FACULTY BODY**

#### **A. Constitution of the Faculty Body**

The Faculty Body of the School shall consist of all Full-time, Adjunct, Visiting, Continuing Non-Tenured, and Part-time Faculty. The Voting Faculty of the School shall consist of all Full-time Faculty.

Adjunct Faculty members are appointed for a limited term, with possible extensions, and proportional benefits.

Visiting Faculty members are offered a limited term appointment with benefits, in accordance with University Personnel Policies.

Part-time Faculty are appointed on a temporary basis, and according to need, with no benefits except the ones specified for retirees in the Pension Plan.

Appointment in all of the above categories, except for part-time Faculty, shall be made at the ranks of Professor, Associate Professor, Assistant Professor, Lecturer, Senior Instructor, and Instructor in accordance with the criteria set below, and in line with the Personnel Policy-Faculty Section.

#### **B. General Duties of All Faculty Members**

The primary duty of all Faculty members is to educate and serve students without any discrimination, and to uphold the highest academic standards in their discipline. Specifically, all Faculty members are called upon to:

1. Provide education and develop the student's critical thinking and creative abilities;
2. Deliver the courses assigned to them in-line with the mission and objectives of the specific program, following the course description, learning objectives and set schedule;
3. Assume responsibility for staying abreast of developments in their disciplines and of the latest educational developments in their field;
4. Develop innovative teaching methods, and revise their syllabi and teaching material regularly;
5. Implement University rules and regulations concerning student attendance, the administration of exams, and the observance of all ethical standards;
6. Report to the Chairperson or the relevant program coordinator on any academic issues or planned events or activities, and inform the Chairperson in writing in case of any planned or unexpected absence from campus during regular terms, and the schedule for make-up sessions for missed classes;

7. Submit to the program coordinator and the Chairperson course files, final grades, and other requirements on time, and hold office hours as required by University regulations;
8. Participate in implementing University and departmental plans, especially strategic, accreditation, and assessment plans.

## **C. Composition of the Faculty**

### **1. Full-time Faculty**

#### **1.1. Appointment, Tenure and Promotion**

The appointment, tenure and promotion of Full-time Faculty are subject to the University Faculty Bylaws.

#### **1.2. Additional Duties**

In addition to the General Duties outlined above, full-time Faculty members are expected to:

1. Maintain an active presence on campus and participate actively in the life of the Department and School by proposing activities and by participating in and collaborating on events of academic interest;
2. Participate in departmental meetings and serve on departmental, School, and University committees as required by University rules and regulations;
3. Actively participate in student advising;
4. Fulfill their duties as Full-time Faculty according to the University Policies;
5. Advance scholarship and conduct research in their academic fields (for faculty in professorial ranks);
6. Initiate or engage in activities that serve the profession, country, or the region.

#### **1.3. Full-time Faculty Prerogatives**

Full-time Faculty members are entrusted to implement the mission and academic vision of the School and the University. They shall contribute effectively in creating a positive academic atmosphere, fostering the intellectual development of the Student and Faculty Body. Specifically, they shall engage in the following activities:

1. Participate in developing and amending School Bylaws that govern the operation of the School;
2. Participate actively in all School and Departmental meetings;
3. Elect representatives to the Senate and School committees;

4. Vote in School and Departmental meetings on issues that relate to new policies, recommendations, hiring of new Faculty, and granting degrees for graduating students, among other issues;
5. Propose or initiate academic activities, such as conferences, exhibitions, lecture series, and other activities;
6. Engage in professional activities in accordance with Faculty Bylaws, and in a way that may not conflict with teaching and service duties in the School.

#### **1.4. Full-time Faculty Ranks**

Full-time Faculty members are hired at the ranks below, based on their degrees and experience and their areas of expertise, in accordance with Faculty Bylaws, and under the following guidelines:

**Instructor:** Faculty appointed at this rank should have completed a graduate degree and can offer instruction in basic courses and/or studios and/or laboratories.

**Senior Instructor:** Faculty in this rank should have completed a graduate degree and can offer instruction in basic courses and/or studios and/or laboratories and have served the university for a minimum of nine years. Faculty members in this rank are given a renewable three-year term.

**Lecturer:** Faculty appointed at this rank should have an outstanding record of teaching and service. Lecturers are normally required to have terminal degrees in their field.

**Assistant Professor:** Faculty appointed at this rank should have a terminal degree in their field. Appointment from this rank and above is done following a search process, according to regular procedures. Faculty members appointed at this rank are given a renewable three-year term and are expected to apply for promotion at the end of their sixth year at the School. A Faculty member may serve a maximum of eight years at this rank as set in the University Bylaws.

**Associate Professor:** Faculty at the Assistant Professor level are hired or promoted to this rank after providing evidence of a substantial record of scholarly and/or professional achievements, recognized by their peers through publications, awards, and projects, in accordance with the promotion criteria.

**Full Professor:** Faculty at the Associate Professor level are hired or promoted to this rank after providing evidence of a substantial record of international, scholarly and/or professional achievements, in accordance with the promotion criteria.



## 2. Adjunct Faculty

Adjunct Faculty positions are open to professionals who bring specialized knowledge to the School and enrich its curriculum by teaching specific courses or studios where their expertise is crucial. Adjunct Faculty members are individuals whose primary careers are outside academia, as directors or members of professional organizations. Adjunct Faculty members teach a part-time load ranging from 6 to a maximum of 15 credits per year.

Adjunct Faculty members do not have voting rights in Departmental or School Faculty meetings and cannot be appointed to administrative positions. They are, however, welcome to attend and participate in School Faculty meetings. They are also not allowed to hold teaching jobs at other Institutes during their period of employment at the School. Adjunct Faculty members are offered partial employment benefits as provided for in the Personnel Policy.

### 2.1. Appointment

Appointments to Adjunct Faculty positions are made following a search process, in accordance with regular procedures. Individuals may serve as Adjunct Faculty without limit of time, through successive re-appointments that are subject to yearly evaluations by the Department Chairperson and approval of the Dean. During the term of their appointment, teaching assignments for Adjunct Faculty are decided on a yearly basis by the Department Chairperson, and they may change from year to year within the limits set above.

Adjunct Faculty should notify the Department Chairperson at least one semester ahead of time in case they are unavailable to teach during any particular semester or term. Adjunct Faculty members are considered for reappointment based primarily on two criteria: the quality of their teaching, and their continuing contribution to research and / or practice.

### 2.2. Adjunct Faculty Ranks

Adjunct Faculty may be hired at any of the ranks below, based on their degrees and experience.

**Adjunct Lecturer:** Faculty appointed at this rank should have the minimum requirements of a terminal degree in their field with professional experience.

**Adjunct Assistant Professor:** Faculty appointed at this rank should have a minimum of a terminal degree in their field. Adjunct Faculty at the Lecturer level may be promoted to this rank upon completion of six years of teaching at the School, and upon recommendation by the Chairperson and Dean.

**Adjunct Associate Professor:** Faculty appointed at this rank should have a substantial record of professional achievements and should be recognized by their peers through their publications, awards, projects, or works of merit, in addition to a minimum of nine years of teaching experience. Adjunct Faculty at the Assistant Professor level may be promoted to this rank upon the completion of six years of teaching at the School, and upon the recommendation of the Chairperson and the Dean.

**Adjunct Professor:** This rank is reserved for the highest-level professionals in their fields, who are well known for their work at the regional or international level, and for their overall record of academic or professional achievements. Promotion to this rank is made upon recommendation by the Chairperson and Dean, upon evidence of a substantial record of professional achievements.

### **3. Visiting Faculty**

Visiting Faculty are term-limited positions (usually limited to one semester or one year) which carry full benefits during the position of tenure, but which cannot be renewed for more than two years. Visiting Faculty members do not have voting rights in Departmental or School Faculty meetings and cannot be appointed to administrative positions.

#### **3.1. Appointment**

Appointments of Visiting Professors are normally made for a period of one year. In exceptional cases and based on the recommendation of the Chairperson, a Visiting Professor may be offered an extension for a second year. Visiting Faculty who wish to extend their stay beyond their second year must apply for a regular opening as Full-time or Adjunct Faculty, when available, and in accordance with University procedures.

#### **3.2. Visiting Faculty Ranks**

**Visiting Assistant Professor:** Faculty appointed at this rank should have a terminal degree in their field.

**Visiting Associate Professor:** Faculty appointed at this rank should have a substantial record of professional achievements and should be recognized by their peers through their publications, awards, projects, or works of merit, in addition to a minimum of nine years of teaching experience.

**Visiting Professor:** This rank is reserved for the highest-level professionals in their fields, who are well-known for their work at the regional or international level, and for their overall record of academic or professional achievements.

### **4. Continuing Non-Tenured (CNT) Faculty**

The University reserves the right to hire full-time Faculty members who have reached the post-retirement age of 64, one year at a time and for a period not to exceed six years (“Personnel Policy, Faculty Section p.11, article XII – Retirement and Indemnity”).

CNT Faculty members retain the benefits and rights that are specified in the Personnel Policies and Faculty Bylaws.

## **5. Part-time Faculty**

Part-time Faculty members are hired to teach specific courses on a term-by-term basis. Part-time Faculty members do not have voting rights in Departmental or School Faculty meetings and cannot be appointed to Administrative positions.

### **5.1. Appointment**

Part-time Faculty members are hired according to the "Procedure for Recruiting New Part-Time Faculty Members." Part-time Faculty members are not entitled to any employment benefits.

### **5.2. Part-time Faculty Ranks**

Part-time Faculty members are hired according to the ranks established by the University, in accordance with their degrees and teaching experience.

## ARTICLE V

### MEETINGS AND PROCEDURES

#### A. School Faculty Meetings

##### 1. Meetings Schedule and Purpose

Meetings of the School Faculty shall be held in accordance with Faculty Bylaws and shall be conducted according to Robert's Rules of Order. Ad-hoc meetings may be called for by the Dean at any time. The time, date, and agenda shall be announced by the Dean ahead of the meeting.

The Purpose of General School Meetings is to introduce all new Full-time, Adjunct, and Visiting Faculty members, and to share with the whole Faculty Body the directives outlined by the Dean in her/his strategic plan and yearly plan, as well as any other issues of interest to the School, including how it conducts its business.

##### 2. Voting Policies

All Faculty members, except part-time faculty, are eligible to attend School Faculty meetings, except in cases where the Dean may choose to invite only Full-time Faculty to meetings for specific tasks. A quorum will consist of simple majority of the Full-time voting Faculty members of the School. When a vote is taken, approval requires a simple majority of Full-time Faculty present. Voting shall be by show of hands, or by paper ballot in the case of elections or other critical issues.

A majority of the voting members excluding those on leave shall constitute a quorum. Subject to the requirement of a quorum, decisions shall, unless otherwise specified, be made by a majority of the members of the Faculty present and voting.

##### 3. Conducting Meetings

The agenda for the meetings shall be set by the Dean and sent no later than three working days prior to the meeting date.

The Dean chairs all School meetings. In the event the Dean cannot be present at the meeting, the Associate Dean or any Faculty member delegated by the Dean shall chair the meeting. Information pertaining to curriculum, bylaws, and rules and academic regulations must be distributed in final form to Faculty at least one week prior to voting.

Minutes will be circulated to School Faculty within two weeks after the meeting. Correction and approval of minutes will occur during the following Faculty meeting. The approved minutes will be retained on file in the Dean's Office.

## **B. Departmental Meetings**

Departmental Meetings shall be held at least twice per semester and shall be chaired by the Department Chairperson and governed by clear departmental bylaws. The objective of the meetings shall be to share with Full-time Faculty issues that pertain to the development of the Department, and to get their input on decisions that require consultation and/or Faculty vote. The Chairperson may decide whether to invite Part-time Faculty to a meeting depending on the agenda. All other policies for general School Faculty meetings apply to Departmental Meetings.

Meetings are called for at the beginning of each term to introduce new Full-time, Visiting, and Adjunct Faculty members, and to share with the Faculty Body of the Department the directives, events, and plans of action for the academic term.

The Chairperson shall select a secretary according to departmental bylaws or approved rules and regulations. It is the responsibility of the Chairperson to conduct meetings on a regular basis for the proper operation and development of the Department. The recording secretary shall maintain an electronic collection of official records of the meetings and file electronic copies with the Departmental Office.

## ARTICLE VI

### SCHOOL COUNCILS

Faculty members engage in the policy and decision-making of the School through their participation in School and departmental meetings and their service on School Councils.

#### A. General Rules

##### 1. Elections

Election to the SoAS councils is held at School level with at least one faculty member elected from each given department, while ensuring that no more than 2 faculty are elected from the same department. The maximum number of elected members to School councils is 7. The election will be conducted by secret ballot vote. The term of service of a faculty member on School Councils is two years. All councils' minutes are made public on the School's website. No faculty member may serve at one time on more than two standing councils of the School and no faculty member shall serve for more than two consecutive terms on any given council.

Each School Council is **required** to present to the Dean a **quarterly report** summarizing the council's activities.

##### 2. Council Meetings

Every council shall elect a chairperson for one year who shall preside over the council meetings. The Council shall also elect a secretary who shall be responsible for the agenda and the minutes. It is the responsibility of the council chairperson to conduct regular meetings as needed for the satisfactory accomplishments of the duties of the council. The Associate Deans and Assistant Deans shall be ex-officio members of the School councils.

##### 3. Establishing New Councils

New councils may be established according to these bylaws. The motion to establish such a council shall include the charge of the council, which sets forth its duties and area of responsibilities. The number of council members, their eligibility criteria, their term of service, and method of appointment shall be included in the same motion or in a subsequent motion.

#### B. School Councils

##### 1. School Executive Council (SEC)

- a. **Members:** The SEC shall consist of the Dean, Associate and Assistant Deans.
- b. **Duties:** The SEC shall provide advice to the Dean on School-wide strategic issues and constitute a forum for ensuring that the School's leadership team has common view and a shared vision for the School.

- c. **Meetings:** The SEC will meet on a bi-weekly basis or when called upon by the Dean, who shall chair the meetings.

## 2. School Advisory Council (SAC)

- a. **Members:** The SAC shall consist of the Dean, Associate/Assistant Deans, and Department Chairpersons.
- b. **Duties:** The SAC shall provide advice to the Dean on school wide issues, both strategic and operational, including academic planning, program accreditation, program assessment, and cross-programs dependencies that affect the School. The Council shall deal with matters as may be referred to it by other school councils.
- c. **Meetings:** The SAC will meet on a bi-weekly basis or when called upon by the Dean, who shall chair the meetings.
- d. **Recommendations:** All recommendations should be processed following the regular University procedures and policies.

## 3. School Undergraduate Academic Council (SUAC)

- a. **Members:** The School Undergraduate Academic Council shall consist of elected Faculty members representing the School with no more than two faculty elected from a given department. Membership shall also include the School's elected representatives at the University Curriculum Council and University Admissions Council as ex-officio members. The Chairperson of the Department of Liberal Education shall be an ex-officio member.
- b. **Duties:** The SUAC shall be responsible for the following:
  - Reviewing and approving *new* academic courses and programs as well as *major* curricular revisions;
  - Monitoring the School's assessment and program review process;
  - Assisting in creating an environment of continuous improvement and in ensuring that departments fully develop and implement ongoing, systematic outcomes assessment;
  - Disseminating information regarding the evaluation of educational and student developmental objectives and outcomes; gathering and interpreting information and evidence to determine how well students learning matches the expectations and using the resulting information to understand and improve student learning.
  - Acting on applications and recommending admission into the School's various undergraduate academic programs;
  - Acting on undergraduate students' petitions.
- c. **Meetings:** The SUAC shall meet at least once a month (including the summer semester where necessary) as called for by its chair, and make a final recommendation to the SAC.
- d. **Recommendations:** The SUAC makes recommendations to the SAC.

#### **4. School Graduate and Research Council (SGRC)**

**a. Members:** The School Graduate and Research Council shall consist of elected faculty members at the rank of associate professor or above, with a recognized scholarly record of research achievement. Membership shall be composed of elected faculty members representing the School with no more than two faculty from a given department. Membership shall also include the School's elected representatives at the University Graduate and Research Council as ex-officio members.

**b. Duties:** The SGRC shall be responsible for the following:

- Reviewing proposals for new or revised graduate programs and courses;
- Proposing ways to promote research and Faculty development in the school;
- Recommending policies and procedures pertaining to the development of research and scholarly activities in the School;
- Making recommendations on facilitating research activities among Faculty and students;
- Making recommendations on the effective and efficient use of resources in the production of research
- Enhancing the ability of the School to realize its potential for distinction in research and scholarly activities;
- Acting on graduate students' petitions.

**c. Meetings:** The SGRC shall meet at least once a month or as called for by its Chair

**d. Recommendations:** The SGRC makes recommendations to the SAC.

#### **5. School Planning Council (SPC)**

**a. Members:** The School Planning Council shall consist of elected faculty members representing the School with no more than two faculty from a given department.

**b. Duties:** The SPC shall be responsible for the following:

- Advising on the School's strategic planning through a regular review of the School's goals and priorities;
- Setting and reviewing policies concerning recruitment, admissions, and transfers into the different School's programs;
- Approving departmental bylaws in the School of Arts and Sciences;
- Reviewing and approving programs' assessment plans;
- Evaluating admission policies and procedures, and recommending changes as appropriate;



- Initiating and formulating policies that will maintain and improve the standards and quality of education in the School;
  - Recommending major policy initiatives including changes to these bylaws.
- c. **Meetings:** The SPC shall meet at least once a month or as called for by its Chair
- d. **Recommendations:** The SPC makes recommendations to the SAC.

#### **10. Ad Hoc Committees, Sub-Committees and Task Forces**

As the need for special Ad Hoc committees arises, such committees shall be appointed by the Dean. The mandate of each Ad Hoc committee shall be clearly delineated. Ad Hoc committees shall be dissolved once their assignments have been completed.

## **ARTICLE VII**

### **CODE OF ETHICS**

The School adheres to the University Code of Ethics:

[https://www.lau.edu.lb/about/policies/code\\_of\\_ethics.pdf](https://www.lau.edu.lb/about/policies/code_of_ethics.pdf)

## **ARTICLE VIII**

### **BYLAWS APPROVAL and AMENDMENTS**

These Bylaws may be approved or amended, at a school meeting with a two-thirds quorum, by an affirmative vote of a majority of the membership of the voting faculty, excluding those on leave. The bylaws or the proposed amendments shall be mailed to the members at least two weeks before the school meeting at which the bylaws will be voted on.

The bylaws or the amendments shall be approved by the Provost and the President.

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

**ARTICLE IX**

**CONFLICT OF BYLAWS**

In the event that any provision in the School Bylaws conflicts with the University Constitution and Bylaws, Faculty Bylaws and University Policies, the latter shall take precedence.

Approved By:

\_\_\_\_\_

Dean

\_\_\_\_\_

Provost

\_\_\_\_\_

President