

# **FACULTY BYLAWS**

**of the**

**AMERICAN UNIVERSITY OF SCIENCE & TECHNOLOGY**

# **TABLE OF CONTENTS**

## **Article I. Membership of the Faculty**

## **Article II. Duties of the Faculty**

**II-A. General**

**II-B. Organizational**

**II-C. Educational**

**II-D. Review**

## **Article III. Meetings of the Faculty**

**III-A. Stated**

**III-B. Special**

**III- C. Quorum**

**III-D. Chair**

**III-E. Secretary**

## **Article IV. Officers of the Faculty**

**IV- A. President**

**IV-B. Provost**

**IV- C. Vice President for Academic Affairs**

**IV- D. School Dean**

## **Article V. Administrative Officers**

## **Article VI. Executive Council of the University**

**VI-A. Membership**

**VI- B. Chair**

**VI-C. Duties**

**Article VII. Standing University Councils of the Faculty (Institutional Councils)**

**VII-A. Admissions Council**

**VII-B. Co-Curriculum Council**

**VII-C. Curriculum Council**

**VII-D. Financial Aid Council**

**VII-E. Graduate Studies Council**

**VII-F. Research Council**

**Article VIII. Committee of Peers**

**Article IX. Special Councils of the Faculty**

**Article X. Academic Schools of the Faculty**

**X-A. Organization**

**X-B. Duties of the Dean**

**X-C. Duties of the Department or Division Chair**

**X-D. Duties of the Teaching Faculty**

**Article XI. Faculty Representative**

**XI-A. Election**

**XI-B. Compensation**

**XI-C. Duties of the Faculty Representative**

**Article XII. The Faculty and the Students**

**Article XIII. Amendments of the Faculty By-laws**

# **FACULTY BY-LAWS**

## **AMERICAN UNIVERSITY OF SCIENCE & TECHNOLOGY**

The Constitution of the American University of Science & Technology indicates that the University organization shall consist of the Faculty and the Board. The duties of the Trustees are spelled out in the Constitution. The duties of the faculty are spelled out in the following document.

### **Article I. Membership of the Faculty**

In accordance with the Constitution of AUST, the Faculty shall consist of all teaching personnel, the major administrative officers, the Registrar and all professionally trained University librarians. More specifically the voting Faculty shall consist of the Provost, the Vice Presidents, the School Deans, the Dean of Students & Admissions, the Registrar, the Director of Relations, the professionally trained librarians, all full time teaching personnel of the rank of instructor or above, and all part time faculty members (instructor level and above) and carrying a load of nine semester hours or more. The President shall serve as an ex-officio member without vote. It shall be the duty of the Vice President for Academic Affairs to publish list of all faculty members by schools at the beginning of each semester indicating those eligible to vote in faculty and school meetings and thus to hold office in the Faculty and to represent the Faculty officially.

## **Article II. Duties of the Faculty**

### **II-A. General**

The prime duty of the Faculty is to provide the students with the best educational experience possible within the financial capabilities and resources available.

The Faculty shall be responsible to the Board through the School Deans, the Vice President for Academic Affairs, the Provost and the President for the program of the University and for the academic standards. They shall establish standards of excellence through dedication, and the use of technological aids in teaching. The faculty shall assume responsibility for keeping itself abreast of the developments in their disciplines and of the latest educational developments in the world. They shall be innovative in their teaching and strive to make the learning process a leading educational process in Lebanon and the Middle East.

### **II-B. Organizational**

To carry out these responsibilities the Faculty shall be organized into an Executive Council, and four to eight standing institutional councils. Each council is expected to meet at least once a month. All full time teaching faculty and the major administrative officers of the University shall serve as voting members of one, and only one, of the councils except in special cases. All councils shall be constituted so that a majority of the voting members are faculty members with academic rank. Staff members may serve as ex-officio voting members on the institutional councils and their duties are to provide assistance pertaining to their offices. The President, the Provost and the Vice Presidents are ex-officio, non voting members on all institutional councils.

All council meetings shall be conducted by the elected chairs in such a way that decisions are reached by consensus. At the discretion of the chair the procedures of Robert's Rules of Order may be followed if consensual agreement could not be reached.

The following list specifies the institutional councils of the Faculty:

Executive Council

Curriculum Council

Admissions Council

Financial Aid Council

Co-Curriculum Council

Graduate Studies Council

## **II-C. Educational**

The Faculty shall have general responsibility for the schools, councils, curricular programs, the awarding of degrees, and the co-curricular activities of the University within the framework of the Constitution and By-laws of the University and the policies of the Board. Faculty meetings shall be considered as the main medium for the expression of the collective views and deliberations of the faculty on key issues facing the councils and the schools. All decisions made in faculty meetings shall be considered as recommendations of the Executive Council. Decisions shall be made in meetings with a quorum by a majority vote of the voting faculty members present.

## **II-D. Review**

The Faculty shall have the right to review the decisions made by the institutional councils or the schools. The faculty may ask the institutional council or the school to reconsider its action. Such review may be initiated by submitting to the VPAA a petition signed by (at least) 15% of the voting faculty members. The petition must state the reasons for asking for the review. After receiving the petition, the VPAA shall discuss the issue with the Executive Council and then arrange for a faculty meeting within 10 working days from the date of the petition. If the school or the institutional council remains at odds with the Faculty after one review, the case shall be handled by the Executive Council for final consideration.

# **Article III. Meetings of the Faculty**

## **III-A. Stated**

There shall be six stated meetings of the faculty during the Fall & Spring semesters (3 and 3). The dates of these meetings shall be stated in the University Calendar before the academic year begins. The Agenda for the Faculty meetings shall be prepared by the VPAA and the faculty representative and shall be distributed to the voting faculty members at least 5 working days before the meeting.

## **III-B. Special**

Faculty meetings may be held at the call of the President at any time. Such meetings are usually extraordinary in nature and are reserved for major announcements or for discussion of major issues.

Alternately, special faculty meetings (not stated in the University Calendar) may be held at the call of the Faculty Representative upon written request of 15% of the voting faculty members provided the announcement of the special meeting is made at least 5 days before the actual meeting and provided that the agenda is distributed with the announcement itself.

### **III- C. Quorum**

A quorum shall consist of a majority of the membership of the voting Faculty. Faculty members on leave are not counted. If no quorum is present at any meeting, a special meeting shall be called at least 48 hours later. Should a quorum not be present at the resulting called meeting, the necessary work shall be performed by the schools and councils without the guidance of the Faculty as a whole.

### **III-D. Chair**

The meetings of the Faculty shall be chaired by the Vice President for Academic Affairs and in his/her absence by the Faculty Representative. If the President attends (and chooses to), he/she shall chair the meeting. Meetings shall be conducted in accordance with the most recent revision of Robert's Rules of Order.

### **III-E. Secretary**

The faculty meetings shall be recorded in the form of minutes by the Secretary of the Faculty.

These minutes shall be written for each meeting and they should include, in brief, the following:

- a. names of faculty members present
- b. items of business discussed
- c. summary of discussions
- d. actions taken

These minutes shall be submitted to the VPAA within 72 hours from the time the meeting took place for distribution to the Faculty. The secretary of the Faculty shall be elected by the Faculty during the first faculty meeting of the academic year.

## **Article IV. Officers of the Faculty**

#### **IV- A. President**

The Board appointed President is the Chief Executive Officer (CEO) of the Institution. He/she is the Chief executive administrative, academic and financial head of the Institution. He/she delegates authority to Vice Presidents each in a chosen area. He/she shall be responsible for giving leadership to the various university functions and he shall have the responsibility to review all the actions of the councils, schools and vice presidents to ascertain that they fall within and comply with University mission, Board policies, University rules and governmental decrees and decisions. He/she is empowered with a veto power that could be resorted to stop any action or decision taken that may be harmful to the Institution and/or its reputation. The President shall be the official representative and spokesman of the University and he may delegate his/her staff –as is appropriate- to represent him/her. The President is the University's liaison with the Board and he may invite members of his/her direct team to attend Board meetings as resource individuals.

Although the President may delegate some of his/her academic, administrative and financial responsibilities but remains uniquely responsible to the Board for these functions.

At his/her own will, the President may exercise the right of holding and attending meetings with groups and individuals within the norms of proper management practices. At no time, should the President be perceived as an individual who may only relate to one, two, three or more – a few – upper level administrators.

The President is the only individual who signs faculty and staff contracts. He/she is also the only individual who has ultimate authority to terminate employment according to accepted and clear procedures.

As the Chief Executive Officer, the President has the ultimate financial responsibility and he/she, thus, may choose to be uniquely responsible for signing checks or he/she may choose to delegate this authority.

As a member of the Executive Council of the University, the President has the power of veto which he/she may choose to use in cases that he/she believes are of existential importance.

#### **IV-B. Provost**

The Provost is the Chief Academic Officer of the University.

He/she is directly responsible for the University's educational leadership and training. He/she is responsible for the development and administration of the academic budget.

The Provost reports to the President and will act on behalf of the President in his/her absence.

As Chief Academic Officer, he/she shall be the resource person on matters pertaining to learning and teaching and is entrusted with developing policies and procedures that safeguard academic freedom and promote intellectual curiosity and excellence of the educational program.

The Provost shall be the President's Chief advisor. He/she shall be responsible for the development of external initiatives that will position the university favorably among international institutions.

The Provost shall oversee institutional research, the academic budget, and faculty promotions. Moreover, he/she shall represent the University as delegated by the President.

Until such a time when a Development Office is established, the Provost shall, with the President, be responsible for alumni relations and development.

#### **IV- C. Vice President for Academic Affairs**

The Vice President for Academic Affairs is authorized by the President to lead and supervise the academic process both inside and outside the classroom. He/she shall be a member of the Executive Council and is an ex-officio member of all institutional councils and committees. He shall chair faculty meetings and supervise the school Deans/Directors. The VPAA shall approve the school budgets before they are submitted for final consideration.

#### **IV- D. School Dean**

The Dean shall give leadership and supervision to the educational program of his/her school both inside and outside the classroom. He/she is responsible to the VPAA and eventually to the Provost and the President for the activities of his/her school. He/she shall be responsible for the implementation of the academic policies and rules as approved by the Board and the Executive Council and he/she shall see to it that high standards are maintained. He/she shall supervise the Chairs in his/her school and shall approve the departmental budgets and course schedules before they are submitted to the VPAA.

### **Article V. Administrative Officers**

The President shall appoint the major administrative officers required to efficiently administer and manage the University. All appointments, other than the Provost and Vice Presidents, shall be made only after consultation with the Provost and the concerned Vice Presidents and the personnel directly related, such as with the Faculty upon the appointment or re-appointment of the Schools Deans. Appointment of the Provost and Vice Presidents needs Board approval.

## **Article VI. Executive Council of the University**

### **VI-A. Membership**

The Executive Council shall be composed of the President, Provost, Vice Presidents, Deans and/or Directors of academic programs and the elected Faculty Representative.

### **VI- B. Chair**

The Chair shall rotate among Council members. The Chair shall be elected by the membership of the Council and the term shall normally be for one year. Meetings shall be conducted according to the provisions of Robert's Rules of Order.

### **VI-C. Duties**

- The Executive Council shall be the highest institutional Council invested with the task of ensuring that the total program of the university is implemented according to the set policies, rules and procedures.
- The Executive Council shall act on recommendations submitted by lower councils, academic units and personnel within the general policy framework set for the Institution.
- The Executive Council shall act on policy and program recommendations that are received and refer to its decisions (through the President) to the Board for final action.
- The Executive Council shall convene as a Council of appeals in cases of dispute among schools, among schools and councils, among faculty, among staff, among faculty and staff and among faculty and students. These issues shall reach the Executive Council only after having been studied by the pertinent Councils and/or schools.

- The Executive Council shall develop a long range plan for the whole university and it shall request and receive assistance from the cognizant schools councils and individuals.
- The Executive Council shall develop an organizational structure for the university with clear delineation of jobs and clear description of these jobs. This organizational structure should be submitted to the Board for Approval.

## **Article VII. Standing University Councils of the Faculty (Institutional Council)**

Faculty participation in the various activities and functions of the Institution shall be through Councils where the various institutional businesses are conducted. These councils are essentially faculty councils with memberships that include staff members as ex-officio members. The Chair of a university council shall be a faculty member.

### **VII-A. Admission Council**

The Admissions Council shall initiate policies, procedures and systems for approval by the Executive Councils. Once these are approved, the Council shall:

- establish guidelines for admitting qualified students to AUST
- study the applications for admission to AUST's undergraduate programs and act on them
- review and act on petitions relating to admission or re-admission.
- admit qualified students to the programs of their choice or to alternate programs (in certain cases) as per the recommendations and input of the academic units concerned.
- review the admissions guidelines and procedures annually and implement changes after securing the approval of the Executive Council.

## **VII-B. Co-Curriculum Council**

The Co-Curriculum Council shall:

- initiate procedures that will support the academic life of the institution
- convene to study petitions regarding infractions of the rules and regulations regarding absence and lateness
- study petitions regarding missing exams
- deliberate on student initiated requests regarding speakers and events on campus grounds

## **VII-C. Curriculum Council**

The Curriculum Council shall:

- review the university requirements in light of recent developments in education and the need to provide AUST's students with a well balanced liberal arts education.
- initiate policies and procedures that will ensure AUST's leading position among Middle Eastern and Lebanese Institutions of Higher Learning.
- promote and facilitate new teaching techniques.
- review the extent of use of computer technologies in the various academic programs.
- establish clear and fair criteria for testing, grading, academic probations, suspensions and graduation.
- set clear rules and procedures for graduation in conformity with those practiced in leading American colleges and universities.
- establish proposals for consideration of and acting on academic proposals originating from faculty members, academic units or academic administrators.
- establish and evaluate procedures for registration, grade reporting, grade recording and grade distribution.
- seek and implement external evaluation measures, which will evaluate the content of AUST's academic programs, the delivery process and the student achievement.
- work on developing a system for measuring the teaching and learning effectiveness.
- establish guidelines and procedures for academic advising by faculty members.

- satisfy the needs of the professional business community by providing professional continuing education programs through the various academic units or through a separate entity.
- act on petitions for tutorials, and for course substitutions involving university requirements and course equivalencies in transfer cases.

## **VII-D. Financial Aid Council**

The Financial Aid Council shall:

- draft the necessary application forms for financial aid
- study the requests for financial aid from applicants and verify, to the best of its abilities, the contents of the financial aid applications.
- interview parents and guardians to verify data included in the financial aid applications.
- award (or deny) financial aid within the allocated budget for financial aid.
- review petitions from students relating to financial aid.
- evaluate the financial aid program, annually.
- suggest a work-study program for consideration by the Executive Council and (once approved) evaluate the program annually.

## **VII-E. Graduate Studies Council**

The Graduate Studies Council shall:

- a. formulate policies regarding admission to graduate programs.
- b. make sure that admission to the various graduate programs complies with the set policies.
- c. study the feasibility of introducing new graduate programs as presented by the various academic schools.
- d. formulate rules and procedures for the “Graduate School”.
- e. act as a council of appeals for graduate students.
- f. formulate procedures and rules for awarding graduate assistantships.
- g. deliberate on graduate financial assistantships for graduate students.

## **VII-F. Research Council**

The Research Studies Council shall:

1. initiate, recommend and develop policies that will support, strengthen and evaluate research at AUST.
2. suggest ways and means for the creation and the propagation of a research spirit at AUST.
3. study and evaluate faculty research proposals submitted with the purpose of obtaining financial support from the university and/or release time for teaching.
4. evaluate reports (progress and final) submitted by the faculty regarding research supported by AUST.
5. study sabbatical requests when there is a research component and make recommendations to the Executive Council.
6. develop criteria, rules and procedures for research involving human subjects or cells.

## **Article VIII. Committee of Peers**

The Peer Group (promotion) Committee shall be appointed by the Chief Academic Officer and shall be composed of full time faculty members who are in the rank to which the “applicant” may be promoted or higher .e.g. the PGC for an Assistant Professor applying for promotion to the rank of Associate Professor shall be made up of Associate Professors and/or Professors. The composition of the Committee should observe, as much as possible, the field of specialization of the applicant so that at least one member of the Committee is in a field of specialization close to that of the applicant. In the possible cases where no such one person could be found, an outsider may be co-opted to be a member of the Committee.

## **Article IX. Special Councils of the Faculty**

In order to carry out the University functions properly and efficiently, special councils of the faculty may be formed by the Executive Council for short or medium duration unless otherwise specified by the Executive Council. These special (or ad hoc) councils or committees shall be subject to the same rules that govern the Standing Faculty Councils and shall report their recommendations to the Executive Council.

## **Article X. Academic Schools of the Faculty**

### **X-A. Organization**

AUST shall be organized into no less than three academic schools comprising related academic disciplines. The academic school shall be headed by a dean who shall be assisted by the chairs of the cognizant academic units.

The academic school shall be the basic budgetary unit for planning purposes, although each academic unit shall have its own subsidiary budget.

The four academic schools that exist in 2005 are:

1. The School of Business
2. The School of Computer Science and Computer & Communications Engineering
3. The School of Liberal Arts & Sciences
4. The School of Laboratory Science & Technology

### **X-B. Duties of the Dean**

The Director/Dean shall be responsible to the Provost for leading and executing proper management of the various academic units that fall under his/her jurisdiction.

#### **More specifically the Director/Dean shall:**

- a- Be responsible for the welfare of the academic programs, the faculty and the students under his/her jurisdiction.
- b- Be the leader and the mover of the units that she/he heads.
- c- Exercise his/her prerogatives in a wise and constructive manner.
- d- Ensure that all courses are staffed with the best faculty members available.
- e- Approve and finalize the course offerings submitted by the faculty (2 semesters + 2 summers).
- f- Exercise proper judgment in deliberations regarding faculty salaries and benefits.
- g- Approve and finalize the recommendations of the chairs regarding faculty hiring.
- h- Hold general faculty meetings for instructors under his/her jurisdiction for the purposes of information, communication, planning and observance of university policies, rules and regulations.

- i- Approve and finalize book orders for all courses under his/her jurisdiction are least 3.5 months before books are needed.
- j- Represent his/her school in the meetings of the Executive Council.
- k- Assure the quality of delivery in the classroom and ensure the maximum use of information technology in all courses under his/her jurisdiction.
- l- Represent his/her school in activities or programs related to that particular school.
- m- Be cognizant of the changes and improvements that are taking place in fields belonging to his/her school for possible adaptation.
- n- Organize school activities for the benefit of the students and the professional community.
- o- Work on establishing a network with the business community for the promotion of AUST's graduate and for learning the needs of this community.
- p- Suggest new programs to the Executive Council for implementation after having had these programs studied by the pertinent faculty and councils.

### **X-C. Duties of the Department or Division Chair**

The chair shall be responsible to the director/dean for all activities relating to his/her academic units.

#### **More specifically the Chair shall:**

- a- Coordinate the activities within the various academic units under his/her jurisdiction.
- b- Be responsible for proper follow up of coordinators within his/her proper academic unit.
- c- Establish a data bank for potential instructors within his/her units.
- d- Participate in the choice of proper instructors and recommend the chosen candidate(s) to the Director/Dean.
- e- Ensure that all instructors within his/her academic unit are cognizant of the rules and procedures of AUST.
- f- Hold meetings for the instructors of his/her academic unit for the purposes of coordination, planning and guaranteeing quality assurance.
- g- Be responsible for placing book orders for courses relating to his/her academic unit at least 3.5 months before the books are needed.

- h- Prepare the course offering of his/her academic units so as to span always two semesters and two summer modules.
- i- Submit periodic evaluation of the progress of the faculty in his/her academic unit to the Director/Dean.
- j- Study and oversee this issuing of final course grades in his/her academic unit.
- k- Coordinate the above with his/her counterpart in Zahle (or Beirut).
- l- Lead his/her academic unit in the planning and execution of community activities.
- m- Be responsible for promoting the use of information technology tools within his/her academic unit.
- n- Recommend to the Director/Dean renewal or non-renewal of faculty contracts within his/her academic unit as well as salary adjustments based on merit.

### **X-D. Duties of the Teaching Faculty**

**The following is a reminder of what the “Administration” expects from faculty members in the domain of “Mechanical Observances”.**

- 1- Have completed employment files
- 2- Be punctual at the start and end of class sessions
- 3- Use diversified teaching aids if possible.
- 4- Provide the students with course syllabi by the end of the first week of classes.
- 5- Post office hours on the door of the office and/or the door of the instructor’s lounge and be present for consultation during these hours by the end of the second week 1hr/3cr.
- 6- Be a proactive advisor (for full timers); i.e. call advisees to the office and engage them in dialogue.
- 7- Cooperate in the implementation of the rules and regulations concerning class attendance and submit CDs of the absences to the secretary of the Department.
- 8- Deliver a midterm exam within the announced time frame and report weak and disruptive students to the Department Head and the Office of the Dean of Students.

- 9- Notify in writing the Department Head and the Office of the Dean of Students as early as possible of detected academic weaknesses or deficiencies of students enrolled in his/her courses.
- 10- Provide extra instruction sessions for weak students.
- 11- Attend meetings of the Faculty.
- 12- Be an active member of the University Community by participating in University run activities.
- 13- Refrain from accepting any kind of employment outside AUST without securing the approval of the Executive Council (for full-timers).
- 14- Be responsible and accountable for completing the material content specified in the syllabi.
- 15- Follow departmental rules concerning exams.

## **Article XI. Faculty Representative**

The Faculty Representative shall be elected annually by the full time faculty members.

He/she shall represent the faculty on the Board and shall be a member of the executive Council. On the Board, the Faculty Representative shall serve in an ex-officio capacity.

### **XI-A. Election**

During the first regular meeting in the academic year, the faculty members who hold a full time contract shall elect the Faculty Representative.

Notice for the meeting with the election item showing in the agenda shall be distributed to the concerned faculty members at least one week before the date of the meeting. Nominations shall be made from the floor and the nominee should be of the rank of Assistant Professor and above and must have completed a minimum of one year as a full timer at AUST.

The election shall be conducted according to Robert's Rules of Order and the chosen Faculty Representative should receive a simple majority vote in a meeting with a quorum.

## **XI-B. Compensation**

The Faculty Representative shall receive a yearly monetary compensation which is 50% of that approved for the Department Chair. The Faculty Representative shall keep his/her normal teaching load unchanged but certain time arrangements may be made so as to allow him/her to attend the Executive Council meetings.

## **XI-C. Duties of the Faculty Representative**

The Faculty Representative shall represent the faculty in the highest council at the University (The Executive Council). He/she shall raise their general concerns in the meetings of the Executive Council and he/she shall be the link between the Administration and the Faculty.

The Faculty Representative shall also serve as a non voting ex-officio member of the Board and in this capacity he/she shall participate in the making of all decisions that are related to the University in general and to the Faculty in particular.

## **Article XII. The Faculty and the Students**

The Faculty members are chosen not only for their competence and knowledge of subject matter but also for their maturity and their personality.

In the classroom, they should be able to execute their teaching duties in confidence and with total impartiality and care. They should promote faster an atmosphere of analysis, critical thinking and research.

Outside the classroom, faculty members should develop an aura of confidence, trust and friendship with their students. They should be ready to assist them not only in their academic pursuit but also in their social and personal problems if they are asked to.

## **Article XIII. Amendments of the Faculty By-Laws**

These By-Laws (or any item thereof) may be amended by the positive vote of two thirds of the faculty gathered in a faculty meeting with a quorum.