

**FACULTY OF ARTS AND SCIENCES
ACADEMIC UNITS BYLAWS**

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Last updated on: February 12, 2004

Article I – Organization of the Academic Unit

Section 1 - Composition of the Academic Unit

An academic department or program (hereafter referred to as unit) shall consist of all academic personnel of the faculty appointed to that unit.

The academic personnel of the faculty shall consist of all members of professorial ranks, senior lecturers, lecturers, research associates, instructors, assistant instructors, and research assistants.

Section 2 - Chair or Director of the Academic Unit

Each unit shall have a chairperson or director appointed by the dean.

The chairperson or director may appoint one or more faculty member of the academic unit to assist her/him, as she/he may deem necessary, subject to approval by the dean. (e.g. secretary to the faculty, student advisors, library officer, etc..).

Section 3 - Academic Committees

The unit may establish such committees as it may deem necessary. (e.g., advisory, curriculum, graduate, library, etc..)

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Article II – Composition and Functions

Section 1 - Voting Faculty

The voting faculty in an academic unit shall consist of all full-time academic personnel of the rank of assistant professor and above (non-visiting). In special cases the chairperson, after consultation with the voting faculty of the unit and the dean, may extend voting rights to faculty in the rank of instructor on academic affairs pertaining to the unit excluding personnel matters.

Section 2 - Meetings

1. Academic units shall meet at least once a month upon the call of the chairperson or director. Additional meetings can be held upon the call of the chairperson or the written request of at least two voting members of the unit. Minutes of all meetings shall be sent to the Office of the Dean.
2. Half of the voting members, exclusive of those on leave or furlough, shall constitute a quorum.
3. Voting in an academic unit is limited to faculty members actually present at the meeting.

Section 3 - Functions

1. The academic unit shall decide upon the academic programs to be offered, subject to the approval of the appropriate faculty and/or university bodies concerned.
2. It shall be responsible for setting up academic departmental requirements and for maintaining professional standards.

(Other items may be added as units see fit, subject to the approval of the dean).

Section 4 - Decisions on Personnel Matters

1. Established university policies and procedures shall govern actions on faculty recruitment, promotion and tenure.
2. Requests for leave (both sabbatical leaves and leaves of absence for one semester or more) shall be discussed and voted on by the eligible voting faculty of the academic unit. The chairperson shall transmit the results of the vote to the dean together with her/his recommendations.
3. Evaluation of candidates for appointment, reappointment or non-reappointment shall be restricted to the voting faculty members of ranks higher than that of the faculty member whose contract is being considered. In the case of full-professors, all other voting full-professors shall participate in the evaluation and recommendations.
4. In all cases, recommendations to the dean shall give the numerical results of voting arrived in a meeting of the voting faculty of the unit. The chairperson or director shall express her/his opinion in all cases.

Article III – Chairperson or Director

Section 1 - Appointment of Unit Chair or Director

Each academic unit shall have a chairperson or director appointed by the dean after consultation with the voting faculty of the unit concerned and the Advisory Committee. The appointment is normally for a period of three years, subject to renewal. The chairperson shall normally be of the rank of associate professor or professor.

Section 2 - Duties of the Chair or Director

Duties and prerogatives of the chairperson or director shall be the following:

1. Responsible for the administration and academic development of the unit.
2. Ensure the proper teaching of the programs of study, and prepare the teaching schedule in consultation with voting faculty members.
3. Appoint academic advisors to students majoring in the unit.
4. Prepare the budget proposal of the unit in consultation with the voting faculty for submission to the dean.
5. Co-ordinate and approve expenditures within the budget of the unit.
6. Prepare course description and related material for the university catalogue.
7. Present to the dean, in accordance with established university procedures, recommendations on all matters pertaining to appointment, reappointment or non-reappointment, promotion, appointment to indeterminate status, sabbatical leave, leave of absence, and advancement in remuneration of academic personnel.
8. Prepare the annual and research reports of the unit for transmission to the dean.
9. Appoint ad hoc committees as may be deemed necessary.
10. Recommend to the dean the appointment of an acting chairperson or director during the absence of the chairperson or director.
11. Recommend to the dean, after consultation with the voting faculty of the unit, the appointment of graduate assistants.

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