

**FACULTY OF ARTS AND SCIENCES  
DEPARTMENT OF EDUCATION BYLAWS**

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## **Article I - Organization**

### **Section 1 - Composition**

The Department of Education (hereafter referred to as department) shall consist of all academic personnel of the faculty appointed to the department.

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 - Chairperson**

The department shall have a chairperson appointed by the dean. The chairperson 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 department shall have the following Standing Committees:

1. Curriculum and Examinations Committee.
2. Admissions Committee.
3. Practice Teaching Committee.

### **Section 4 - Composition of Academic Committees**

1. Membership on each of the above three committees shall include a minimum of three faculty members.
2. The chairperson of the department shall appoint faculty members and chairperson for each of the three committees.
3. The chairperson of the curriculum and Examinations Committee shall also act as coordinator of comprehensive exams.
4. The Admission Committees shall be chaired by the chairperson of the department and shall include the faculty member(s) of the respective areas of concentration.
5. The Practice Teaching Committee shall include the instructors of methods courses as members. School representatives may be invited to participate in the meetings of this committee.

### **Section 5 - Functions of Committees**

1. The Curriculum and Examinations Committee shall be responsible for recommending to the department changes in the departmental requirements and changes in the examination procedures in the department.

2. The chairperson of the Curriculum and Examinations Committee (CEC), acting also as coordinator of comprehensive exams, shall be responsible for administering comprehensive exams in the department. After consultation with the chairperson of the department and the CEC, he/she appoints a Comprehensive Examination Committee of at least three readers for each area of concentration, one member of which shall be the academic advisor of the student, distribute papers to the readers, and report results of the exam to the chairperson of the department.
3. The Admissions Committee will recommend admission of diploma students to the dean of FAS. For graduate admission, the Admissions Committee will make recommendations to the Graduate Committee of the Faculty of Arts and Sciences.
4. The Practice Teaching Committee shall concern itself with all matters pertaining to practice teaching.

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## **Article II - Composition and Functions**

### **Section 1 - Voting Faculty**

The voting faculty in the department shall consist of all full-time academic personnel of the rank of assistant professor and above (non-visiting).

### **Section 2 – Meetings**

1. The department shall meet at least once a month upon the call of the chairperson. Additional meetings can be held upon the call of the chairperson or the written request of at least two voting members of the department. 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 the department is limited to faculty members actually present at the meeting.

### **Section 3 - Functions**

1. The department shall decide upon the academic programs to be offered, subject to the approval of the Faculty of Arts and Sciences and/or university bodies concerned. \
2. The department shall be responsible for setting up academic departmental requirements and for maintaining professional standards.
3. The department shall provide training and consultation services to schools and other educational institutions, subject to the approval of the dean of FAS and the university.

### **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 department. 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 department. The chairperson shall express her/his opinion in all cases.

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## **Article III - Chairperson**

### **Section 1 - Appointment of the Chairperson**

The chairperson is appointed by the dean after consultation with the voting faculty of the department and 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 Chairperson**

Duties and prerogatives of the chairperson shall be the following:

1. Responsible for the administration and academic development of the department.
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 department.
4. Prepare the budget proposal of the department in consultation with the voting faculty for submission to the dean.
5. Co-ordinate and approve expenditures within the budget of the department.
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 department 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 during the absence of the chairperson.
11. Recommend to the dean, after consultation with the voting faculty of the department, the appointment of graduate assistants.

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