

**FACULTY OF ARTS AND SCIENCES  
DEPARTMENTAL BYLAWS**

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## **Article I - Organization of the Department**

### **Section 1 - The Chairperson of the Department**

There shall be a chairperson of the department, who may be assisted by faculty members as he may deem necessary (e.g. secretary to the faculty, student advisors, library officer, etc.).

### **Section 2 - Departmental Committees**

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

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## **Article II - Composition and Prerogatives**

### **Section 1 - Composition**

The departmental faculty shall consist of all the teaching and research personnel of the rank of instructor and above. The voting faculty shall be composed of all members of the departmental faculty on full-time academic contract.

### **Section 2 – Meetings**

1. Meetings of the departmental faculty shall be held regularly at the call of the chairman or upon the request of any two members of the departmental faculty. The call for the meeting shall be in writing, with a stated agenda.
2. Half of the members of the voting departmental faculty, exclusive of those on leave or furlough, shall constitute a quorum.
3. Minutes of the departmental faculty meetings shall be sent to the office of the dean.

### **Section 3 - Prerogatives and Duties**

The departmental faculty shall decide upon the academic program. It shall set up departmental requirements for students majoring in the department and working for advanced degrees in the department.

(Other items may be added as departments see fit.)

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## **Article III - The Chairperson of the Department**

### **Section 1 - Appointment**

The chairperson of the department shall be appointed by the dean after consultation with the departmental faculty and with the Advisory Committee. Normally the chairman will be chosen from the tenured faculty or from those who have served a minimum of six years, and normally the chairperson shall be appointed for a term of three years subject to reappointment.

### **Section 2 - Duties, Responsibilities, and Prerogatives of the Chairman**

The chairperson shall execute the decisions of the departmental faculty, and shall transmit those decisions to the dean. The chairperson shall be responsible for:

1. Preparation of the departmental teaching schedule.
2. Appointment of academic advisors to students majoring in the department.
3. Preparation of the budget of the department for submission to the dean.
4. Preparation of course descriptions and related material for the university catalogue.
5. Initiation of plans for the development of the department.
6. Provision for the proper care and maintenance of equipment and property in the custody of the department, and for the taking of periodic inventories.
7. Approval of expenditures under the departmental budget.
8. Preparation of the annual departmental report to the dean.
9. Consideration of salary increases, with the dean.

The chairperson shall also be responsible for transmitting to the dean departmental recommendations on personnel matters, arrived at as specified in Article IV below. These recommendations shall deal with:

- i. Appointments, renewals of contract, and non-renewals of appointment in the department.
- ii. Promotions, and awards of tenure.
- iii. Sabbatical leaves and leaves of absence for departmental faculty.

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#### **Article IV - Decisions on Personnel Matters**

1. Any member of the department may initiate his own or a colleague's candidacy for renewal of contract, promotion, or tenure.
2. On appointments and requests for leave (both sabbatical leaves and leaves of absence) the chairman shall consult with all full-time faculty members. Recommendations to the dean should give the results of the consultation; the chairman shall express his opinion in all cases.
3. Evaluation of candidates for renewal or non-renewal of contract shall be restricted to full-time faculty members of ranks equal to and higher than that of the faculty member whose contract is being considered. Evaluation of candidates for promotion shall be restricted to full-time faculty members of ranks equal to and higher than that for which candidacy is in question.

In all cases recommendations to the dean should give the numerical results of voting arrived at in a meeting of the faculty group as defined in the foregoing statement. The chairman shall express his opinion in all cases.

4. Evaluation of candidates for tenure shall be restricted to tenured faculty. Recommendations to the dean should give the numerical results of voting arrived at in a meeting of the tenured faculty. The chairman shall express his opinion in all cases.

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## **Article V - Amendments**

These bylaws may be amended by a two-thirds majority of the members of the departmental faculty present at any meeting at which a quorum exists, provided written notice of the proposed amendment has been circulated to members not less than one week prior to the meeting. No amendments may be effected which shall place these bylaws out of conformity with the bylaws of the Faculty of Arts and Sciences, or with votes 79-5, 79-15, 79-16, 79-17 and 79-18 of the Faculty of Arts and Sciences. Amendments shall be transmitted to the dean.

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## **Article VI - Procedure**

Procedural matters, which are not covered by the bylaws above, shall be in accordance with the latest edition of Robert's Rules of Order (*latest version of which can be found at the Jafet Library*).

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