

# FACULTY OF ENGINEERING AND ARCHITECTURE BYLAWS

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## **Article I - Organization**

### **Section 1 - Composition of the Faculty**

The Faculty of Engineering and Architecture hereafter referred to, as "the faculty" is an integral part of the American University of Beirut. It is composed of the officers and academic personnel of the faculty.

### **Section 2 - Officers of the Faculty**

Officers of the faculty shall include the following:

1. The president of the University.
2. The provost or the vice president for academic affairs, ex-officio.
3. The dean of the faculty.
4. The associate and assistant deans.
5. The registrar of the University, ex officio.
6. The director of admissions, ex officio.
7. The university librarian, ex officio.

### **Section 3 - Academic Personnel of the Faculty**

The academic personnel of the faculty shall consist of:

1. Professors.
2. Associate professors.
3. Assistant professors.
4. Senior lecturers.
5. Lecturers.
6. Research associates.
7. Instructors.
8. Assistant instructors.
9. Research assistants.

### **Section 4 - Academic Units of the Faculty**

The faculty shall be organized into academic units which include centers, departments, institutes, programs, or schools, as defined in Article IV, Section 1.

### **Section 5 - Standing Committees of the Faculty**

The following shall be the standing committees of the faculty:

1. Academic and Curriculum.
2. Administrative.
3. Admissions.
4. Advisory.
5. Graduate Studies.
6. Library.
7. Research.

8. Student Affairs.
9. Student Financial Aid.

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## **Article II - The Faculty**

### **Section 1 - Prerogatives and Duties**

1. Subject to the provisions of the Corporate Bylaws, rules and regulations and the established general policies of the University, the faculty through its internal organization shall determine its own academic policy and shall have authority to direct its own affairs. The dean shall refer actions by the faculty that may affect either the financial commitments of the University, or the academic policy of the University as a whole, to the president and the provost for consideration.
2. The faculty shall have the right to review any action by any committee of the faculty (with the exception of actions of the Advisory Committee concerning individual faculty members and other confidential matters) and, if it deems fit, to refer such action back to that committee for reconsideration. If the faculty rejects an action after its reconsideration by a committee, then it becomes the responsibility of the faculty itself to take action.
3. It shall vote to recommend to the senate candidates for degrees in the faculty.
4. It shall elect representatives to the senate, to the faculty and university committees.
5. It shall act on other matters referred to it by the dean.

### **Section 2 – Meetings**

1. The dean shall call regular meetings of the faculty at least three times a year. A written notice with a stated agenda shall be sent to faculty members at least four working days prior to the date of the meeting.
2. Special meetings shall be called by the dean, at her/his discretion, or at the written request of five voting faculty members, with a stated agenda.
3. The dean or her/his designate shall chair all faculty meetings.
4. The dean shall appoint a secretary for meetings of the faculty, on a yearly basis, from among the voting faculty.
5. The voting faculty shall consist of all non-visiting full-time faculty members of professorial ranks.
6. Voting in faculty meetings shall be limited to faculty members actually present at the meeting.
7. A majority of the voting faculty, exclusive of those on leave, sabbatical or duty outside Lebanon, shall constitute a quorum. In the absence of a quorum, another meeting to consider the same agenda shall be called within two weeks at which voting members present shall constitute a quorum, provided that all members of the faculty shall have had notice in accordance with the call for regular meetings.

## **Article III - Officers of the Faculty**

### **Section 1 - The Dean**

#### **1. Appointment**

In accordance with Article VI of the Corporate Bylaws of the American University of Beirut, the dean is appointed by the Board of Trustees on the recommendation of the president. The initiative for the appointment of a dean, and her/his continuation in office, rests upon the recommendation of the president. The recommendation for appointment or continuation in office shall be made after consultation with full-time faculty members especially those on indeterminate appointment and those in the rank of professor who are not on leave or on sabbatical. For absences of the dean lasting for three months or more, an acting dean shall be appointed by the president upon the recommendation of the dean and after consultation with the Advisory Committee. For shorter absences, the dean shall appoint an acting dean from the voting faculty.

#### **2. Duties, Responsibilities, and Prerogatives of the Dean**

The dean, as the responsible academic and executive head of the faculty, shall have her/his duties, responsibilities and prerogatives defined by the Board of Trustees, the president and the provost. Within the faculty, her/his duties, responsibilities and prerogatives shall include at least the following:

- a. S/he shall be responsible for the execution of presidential directives and the policies and enactments of the faculty.
- b. S/he shall be responsible for the development of the faculty as regards academic programs, curricula, academic personnel, student body and physical facilities.
- c. S/he shall, after consultation with the department concerned and the Advisory Committee, take action or make recommendations to the appropriate authorities in all matters pertaining to appointment, reappointment or non-reappointment, promotion, appointment to indeterminate status, periodic paid research leave and leave of absence.
- d. S/he shall prepare the budget proposal for the faculty after consultation with the chairpersons and directors of academic units.
- e. S/he shall prepare an annual report, which shall be submitted to the president and distributed to all academic units of the faculty.
- f. S/he shall make appointments to all committees other than committees elected by the faculty.
- g. S/he shall be the chairperson of faculty meetings.
- h. S/he shall have the prerogative of final action on all committee decisions.

- i. S/he shall be empowered to determine which decisions of the committees of the faculty shall be in the form of actions and which shall be regarded as recommendations to the faculty. S/he shall submit to the faculty for approval any committee decision, which reverses or modifies previous faculty action.
- j. S/he shall appoint chairpersons and directors of academic units in accordance with the provisions of Article IV of these bylaws.
- k. S/he shall make known to academic units all administrative actions affecting their units.
- l. S/he shall keep the faculty informed of university decisions.

## **Section 2 - Associate and Assistant Deans**

The dean may appoint associate deans, assistant deans after consultation with the Advisory Committee and approval of the president. The dean shall define the prerogatives and duties of these officers.

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## **Article IV - Academic Units**

### **Section 1 - Academic Units**

The faculty shall consist of the following academic units:

1. Architecture and Design.
2. Civil and Environmental Engineering.
3. Electrical and Computer Engineering.
4. Mechanical Engineering.
5. Engineering Management Program.

### **Section 2 - Organization of the Academic Units**

An academic unit shall consist of all academic personnel of the faculty appointed to that unit. Each unit shall have a chairperson or director appointed by the dean.

### **Section 3 - 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. 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).
3. Voting in an academic unit is limited to faculty members actually present at the meeting.

### **Section 4 - 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.

### **Section 5 - Decisions on Personnel Matters**

1. Established university policies and procedures shall govern actions on faculty recruitment and promotion.
2. Requests for leave (both periodic paid research leaves and leaves of absence for one semester or more) shall be discussed and voted on by the eligible faculty of the academic unit. The chairperson shall transmit the results of the vote to the dean together with her/his recommendations. 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. 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.

## **Section 6 - Chairperson or Director**

1. 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. The chairperson or director may appoint one or more members of the academic unit to assist her/him as deemed necessary, subject to approval by the dean.
2. Duties and prerogatives of the chairperson or director shall be the following:
  - a. Responsible for the administration and academic development of the unit.
  - b. Ensure the proper teaching of the programs of study, and prepare the teaching schedule in consultation with voting faculty members.
  - c. Appoint academic advisors to students majoring in the unit.
  - d. Prepare the budget proposal of the unit in consultation with the voting faculty for submission to the dean.
  - e. Prepare course description and related material for the university catalogue.
  - f. 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.
  - g. Co-ordinate and approve expenditures within the budget of the unit.
  - h. Prepare the annual and research reports of the unit for transmission to the dean.
  - i. Appoint ad hoc committees as may be deemed necessary.
  - j. Recommend to the dean the appointment of an acting chairperson or director during the absence of the chairperson or director.

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## **Article V - Standing Committees**

### **Section 1 - Standing Committees of the Faculty**

Members of all standing committees, unless otherwise specified to the contrary in these bylaws, shall be elected from the voting faculty for a term of two years by the voting faculty. If a member is unable to complete her/his term, a substitute shall be elected to complete the remainder of the term. If this remainder is one year or less, the elected substitute shall be eligible for re-election to two more consecutive terms. Unexpired terms shall be filled by special elections for that purpose. If a member has been re-elected to serve for a full second consecutive term, s/he shall not be eligible for re-election except after the lapse of one year following the termination of her/his membership. All committee actions shall be recommendations to the dean. The president can decide exceptions to all provisions in this article.

### **Section 2 - The Advisory Committee**

#### **1. Composition**

The Advisory Committee shall consist of the dean as chairperson and six members elected for a term of two years. Every year, two or three members shall be elected, each member serving for a term of two years. Normally, full professors who have served in the University for at least a period of three consecutive years, shall be eligible to serve on the Advisory Committee. For faculties that consist of more than five academic units, not more than one committee member can be elected from one academic unit. In no case shall there be more than two members from the same unit.

#### **2. Functions**

The Advisory Committee shall act in an advisory and consultative capacity to the dean on:

- a. All matters submitted to it by the dean or any of its members.
- b. Appointment, promotion, reappointment or non-reappointment, leaves of absence of three months or more, of faculty members.
- c. Appointment of chairpersons of departments and directors.
- d. The Advisory Committee shall act on matters of unprofessional conduct and make recommendations to the dean.  
Deliberations and minutes of the committee are confidential.

### **Section 3 - The Admissions Committee**

#### **1. Composition**

The Admissions Committee shall consist of:

- a. The dean or her/his representative as chairperson.

- b. The director of admissions or her/his representative.
- c. The faculty representative on the University Admissions Committee.
- d. Four faculty members elected by the faculty for a term of two years.
- e. One student representative (non-voting).

## **2. Functions**

- a. The Admissions Committee shall recommend admission requirements for approval by the faculty, as well as any changes in these requirements.
- b. It shall select and recommend from among qualified applicants those who should be admitted as undergraduate students to the faculty.
- c. It shall evaluate admission policies and recommend any changes therein to the faculty.

## **Section 4 - The Student Affairs Committee**

### **1. Composition**

The Student Affairs Committee shall consist of:

- a. The dean or her/his representative as chairperson.
- b. The dean of student affairs.
- c. Four elected faculty members.
- d. The faculty representative on the University Student Affairs Committee.
- e. A student representative (voting except on disciplinary matters).

### **2. Functions**

- a. It shall deal with any aspect of student life referred to it by the dean.
- b. It shall work with faculty and students to enrich the faculty's cultural activities.
- c. It shall consider and recommend action to the dean on all disciplinary matters involving students in the faculty.

## **Section 5 - The Graduate Studies Committee**

### **1. Composition**

- a. The dean or her/his representative as chairperson.
- b. The registrar or her/his representative.
- c. The director of admissions or her/his representative.
- d. The faculty representative on the Board of Graduate Studies.
- e. Four elected faculty members.

### **2. Functions**

- a. The Graduate Studies Committee shall act on admission to graduate work of all applicants who have been recommended to it by individual departments. The

Graduate Studies Committee shall recommend all applicants for PhD work to the university Board of Graduate Studies.

- b. It shall act upon the recommendations of departments concerning the advisor, the examining committee, and thesis topic of students working towards a master's degree; in the case of PhD students, the committee shall transmit its recommendations on these items to the Board of Graduate Studies.
- c. It shall rule on all departmental recommendations for exceptions to existing regulations concerning graduate work at the master's level.
- d. Upon the recommendation of the department concerned the Graduate Studies Committee shall act on cases of graduate students whose work is unsatisfactory.
- e. It shall periodically evaluate the graduate program as a whole and recommend changes to the faculty and subsequently to the Board of Graduate Studies.

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## **Section 6 - The Library Committee**

### **1. Composition**

The Library Committee shall consist of:

- a. The dean or her/his representative as chairperson.
- b. The university librarian.
- c. The faculty representative to the university Library Committee.
- d. Three elected faculty members.

### **2. Functions**

- a. The Library Committee shall advise the university librarian on matters of library policy affecting the work of the Faculty.
- b. It shall advise both the dean and the university librarian on the effects of program or curriculum changes, both short-term and long-term, on library acquisition, with special regard to budgetary implications, and shall in particular ensure adequate library support for new or revised programs.
- c. It shall advise and assist the university librarian in building up a balanced collection.
- d. It shall assist the university librarian in her/his efforts to carry out the library policies of the University and the faculty.
- e. It shall perform other related tasks at the request of the dean.

## **Section 7 - The Research Committee**

### **1. Composition**

- a. The dean or her/his representative as chairperson.
- b. The faculty representative on the University Research Board.
- c. Four elected faculty members.

### **2. Functions**

- a. It shall stimulate, encourage and promote research in the faculty.
- b. It shall review all applications for university funded research grants for further recommendation to the dean and other appropriate university bodies.
- c. It shall promote communication between researchers within the faculty and within the University.
- d. It shall keep the faculty informed of all available sources of research support whether from the University or from granting agencies.

## **Section 8 - The Student Financial Aid Committee\***

### **1. Composition**

The Student Financial Aid Committee shall consist of:

- a. The dean or her/his representative as chairperson.
- b. Three elected faculty members.
- c. The faculty representative on the University Financial Aid Committee.
- d. A student representative (non-voting).

### **2. Functions**

The committee shall deal with all matters pertaining to merit scholarships and student financial aid.

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**\*Held in Abeyance (BOT Decision, June 19, 1999)**

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## **Section 9 - The Academic and Curriculum Committee**

### **1. Composition**

The Academic and Curriculum Committee shall consist of:

- a. The dean or her/his representative as chairperson.
- b. The associate and/or assistant dean.
- c. Chairpersons of departments.
- d. Four elected faculty members, one from each department.
- e. Faculty representative on Senate Academic Development Committee.
- f. One student representative
- g. The registrar or her/his representative (non-voting).

### **2. Functions**

- a. It shall co-ordinate among the departments the graduate and undergraduate academic programs, their contents and standards.
- b. It shall, from time to time, re-evaluate the curriculum as a whole, and recommend major changes to the faculty.
- c. It shall recommend new programs to the faculty and approve new courses and discontinue or modify existing courses, as recommended by the departments concerned.
- d. It shall recommend to the faculty any modifications to the requirements of academic rules and regulations.
- e. It shall review and act upon student petitions of academic nature.

## **Section 10 - The Administrative Committee**

### **1. Composition**

The Administrative Committee shall consist of:

- a. The dean or her/his representative as chairperson.
- b. Chairpersons of departments.
- c. The associate and/or assistant dean as secretary.

### **2. Functions**

- a. The Administrative Committee shall advise the dean on budget requests and expenditures within the part of the budget of the office of the dean that is for the common use of all departments and members of the faculty.
- b. It shall advise the dean on instruction and examinations and administrative matters brought to it by the dean or by a member of the committee.

- c. It shall advise the dean on physical facilities of the faculty.

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## **Article VI - Amendments**

Recommendations to the senate for amendment of the bylaws of a faculty require a two-thirds majority of the members of the faculty present at any meeting at which a quorum exist, provided written notice of the proposed amendment has been circulated to the faculty members no less than one week prior to the meeting. Amendments are subject to the approval of the University Senate, the president, and the Board of Trustees.

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## **Article VII - 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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