

# SENATE BYLAWS

## Table of Contents

### Introduction

Section 1 - Definition

Section 2 - Composition

Section 3 – Functions

### Article I - Composition

Section 1 - Definition

Section 2 - Officers

Section 3 - Ex-Officio Members

Section 4 - Regular Members

### Article II - Voting Members

### Article III - Meetings

Section 1 - Regular Meetings

Section 2 - Special Meetings

Section 3 - Agendas

Section 4 - Quorum

Section 5 - Resource Persons

Section 6 - Rule of Order

### Article IV - Committees and Boards

Section 1 - Standing Committees and Boards

Section 2 - Ad-Hoc Committees

### Article V - Amendments

Section 1 - Proposals of Amendments

Section 2 - Notice

Section 3 - Adoption

### Appendix I - Standing Committees and Boards of the Senate

Section 1 - University Admissions Committee

Section 2 - Board of Graduate Studies

Section 3 - University Disciplinary Committee

Section 4 - Library Committee

Section 5 - University Publications Committee

Section 6 - University Research Board

Section 7 - University Committee on Student Affairs

[Section 8 - Academic Development Committee](#)

[Section 9 - Senate Steering Committee](#)

[Section 10 - Senate Committee on Faculty Affairs](#)

[Section 11 – Senate Committee on General Education](#)

[Back to Top](#)

(To download this policy in Word format, [click here](#))

For any comments, feedback, or query, please contact: [policies@aub.edu.lb](mailto:policies@aub.edu.lb).

Last updated on: December 20, 2011.

## **Introduction**

Newly amended bylaws of the senate, as approved by the senate on June 30 and July 18, 1967 and amended on November 3, 1967, December 5, 1967, and May 9, 1969.

And as further amended on October 27, 1972 and approved by the Board of Trustees at its July 1973 meeting, and also as amended on July 17, 1977 by the senate and approved by the Board of Trustees at its June 1977 meeting, and as amended by the senate on February 23, 1979 and approved by the Board of Trustees at its March 1979 meeting, and as amended by the senate on June 15, 1981 and approved by the Board of Trustees at its meeting of July 7, 1981, and as further amended by the senate on April 8, 1983 and approved by the Board of Trustees on July 10, 1983, and as further amended by the senate on January 29, 1988 and on February 26, 1988 and approved by the Board of Trustees on June 17, 1988, and as amended by the senate on January 23, 2001 and approved by the Board of Trustees on June 15, 2001, and as amended by the senate on January 28, 2011 and approved by the Board of Trustees on February 22, 2011.

Article X of the Corporate Bylaws of the University, as revised in June 1979 and as further revised on July 10, 1983, state:

### **Section 1 - Definition**

There shall be a senate of the University which shall be composed of officers, ex-officio members, and members elected from the various faculties, and school(s), in a manner set forth in the bylaws of the senate, adopted by the senate, with the approval of the Board of Trustees.

### **Section 2 - Composition**

The president of the University shall be ex-officio, a member of, and chairperson of the senate; the provost, the deans of the various faculties of the University, the vice presidents of the University, the dean of student affairs, the registrar, and the director of the School of Nursing shall be ex-officio members of the senate. In addition, there may be such other ex-officio members as are provided for in the bylaws of the senate.

### **Section 3 - Functions**

The senate shall, within policies established by the Board of Trustees, be the academic legislative body for academic affairs of the University as a whole. It shall serve as a representative body to reflect and develop the needs and suggestions of the various faculties with respect to curricula, personnel, and other matters affecting the academic functions of the University. It shall be responsible for the academic policy which affects the interrelation of the various faculties, and it may also recommend to the Board of Trustees, through the president, academic policies or modifications to existing academic policies.

[Back to Top](#)

## **Article I - Composition**

### **Section 1 - Definition**

The senate of the University shall be composed of officers, ex-officio members, and regular members.

### **Section 2 - Officers**

The officers of the senate shall include the following:

1. The president or, in his/her absence, the provost, chairperson.
2. The secretary of the senate appointed annually by the provost.

### **Section 3 - Ex-Officio Members**

The ex-officio members of the senate shall include the following:

1. The president.
2. The provost.
3. The vice presidents of the University.
4. The academic deans and the dean of students affairs.
5. The registrar.
6. The director of the School of Nursing.

### **Section 4 - Regular Members**

The regular members of the senate shall include elected representatives of the faculties and the School of Nursing elected from the full-time faculty appointees who have served in the University in a professorial rank for the equivalent of at least three years. Election of members shall be made prior to October 1 and the year shall be from October 1 to September 30, each member to serve for a period of three years, it being understood that membership in the senate and on its boards and committees is conditioned upon continuity of appointment as a faculty member of the faculty he/she represents. Term limits for senate members should normally be no more than two consecutive terms, with a break of at least one term (three years) before becoming eligible to be nominated to serve again. Elected representation on the senate shall include:

- |  |   |
|--|---|
| 1. Faculty of Arts and Sciences              | 10                                      |
| 2. Faculty of Medicine                       | 7 (6 full-time and 1 clinical faculty*) |
| 3. School of Nursing                         | 1                                       |
| 4. Faculty of Health Sciences                | 2                                       |
| 5. Faculty of Engineering and Architecture   | 4                                       |
| 6. Faculty of Agricultural and Food Sciences | 3                                       |
| 7. Faculty of Business**                     | 2                                       |

---

**\*Clinical faculty (assistant, associate and full professor) is one who does not receive an annual salary from the University. He/she has to work a minimum number of hours per**

**week at the AUBMC and has the privilege of having an external private clinic and work in other hospitals. The inclusion of one clinical faculty member as a senate representative was approved by the Board of Trustees in the past.**

**\*\*Officially named School of Business.**

**[Back to Top](#)**

## **Article II – Voting Members**

Members of the senate with the right to vote shall include the following:

1. The president.
2. Regular members.
3. The secretary, only if s/he is duly entitled to vote as a regular member.
4. The provost.
5. The academic deans of the six faculties.
6. The director of the School of Nursing.

[Back to Top](#)

## **Article III - Meetings**

### **Section 1 - Regular Meetings**

Regular meetings of the senate shall be called by the president at least once a month during the academic year beginning in October and ending in June.

### **Section 2 - Special Meetings**

Special meetings of the senate shall be called by the president at his/her request or on the written request of four regular members. The purpose of such special meetings must be specified.

### **Section 3 - Agendas**

An agenda for each regular meeting shall be circulated to all members of the senate four days prior to meetings.

### **Section 4 - Quorum**

A quorum shall consist of a majority of the voting membership of the entire senate.

### **Section 5 - Resource Persons**

Resource persons may attend senate meetings upon invitation by the president or by a simple majority senate vote.

### **Section 6 - Rule of Order**

Unless otherwise specified in these bylaws, all meetings of the senate shall be conducted in accordance with the latest edition of Robert's Rules of Order.

[Back to Top](#)

## **Article IV - Committees and Boards**

### **Section 1 - Standing Committees and Boards**

1. Standing committees and boards may be established and existing ones dissolved by a simple majority vote of the senate.
  - a. The function and composition of each standing committee and board shall be established by the senate as specified in the appendix. Each body shall formulate its own rules of procedure and submit them to the senate for approval.
  - b. Faculty members in the professional ranks who have not been successful in promotion and are in their terminal year in rank shall not serve on departmental, faculty, or university committees (by action of the Senate on 01/04/05).
  - c. Approval of the rules of procedure of standing committees and boards and amendments thereto shall be by a simple majority vote of the senate.
2. Unless specified otherwise by the by-laws of individual faculties, representation on senate standing committees and boards shall be governed by the rules of that committee or board as stated in the appendix.
3. Each committee or board shall submit an annual report to the president according to a schedule to be set by the Steering Committee so that each report can be discussed in regular senate meetings.
4. Copies of minutes of senate committees and boards shall be regularly sent to the chairperson of the Steering Committee for distribution to all members of the senate.

### **Section 2 - Ad-Hoc Committees**

Ad-Hoc committees may be established by a simple majority vote of the senate.

[Back to Top](#)

## **Article V - Amendments**

### **Section 1 - Proposals for Amendments**

Proposals for amendment of these by-laws may be initiated by the president or by written petition signed by four regular members of the senate.

### **Section 2 – Notice**

1. The president shall distribute the proposed amendment in written form at the next regular meeting of the senate.
2. The proposed amendment shall be the first item of business at the next regular meeting after the distribution of the notice.

### **Section 3 – Adoption**

1. A majority vote of two-thirds of the voting members present shall be required for adoption of amendments to the senate bylaws.
2. Amendments shall require the approval of the Board of Trustees.

[Back to Top](#)

## **APPENDIX I – STANDING COMMITTEES AND BOARDS OF THE SENATE**

*As amended and approved by the senate on January 29, 1988 and further amended on May 18, 1990, and November 29, 1991, and further amended on June 24, 1994 (Faculty Affairs), and further amended on January 28, 2000 (Academic Development).*

### **Section 1 - University Admissions Committee**

#### **1. Functions**

- a. To recommend to the senate the general principles, policies and procedures of the admission of students to the University at the undergraduate level and to establish criteria regarding admission of hardship cases. Any proposed new policy or regulation or any proposed changes in existing policies and regulations relating to university admissions shall be referred by the proper authorities to the committee for its consideration and recommendations. Final recommendations of the committee shall be submitted to the senate for approval.
- b. To look into general problems of university admissions and to initiate, coordinate, and evaluate studies relating to university and faculty admissions.
- c. To interpret and coordinate the admission regulations of the University in cases referred to it by the proper authorities.

#### **2. Composition**

- a. One representative from each faculty elected by the faculty for a term of three years.
- b. The provost, ex-officio member.
- c. The director of the Office of Institutional Research and Assessment, ex-officio member.
- d. The chairpersons of the Faculty Admission Committees, ex-officio.
- e. The director of admissions, ex-officio.
- f. The chairperson of the committee shall be appointed by the president from within the committee.
- g. One student representative.

[Back to Top](#)

## Section 2 - Board of Graduate Studies

### 1. Functions

- a. Shall oversee and approve general procedures and criteria for the evaluation of the graduate programs.
- b. Shall make recommendations to the senate on academic rules and regulations of graduate studies in general and graduate programs in particular.
- c. Upon the recommendation of the Faculty Graduate Committee and/or the Inter-Faculty Graduate Program Committee, and approval of the faculty(ies) concerned, shall examine and make recommendations to the senate concerning the following:
  - Introduction of a new graduate degree program.
  - Discontinuing of a graduate degree program.
  - Changing a graduate degree program title.
  - Major graduate program modifications including:
    - Changes in the required number of credits for completion of a program.
    - Changes in Master's degree type from thesis to non-thesis option or vice versa.
    - Introduction of new tracks in the Master's degree program.
- d. Upon the recommendation of the Faculty Graduate Studies Committee and/or the Inter-Faculty Graduate Program Committee, and approval of the faculty(ies) concerned, shall examine and approve the following graduate program modifications:
  - Changes of program requirements without change in number of total program credits. These changes include core course credit requirements or changes in assigned credit for thesis and/or number of permitted tutorial courses.
  - Changes in a program that affect other units or programs at the University outside the concerned faculty/school.
- e. Shall request from the Graduate Studies Committees of the faculties to submit a copy of their annual reports on their graduate programs for review by the BGS.
- f. Shall assess and approve criteria for admission to graduate study, for academic graduate regulations, and for requirements for graduation.
- g. Shall act on other matters referred to it by faculty graduate committees.
- h. Shall assess and approve baseline criteria for the credentials of examiners on thesis committees when: i) the examiner is from the department; and ii) the examiner is from outside the department, or outside of the University, in coordination with the graduate committees of various faculties and interfaculty graduate programs.
- i. Shall set graduate applications, admissions, and acceptances deadlines.

## **2. Composition**

- a. Three members from the Faculty of Arts and Sciences (one from humanities, one from social sciences, and one from natural sciences including mathematics), two members from Faculty of Engineering, and one from each of the other faculties/school elected by the faculty for a term of three years.
- b. The provost, ex-officio member.
- c. The registrar, ex-officio member non-voting.
- d. The chair of the Graduate Council, ex-officio member non-voting.
- e. The chair of the board shall be appointed by the president from within the board.

[Back to Top](#)

## **Section 3 - University Disciplinary Committee**

### **1. Functions**

- a. To enquire into and act upon student violation of university rules and regulations brought to its attention by the president, the provost, a dean or upon the initiation of the committee.
- b. To act on appeal requests brought to its attention by a student, a committee, or a faculty member.

### **2. Composition**

- a. One representative from each faculty elected by the faculty for a term of three years.
- b. The academic deans of the faculties or their representatives, ex-officio members.
- c. The dean of students, ex-officio member.
- d. One student representative.
- e. The chairperson of this committee rotates among the academic deans once every year.

[Back to Top](#)

## **Section 4 - Library Committee**

### **1. Functions**

To initiate, coordinate and evaluate university plans for the development of all university libraries to make recommendations to the senate regarding such matters. Any proposed

new policy or regulation related to library holdings, acquisitions and the use of facilities or any proposed changes thereof shall be submitted by the university librarian, through the office of the provost, to the committee for its consideration and recommendations. Final recommendations of the committee shall be submitted to the senate for approval.

## **2. Composition**

- a. Two representatives from the Faculty of Arts and Sciences (one from the Arts and one from the Sciences) and one from each of the other faculties, elected by the faculty for a term of three years.
- b. The provost, ex-officio member.
- c. The university librarian as secretary, ex-officio member.
- d. Chairpersons of Faculty Library Committees, ex-officio members.
- e. The chairperson of the committee shall be appointed by the president.
- f. One student representative.

[Back to Top](#)

## **Section 5 - University Publications Committee**

### **1. Functions**

- a. To promote, coordinate, and recommend policy for all academic publications bearing the imprint of the American University of Beirut and intended for distribution outside the University.
- b. To ensure that such publications meet internationally accepted standards of content, production, and design.
- c. To allocate funds for the publications which bear the University's imprint.

### **2. Composition**

- a. Two representatives from the Faculty of Arts and Sciences (one from the Arts and one from the Sciences) and one from search of the other faculties elected by the faculty for a term of three years.
- b. The director of the Office of University Publications, ex-officio member.
- c. The chairperson shall be appointed by the president.

[Back to Top](#)

## **Section 6 - University Research Board**

### **1. Functions**

- a. To consider and recommend to the senate policies to be followed in seeking grant support and guidelines for the allocation of funds for research and faculty development.
- b. To consider policies to be followed in seeking grant support and the allocation of funds for research.
- c. To act in an advisory capacity to the provost in the implementation of policies pertaining to request of grants for research and faculty development.
- d. To prepare, edit, and publish the annual research report of the University.

### **2. Composition**

- a. Two representatives from the Faculty of Arts and Sciences (one from the Arts and one from the Sciences) and one from each of the other faculties elected by the faculty for a term of three years.
- b. The provost, ex-officio member.
- c. The chairperson shall be appointed by the president.

[Back to Top](#)

## **Section 7 - University Committee on Student Affairs**

### **1. Functions**

- a. To recommend to the senate board policies regarding student life and activities on campus.
- b. To deal with any aspect of student life referred to it by the senate or the president.

### **2. Composition**

- a. One representative from each faculty elected by the faculty for a term of three years.
- b. The provost, ex-officio member.
- c. The dean of students, ex-officio member.
- d. The chairperson shall be appointed by the president.
- e. One student representative.

[Back to Top](#)

## **Section 8 - Academic Development Committee**

### **1. Functions**

- a. Shall examine and make recommendations to the senate concerning the initiation of new undergraduate programs upon the recommendation and approval of the faculty (or faculties) concerned.
- b. Shall establish procedures and criteria for evaluating undergraduate (including interfaculty) programs at the University with the assistance of curriculum committees of various faculties.
- c. Shall establish and evaluate criteria for faculty loads across the University.
- d. The committee will deal with any aspect of academic development referred to it by the senate.
- e. To follow up with the chairperson of the senate the implementations of senate decisions.

### **2. Composition**

- a. Two members from the Faculty of Arts and Sciences, two members from the Faculty of Medicine, and one member from each of the other faculties elected by the faculty for a term of three years.
- b. The provost, ex-officio member.
- c. The chairperson of the committee shall be appointed by the president from within the committee.
- d. One student representative.

[Back to Top](#)

## **Section 9 - Senate Steering Committee**

### **1. Functions**

- a. To prepare the agenda for regular senate meetings in consultation with the chairperson of the senate.
- b. To receive and coordinate proposals from senate members and other faculty members on matters for discussion by the senate.

- c. To refer, subject to the approval of the president, items that require study before being considered in the senate, to an appropriate committee or board, and to ensure that a written report on such an item be forwarded to senate members prior to the meeting at which it is scheduled for discussion.
- d. When the need arises, to prepare, in consultation with the president, a draft of amended Senate Bylaws for approval by the senate and to assure that the Senate Bylaws booklet is updated.
- e. To follow up with the chairperson of the senate the implementation of senate decisions.
- f. The agenda of the first meeting of the senate in an academic year will be recommended to the chairperson of the senate by the members of the outgoing Senate Steering Committee.

## **2. Composition**

- a. One senate representative from each faculty elected annually by the senate.
- b. The secretary of the senate ( is a voting member of this committee only if she/he is a voting member of the senate).
- c. One faculty member appointed by the president from within or outside the senate.
- d. The committee shall elect a chairperson from within the committee at the first meeting of each year.
- e. The provost is a non-voting ex-officio member.

[Back to Top](#)

## **Section 10 - Senate Committee on Faculty Affairs**

### **1. Functions and Procedures**

- a. To review existing university policies and regulations on all matters relating to faculty benefits such as pension plans, indemnity, hospitalization insurance plan, educational benefits, leaves, and other faculty issues such as housing, and to submit recommendations for changes in such policies.
- b. Any proposed new policy or regulation or any proposed changes in existing policies and regulations relating to faculty benefits shall be submitted by the University to the committee for its consideration and recommendations. The committee can initiate proposals for new policies and regulations and for changes in existing ones.
- c. All faculty representatives on university committees dealing with faculty benefits shall coordinate their work with the committee.

- d. Final recommendations of the committee shall be submitted to the senate for approval.

## **2. Composition**

One senate representative from each faculty, and one additional member of the senate at large, all elected by the senate. The term of office is for three years. When a committee member leaves the senate or is unable to complete his/her term of office, he/she shall be replaced for the duration of the unexpired term. The replacement shall be elected according to prescribed procedure. The committee shall elect a chairperson and a secretary from among its members.

[Back to Top](#)

## **Section 11 – Senate Committee on General Education**

### **1. Functions**

- a. Shall promote the goals of general education at AUB according to this statement of mission:

*General Education at AUB seeks to provide students with essential skills in research and communication, familiarity with significant modes of thought and broad exposure to fields of learning in a diversity of areas, cultural, societal, and scientific. In a program that embraces the principles of student choice and active learning, the aim is for students to better learn to think critically and analyze intellectual and social issues in their historical and contemporary contexts from a variety of disciplinary perspectives, and thereby to enrich their lives by fostering problem-solving skills and promoting life-long learning.*

- b. Shall oversee the implementation of the general education program across the University, including the distribution of courses and additional required criteria.
- c. Shall ensure the uniform interpretation of general education categories (Humanities, Social Sciences, Natural Sciences, Quantitative Thought) and designation of writing-intensive courses throughout the University.
- d. Shall set the general education learning outcomes plan, establish a schedule for monitoring its effectiveness and report to the Senate on this matter annually.
- e. Shall approve all courses which shall be counted towards graduation requirements for general education.

## **2. Composition**

- a. Four members elected from the Faculty of Arts and Sciences, each representing one of the general education categories, for a term of three years.
- b. Five members elected, one from each of the other Faculties, for a term of three years.
- b. The provost or designee, ex-officio member.
- c. The chairperson shall be appointed by the president from among its members.

[\*\*Back to Top\*\*](#)