

(UNDER REVISION)

FACULTY MANUAL

Table of Contents

[Introduction](#)

[Chapter One - Governance of the University](#)

[Chapter Two - Academic Policies](#)

[Chapter Three - Benefits](#)

[Chapter Four - Other Policies and Procedures](#)

[Back to Top](#)

(To download this manual in Word format, **[click here](#)**)
For any comments, feedback, or query, please contact: **policies@aub.edu.lb**.
Last updated on: January 11, 2012

Introduction

This manual compiles a number of policies of the American University of Beirut (AUB) with respect to academic personnel, and is intended for faculty and heads of academic units throughout the University. Every effort has been made to ensure the accuracy of this manual.

In cases when it inadvertently contradicts official university policy, university policy as stated on AUB's web page takes precedence.

In a number of cases, reference is made either to specific policies that are posted on AUB's web page, or to decisions of the Board of Trustees and/or Board of deans.

Please note:

1. These policies will apply in all cases, except those in which there is a written agreement to the contrary between the University and a faculty member, in which case the terms of that agreement shall prevail.
2. Any policy may be terminated, suspended, altered, amended, or otherwise, in whole or in part, and shall so be announced to the faculty.
3. A specific subject may be covered under one or more texts. Any text referring to a rule, regulation, or policy should be read, unless it otherwise stipulates, in conjunction with the text of such other rule, regulation, or policy.
4. The headings of the texts shall not be deemed part thereof or be taken into consideration in the construction of these texts.
5. Any reference to a date, number, person, or body who may have issued a rule, procedure, or policy will only be indicative of the origin thereof and shall not be considered as part of the relevant text.

[Back to Top](#)

CHAPTER ONE - GOVERNANCE OF THE UNIVERSITY

[Section 1 – Board of Trustees](#)

[Section 2 – Officers of the University](#)

[Section 3 – Board of deans](#)

[Section 4 – Senate of the University](#)

[Section 5 – University Faculty Student Committee](#)

Section 1 - Board of Trustees

The AUB Beirut Board of Trustees is the governing body of the corporation and the University, and has fiduciary responsibility for the institution. The board, which meets three times a year in New York City, is responsible for the fiscal well-being of the University. It oversees and monitors the investments and assets of the University and acts on fiscal matters, such as budgeting, salary scales, and program funding. The board authorizes the establishment or termination of academic programs and administrative units, reviews and confirms academic administrative policies for the University upon the recommendation of the president and the university administration and, working through the president's office, sets conditions for the appointment of all senior positions and grants academic promotions.

Members of the board serve 3-year renewable terms. The trustees, as delineated in the bylaws, have the ultimate authority in the affairs of the University. The major decisions of the board and its subcommittees are regularly disseminated to the university community and the general public and published in university publications.

[Back to Top](#)

Section 2 - Officers of the University

1. President

The president, who is the chief executive officer, is a member of the board and an ex-officio member of all committees of the board. In addition, the president presides at meetings of both the Board of deans (BOD) and the Senate of the University. The president is responsible for the operations of the University and suggests new programs and plans to the board. In addition, the president oversees the preparation of the annual report to the trustees on issues including academics, personnel, fiscal matters, facilities, and public relations, and at each board meeting reports to the board on these matters and the state of the University. The president serves as the liaison among the Board of Trustees and the faculty and administrators of the University, the alumni, and the institutions and communities served by the University. In the absence of the provost, the president acts as the chief academic officer of the University.

2. provost

The provost serves as the chief academic officer of the University, and is an ex-officio member of the BOD and the Senate of the University, and chair of the University Research Board (URB). The provost also serves on university-wide committees such as the Board of Graduate Studies, the Committee on Financial Aid, and the Library Committee.

3. Vice Presidents

The Board of Trustees shall appoint such vice presidents of the University as the board shall deem advisable, and their functions shall be defined by the board with the advice of the president.

4. deans

deans are appointed by the Board of Trustees on the recommendation of the president and report to the provost. The dean is the responsible academic and executive head of the faculty, and is responsible for the development of the faculty as regards academic programs, curricula, academic personnel, student body, and physical facilities. In consultation with the Faculty Advisory Committee, the dean shall make recommendations in all matters pertaining to appointment, reappointment, and promotion.

[Back to Top](#)

Section 3 - Board of deans

There shall be a Board of deans of the University, which shall be composed of the deans of the various faculties, that is, the deans of the Faculty of Agricultural and Food Sciences, the Faculty of Arts and Sciences, the Faculty of Engineering and Architecture, the Faculty of Medicine, and the Faculty of Health Sciences, and the dean of the School of Business, together with the president of the University who shall act as chair, the vice presidents, the provost, and the dean of students. All members of the Board of deans shall vote on matters coming before the Board of deans, except that in academic matters, including promotions, appointments in the ranks of associate professor, professor, and professor emeritus, award of tenure, provision of long-term contract, and sabbatical leaves, voting in the Board of deans shall be restricted to the provost and the deans of the faculties and of the School of Business, except that the president of the University shall vote in the case of a tie.

[Back to Top](#)

Section 4 - Senate of the University

The senate is the academic legislative body for academic affairs of the University as a whole, and is composed of members elected from the various faculties. It serves as a representative

body to reflect and develop the needs and suggestions of the faculties with respect to curricula, personnel, and other matters affecting the academic functions of the University. Standing committees and boards of the senate include the University Admissions Committee, Board of Graduate Studies, University Disciplinary Committee, Library Committee, University Publications Committee, University Research Board, University Committee on Student Affairs, Academic Development Committee, Senate Steering Committee, and the Senate Committee on Faculty Affairs.

[Back to Top](#)

Section 5 - University Student Faculty Committee

The University Student Faculty Committee (USFC) acts in the interest of the student body and of the University as a whole. The USFC is currently comprised of seven faculty members and 17 students representing all faculties. Its responsibilities include communicating information to students, studying and recommending solutions to university-wide problems, as well as promoting and coordinating nonacademic cultural and recreational activities. Student representatives are elected by their peers and must be in good academic standing, either as full time undergraduate or graduate students. As members of the USFC, student representatives also serve on university committees such as the University Admissions Committee, the Academic Development Committee, the Library Committee, and the University Committee on Student Affairs.

[Back to Top](#)

CHAPTER TWO - ACADEMIC POLICIES

(Approved by the Board of Trustees on April 12 and December 23, 1993, January 5, 1995, and January 10 and March 18, 2002)

[Section 1 – Academic Titles](#)

[Section 2 – Academic Freedom and Responsibility](#)

[Section 3 - Academic Appointment, Reappointment, and Promotion](#)

[Section 4 – Performance Reviews](#)

[Section 5 – Grievance](#)

[Section 6 – Tenure](#)

[Section 7 – Emeritus Status](#)

[Section 8 – Procedure for Recruitment of Faculty](#)

[Section 9 – Research and Outside Faculty Activities](#)

[Section 10 – University-Funded Faculty Development and Research Grants](#)

[Section 11 – External Research Grants](#)

[Section 12 – Faculty Responsibilities Toward Students](#)

[Section 13 – Advising](#)

[Section 14 – Presence at the University](#)

[Section 15 – Office Hours](#)

[Section 16 – Missed Classes](#)

[Section 17 – Student Code of Conduct](#)

[Section 18 – Graduate Assistantships and Graduate Research Assistantships](#)

[Section 19 – Research Assistantships](#)

[Section 20 – Textbooks](#)

[Section 21 – Inter and Intra-Faculty Teaching](#)

[Section 22 – Duties of Departmental Chairs, Conveners, and Directors](#)

[Section 23 – Conflict of Interest](#)

[Section 24 – Intellectual Property](#)

[Section 25 – Laboratory Notebooks](#)

[Section 26 – Patents](#)

[Section 27 – Non-Infringement of Copyright](#)

[Section 28 – Academic Integrity at AUB](#)

[Appendix I – Faculty of Medicine Academic Appointment, Reappointment, and Promotion Policies and Procedures](#)

Section 1 - Academic Titles

1. The Professorial Titles

a. Regular Professorial Titles (Professor, Associate Professor, Assistant Professor)

Professorial titles are normally granted to full-time faculty members who have completed their higher education¹ within their own discipline and who meet the academic qualifications established by their faculties and the University. These titles are reserved for full-time faculty members, with the following exception: when a former AUB full-time professor or associate professor is reappointed on a part-time basis, the new appointment will carry the professorial title held by the individual

A faculty member who has resigned from AUB with the title of associate professor or full professor may retain these titles if subsequently rehired on a part-time basis by the University. Likewise, faculty members in the Faculty of Medicine may also be granted the title of professor of clinical (specialty), associate professor of clinical (specialty), or assistant professor of clinical (specialty).

The above policy does not apply to assistant or associate professors, including clinical professors, who did not attain promotion to a higher professorial rank (associate and full professor respectively) at the University and who, as a result, left its full-time employment. Such individuals, if rehired, will be given the title of lecturer or senior lecturer.

b. Research Professors

A qualified professional (PhD level) who joins a faculty on a research grant, whose main responsibility is research with teaching, will be given the following title:

<u>Title</u>	<u>Equivalent Rank</u>
Assistant Research Professor	Assistant Professor
Associate Research Professor	Associate Professor
Research Professor	Professor

Criteria for appointment and promotion follow that of an equivalent professorial rank with more emphasis on publications. Procedures for appointment and promotion follow that of an equivalent professorial rank without, however, needing final approval from the Board of Trustees. Renewal of contract depends on both, achievement and availability of funding. Benefits will be given in accordance with university policies for the equivalent rank in question and subject to being specified and funded by the terms of the grant.

c. Clinical Professors

Clinical titles (clinical professor, clinical associate professor, clinical assistant professor, and clinical instructor) are granted in the Faculty of Medicine and the School of Nursing to academically qualified faculty members, including those on part-time contract who receive no remuneration from the University.

¹The term "completion of higher education" normally means attainment of the PhD degree or its equivalent (ScD, Doctorat d'Etat, etc.) in all faculties, except the Faculty of Medicine, in which attainment of the MD degree or its equivalent constitutes "completion of higher education". It is recognized that in some disciplines (e.g., architecture, nursing) the doctorate is not common and the master's degree may be considered adequate for professorial ranks.

d. Professors of - - - Practice

Qualified professionals (MA/MS and PhD level) joining a faculty on practice grants or specially designated university funds for limited term appointments, whose responsibility involves professional practice (training, consultation, community service) and teaching, will normally be granted an academic title, such as assistant professor of --- practice.

Criteria for appointment and promotion to an academic rank follow that of an equivalent professorial rank with more emphasis on achievements in professional practice. Promotion procedures follow that of an equivalent professorial rank without, however, needing final approval from the Board of Trustees. There is no strict time limit on staying in a particular rank. Renewal of contract depends on both, achievement and availability of funding. Normally, such appointments will be for one year, renewable.

Benefits will be given in accordance with university policies for the equivalent rank in question and subject to being specified and funded by the terms of the grant.

e. Visiting Faculty

The adjective “visiting” may be used with any faculty title to describe faculty members who are academically qualified, but who are employed by the University for a short term, normally two years or less.

f. Adjunct Professors

Adjunct professorships, in each of the professorial ranks, are granted to academically qualified individuals whose responsibilities are to perform specific activities in AUB’s Regional External Programs. Normally, these individuals are compensated from funds derived from a contract/grant, or from the institution from which they have been adjuncted.

Appointments are governed by the terms and conditions outlined below:

- i. Professionals shall be recommended by a faculty for a faculty or interfaculty project outside the regular university programs and are appointed for a limited term, normally not to exceed one year, subject to renewal. Such appointees must, therefore, be informed that they are not eligible for academic promotion at AUB, and a change from an adjunct status to a regular faculty status requires the normal procedures applied to new faculty appointments.
- ii. Appointment of adjunct faculty to all ranks and renewal of appointment are subject to normal university appointment procedures, but require only approval of the Board of deans and the president.
- iii. All adjunct appointments in REP are allocated to REP project lines.

- iv. Professionals appointed to other than faculty ranks shall be recommended for adjunct status by the vice president of REP for the approval of the president. The appointments are for a limited term, normally not to exceed one year, subject to renewal.
- v. All full-time adjunct personnel will be accorded HIP and indemnity benefits as stipulated in their contracts.

Adjunct professorships are also granted to part-time faculty who currently hold an academic position at another university. This title will be granted by the dean in compliance with the current policy on appointment of part-time faculty.

In the professional schools, an adjunct prefixed clinical rank or an adjunct professorial rank of practice will be granted to part-time faculty who currently do not hold an academic position at another university. This title will be granted by the dean in compliance with the current policy on appointment of part-time faculty.

Anyone applying for a lateral change in status must do so through the normal application process.

g. Emeritus Professors

This title is conferred in accordance with the [Policy on Emeritus Status](#).

[Back to Top](#)

2. Lecturer and Senior Lecturer

These titles are granted to academically qualified individuals who currently do not hold an academic position at another university and who are employed normally on a part-time basis to teach at the University. The title of senior lecturer may be given to part-time faculty members who have completed their higher education and who are considered to be equivalent in their qualifications to an associate professor or full professor. This title will be granted by the dean in compliance with the current policy on appointment of part-time faculty.

3. Instructor and Assistant Instructor

These titles are normally granted to individuals who have not completed their higher education or who do not otherwise meet the criteria for a professorial title in the respective faculties. The rank of instructor is granted in the clinical and adjunct categories, but the rank of assistant instructor is not. The rank of assistant instructor is normally given to individuals holding only the bachelor's degree.

Part-time faculty who currently do not hold an academic position at another university will normally be given the title of instructor. This title will be granted by the dean in compliance with the current policy on appointment of part-time faculty.

4. Research Associate and Research Assistant

These titles are granted to academically qualified individuals who are primarily engaged in a research project. Research associates normally hold a PhD degree or equivalent; research assistants hold the master's or bachelor's degree.

The position of research assistant may lead to different career tracks including PhD studies or work outside the University. In exceptional cases, when research assistants choose to remain at the University, they may be promoted to senior research assistants based on academic achievements. Promotion depends on publications, contribution to development of methodology, and training of others as well as years of experience. Benefits given are the same as for research assistants, subject to being included in the grant.

5. Associate

This title is granted to academically qualified individuals who are expected to engage in research in conjunction with a faculty member, or under the supervision of a faculty member, on a non-remunerated basis.

This title is restricted to individuals who do research. Other qualified individuals who make contributions to academic activities of the Faculty of Medicine will be governed by the terms and conditions of the faculty's bylaws.

A candidate should apply and be recommended by the chairperson of the department or program director and the dean/director concerned, and approved by the president. Appointment is for a limited period not to exceed one year, subject to renewal.

Associates are not eligible for HIP benefits.

[Back to Top](#)

Section 2 - Academic Freedom and Responsibilities

Academic freedom is essential to the search for truth and its free expression. Freedom in research is fundamental to the advancement of truth. Freedom in teaching is fundamental to the protection of the rights of the teacher in teaching and of the student in learning. The institutional freedom of the American University of Beirut (AUB) safeguards the environment in which free scholarship may flourish. Academic freedom imposes distinct obligations on the teacher and on the university.

The teacher is entitled to freedom in the classroom in discussing the subject being taught, but care must be taken not to introduce controversial matters that have no relation to that subject.

The teacher is a citizen, a member of a learned profession, and an educational officer. When speaking or writing as a citizen, the teacher should be free from institutional control, but the special position of the teacher in the community imposes special obligations. As a learned person and an educational officer, the teacher should remember that the public may judge the

teaching profession and the university by the teacher's remarks. Hence, the teacher at all times should be accurate, should exercise appropriate restraint, and should show respect for the opinion of others and for the established policy of the university. While the teacher may be identified to outside audiences as being associated with the university, it should be clearly indicated that the teacher is not speaking on behalf of the university, unless the teacher has been specifically authorized by university officials to serve in such capacity.

All faculty members are expected to meet their responsibilities to the university, its Faculties, and the student body, including: preparing for classes adequately and endeavoring to teach them competently; striving to improve their own teaching skills and performance; being knowledgeable with respect to new developments in their fields and using new scholarly work, where applicable, in their instruction; being reasonably available to advise and instruct students on matters related to their coursework and academic program; producing scholarship of high quality in their academic areas; serving the university through participation on committees; and adhering to generally accepted standards of professional conduct.

The university as an institution of higher learning should be free of outside pressures and control. At the same time, it has an obligation to refrain from any interference in affairs outside its academic jurisdiction and specifically from any attempt to exercise political influence. In fulfilling this obligation, AUB and all who are associated with it should recognize and take account of the unusual need for tact and restraint arising from the university's unique position in Lebanon and the Middle East.

The university traditionally stands not only for academic study and intellectual development, but also for high ideals of character. Members of the academic and administrative staff are expected to conduct themselves in a manner that will set a good example to the university community and hold before it the high intellectual and moral standards that the university strives to maintain.

[Back to Top](#)

Section 3 - Academic Appointment, Reappointment, and Promotion

1. Source of Procedures

These procedures derive from the University's [Statement of Policy with Regard to Academic Appointment and Tenure](#) and must conform to that policy. In the event of a discrepancy or perceived discrepancy between the two, the Statement of Policy governs. Any change to the procedures that would be inconsistent with the Statement of Policy may only be made if the Statement of Policy is also revised in relevant part, upon approval by the Board of Trustees after recommendation by the Academic Affairs Committee. Additionally, whenever the Statement of Policy is revised, corresponding changes to the procedures must be made where the procedures would otherwise conflict with the revised Statement of Policy.

2. Preamble

The faculty members of the American University of Beirut (AUB) have a responsibility to their academic disciplines, to the University, and to the community to strive for

superior intellectual, aesthetic, or creative achievement, in accordance with the mission of the University. AUB faculty members are expected to conduct their work with honesty, integrity, and objectivity. Full engagement in the objective assessment of colleagues at times of promotion and reappointment, with the aim of achieving ever higher levels of excellence, is one of the most critical responsibilities of all members of the university faculty.

The University is committed to providing its faculty members with an environment that supports the educational mission of the University. When being considered for promotion, faculty members shall be evaluated in the following areas, judged according to the following criteria: research, teaching, and service to the University and the broader community. Research and teaching will generally be given greater weight than service.

3. Appointment, Reappointment, and Promotions

A new appointment to the professorial ranks shall only be made after an international search. Appointments to the professorial ranks shall normally be made after application in writing by the individual concerned; review and recommendation by qualified members of the department/track, including the chair/convener; consideration and recommendation by the dean, after consultation with the faculty advisory committee; and consideration and recommendation of the provost after consultation with the academic deans. The provost makes appointments to the rank of assistant professor upon the recommendation of the dean. Initial appointments to the ranks of associate professor and professor shall be made by the Board of Trustees, upon the recommendation of the president, after consultation with the dean and the provost.

Reappointments of all professorial level faculty members must be reviewed and recommended by qualified members of the department/track, including the chair/convener; consideration and recommendation by the dean, after consultation with the faculty advisory committee; consideration and recommendation by the provost after consultation with the academic deans; and approval by the president. Reappointments are made by the provost, with approval by the president. Candidates for reappointment must not be present during these discussions. All deliberations must be kept strictly confidential.

Promotions in the professorial ranks shall normally be made after application in writing by the individual concerned, be thereafter reviewed, and recommended by qualified members of the department/track, including the chair/convener, be considered and recommended by the dean, after consultation with the expanded faculty advisory committee, and then recommended by the provost after consultation with the academic deans. Promotion to the ranks of associate professor and professor shall be made by the Board of Trustees, upon the recommendation of the president, after consultation with the provost.

If promotion criteria are not met, or if candidates elect not to apply for promotion within the maximum designated period for the promotion cycle, candidates may be either terminated by the end of the year following the application for promotion or, at the discretion of the provost, and upon the recommendation of the departments and the dean, may be appointed to a new position with a one-year contract. Individuals engaged under such a contract may retain their assistant or associate professor titles, but they will have

been removed from the University's promotion cycle and cannot apply for promotion or vote on departmental promotion and appointment cases. They will retain voting privileges in the department, except on matters of faculty appointment and promotion. Such appointments carry no long-term obligation by the University. The departments and dean of the faculty are expected to reevaluate the vacant lines annually in terms of the priorities and needs of the departments, with a possibility that the lines could be re-allocated.

4. Period of Appointment or Reappointment

Assistant professors are normally appointed for an initial term of up to four years and, if subsequently reappointed to a second term of three years, will normally be notified not later than June 30th of the sixth year of cumulative service in rank at the University that, unless promoted by the end of the seventh year to the rank of associate professor, then the eighth year of appointment as assistant professor shall be terminal. However, at the discretion of the provost and upon recommendation of the departments and the dean, the individual concerned may be appointed as assistant professor with a one-year contract.

Associate professors will normally be appointed for a period of seven years. Alternatively, at the recommendation of the dean and the provost, they may be appointed for a period of three years, renewable for a term or terms not to exceed a total of ten years in rank. Associate professors must apply for promotion no later than the beginning of the seventh year in this rank. If appointed to a subsequent term of three years, they must apply again for promotion no later than the beginning of the tenth year in rank. They will be notified not later than June 30th of the ninth year in this rank that, unless promoted to full professor by the end of the tenth year, the eleventh year of appointment as associate professor shall be terminal. However, at the discretion of the provost and upon recommendation of the departments and the dean, the individual concerned may be appointed as associate professor with a one-year contract.

Full professors shall normally be appointed for an initial period of seven years, renewable subsequently for periods of three, seven, or ten years at the recommendation of the dean and the provost. At the discretion of the president and upon the recommendation of the provost and the dean, individuals may be appointed to a new position with a one-year contract. Individuals engaged under such a contract may retain their professor title, but such an appointment carries no long-term obligation by the University.

In exceptional cases, the promotion cycle may be delayed ("stopping the clock") due to health issues of a serious nature, humanitarian grounds, or significant involvement in administrative duties at the University. The cumulative service period governing consideration for promotion shall automatically be extended for the duration of maternity leave, unless a request to the contrary is made by the faculty member under consideration. All such cases must be recommended by the dean and approved by the provost.

[Back to Top](#)

5. Performance Review

Annual performance reviews of all faculty members are required at the department/track level. The chair/convener of the department/track is required to provide each faculty member with an annual written evaluation of their performance in the areas of teaching, research, and service. Such performance reviews shall constitute part of the case for reappointment or promotion.

6. Criteria for Review and Reappointment

The decision whether to reappoint full-time faculty members should be based on the general criteria of teaching, research, and service. These criteria are not to be equally weighted, but teaching and research are generally to be assigned greater weight than service. In addition, evaluation may also be based on functions that are specific and relevant to duties in a particular faculty/school or department/track.

Consideration for reappointment shall be based on criteria mentioned in this policy, as well as additional criteria that may be established by each faculty/school or department/track. Full-time faculty on contract of two years or more shall be informed of non-renewal at least one year prior to the end of the contract.

7. Visiting Appointments

Individuals may be appointed as visiting assistant professor, visiting associate professor, or visiting professor, after recommendation of the respective department/track; the recommendation of the chair/convener; and on the recommendation of the dean. Appointment to these ranks is made by the provost for a period normally not exceeding two years, which may be extended by the provost at the recommendation of the chair and dean.

Change from visiting to regular professorial status shall be considered a new appointment and must be the result of an international search. In the event of a change from visiting to regular professorial status, the period of status as a visiting professor will be considered toward cumulative service for purposes of eligibility for promotion.

8. Ethics Governing Appointment of Personnel

The academic appointment of relatives (parents, brothers and sisters, spouse, in-laws, and children) in the same organizational unit (department/track, administrative unit or office, institute, or program) is normally not allowed. Exceptions can only be granted by the president upon the recommendation of the dean and the provost.

The election of relatives to the same faculty advisory committee and the University Senate is normally not allowed. Officers of the University, including directors and heads of administrative units and chairs of academic departments, shall not appoint relatives in their respective areas of responsibility.

9. Confidentiality

Discussions of personnel matters related to appointment, reappointment, academic leave, academic review, and promotion conducted at any level in the University, whether in the department/track, the Faculty Advisory Committee, among the academic deans, or any other deliberating body are strictly confidential.

10. Voting Eligibility

a. Promotion

Voting on promotion for full-time, clinical, and research and practice faculty members to a given rank will only be by faculty members of equal or higher ranks than those to which the faculty members are under consideration for promotion. Visiting faculty members are not eligible to vote. Chairs/conveners, if not candidates, shall not cast a vote, but will express their views independently in writing to the dean.

b. Appointment, Reappointment, and Non-Reappointment

Evaluation of candidates for appointment shall be restricted to the voting faculty members of equal or higher ranks than those of the faculty members being considered. Evaluation of candidates for reappointment or non-reappointment shall be restricted to the voting faculty members of ranks higher than those of the faculty members whose contracts are being considered. In the case of full professors, all other voting full professors shall participate in the evaluation and recommendations. Visiting faculty members are not eligible to vote. Chairs/conveners, if not candidates, shall not cast a vote but will express their views independently in writing to the dean.

11. Voting Procedures

Voting on promotion in the department/track and in the faculty advisory committee shall take place by secret ballot in a meeting chaired, respectively, by the department chair/track convener or by the dean; the result of such voting on both levels should be included in the recommendation to the academic deans (see "Promotion Procedure," below). If the chair/convener is a candidate, a senior member of the department/track will carry out the chair/convener's functions in this respect.

Normally, voting occurs at the lowest level of procedural deliberation. Members of the Faculty Advisory Committee will vote in their respective department/track and will recuse themselves from deliberations of the Faculty Advisory Committee on cases brought from their home department/track. Voting by the academic deans shall take place by show of hands. No voting faculty member may vote more than once on a specific case of promotion. Major points of discussion and the numerical results of the vote shall be recorded in the minutes of the meeting.

[Back to Top](#)

12. Cumulative Years of Service

Faculty leaves of all ranks, with or without pay, shall count as part of the cumulative years of service for purposes of eligibility for promotion.

The cumulative service periods governing consideration for promotion may be extended on a case-by-case basis by the provost upon the recommendation of the dean for those claiming a dispensation on the ground of disability, humanitarian grounds, or significant involvement in administrative duties at the University. The cumulative service period governing consideration for promotion shall automatically be extended for the duration of maternity leave, unless a request to the contrary is made by the faculty member under consideration.

13. Promotion Procedure

Assistant professors shall be considered for promotion no later than the seventh cumulative year of their service in rank, and associate professors will normally be considered for promotion in the seventh cumulative year of their service in rank but no later than the tenth cumulative year in this rank, although outstanding merit may lead to earlier promotion. Faculty members should spend a minimum of one year at the University before being eligible to apply for promotion in the course of the second year in residence at AUB, in accordance with the University's faculty promotion schedule. This is so that all concerned can evaluate the individual's contribution to teaching and research in the setting of AUB itself.

All full-time, clinical, research, and practice faculty members should be informed by their department chair or track convener about deadlines for submission of applications for promotion. No candidate is allowed to apply for promotion more than twice within each promotion cycle. The provost will periodically review the annual schedule for promotion procedures and revise interim deadlines as necessary.

For purposes of promotion, at the beginning of each academic year each faculty advisory committee will select one full professor from among its faculty members to serve as a Due Process Monitor (DPM) in another faculty/school during the promotion deliberations of its departments/tracks and advisory committees. The DPM is a non-voting member of the department/track or the Faculty Advisory Committee whom the provost will appoint randomly from the faculty members chosen by the faculty advisory committees. These DPMs will form a committee and elect a chair. DPMs shall report in writing to the provost any procedural or discrimination irregularities that they have witnessed during the deliberations and voting.

By October 15 of their penultimate year in rank, candidates for promotion are required to submit, through the chairs/conveners of the departments/tracks, with a copy to the dean, a letter of application for promotion, an updated CV, a personal statement of teaching, research, and service, teaching evaluations, a list of four referees from outside the University, and a list of referees who should not be contacted. The candidate will also submit copies of all publications and designate four or five of these as representative of their record for review by outside referees.

By November 1 of the candidate's penultimate year, the candidate's publications will be made available in the dean's office to departmental members who are voting on promotion; all such faculty members should become familiar with these publications during this initial reading period. Deadlines for the subsequent stages of the promotion process will be disseminated separately by the Provost's Office.

The dean or the chair/convener will appoint a promotion committee consisting of at least three members of appropriate rank for the promotion review and designate a committee chair. In cases of small departments, the dean of the faculty may ask faculty from other departments/tracks to participate, or the dean may designate certain departments within a faculty to deliberate together regularly, in order to achieve appropriate numbers of voting faculty for purposes of promotion, preferably no less than six voting members.

The promotion committee will jointly compile a separate list of referees sufficient to obtain the following numbers of outside letters:

- a. For promotion to associate professor, at least six, preferably a minimum of two letters of reference from the candidate's preferred list and four from the committee's list.
- b. For promotion to full professor, at least eight, preferably a minimum of three letters of reference from the candidate's preferred list and five from the committee's list.

Letters of reference should be from scholars of an equal or higher rank than that to which the applicant is applying. No letter should be from a current research collaborator or a member of the candidate's dissertation committee. At the discretion of the promotion committee, an explanation about the contribution of the candidate could be sought from collaborators. Referees should be asked to enclose a copy of their own CV with their letters of evaluation.

To assist the referees in their evaluation, supplemental information on the academic circumstances at AUB, including information on faculty appointment, teaching loads, research resources, and promotion criteria/system at AUB, will be provided to the referees. Copies of the four or five publications designated by the candidates will be sent to each referee who has agreed to provide an outside evaluation.

The dean will solicit reference letters according to the lists presented by the promotion committee. The dean's office will coordinate receipt of reference letters and keep a log of referees, listing the names from both the candidate's and the committee's list, indicating who were asked for references, who replied in the affirmative, and who responded in the negative and - in the latter case - the reason given, if any.

In cases where the requisite minimum number of letters is not received in time, the dean should inform the candidates and promotion committee to try to identify additional reviewers.

Upon receipt of the referees' letters, the promotion committee will review the candidate's complete dossier, including the most recent annual evaluation, and then compose a memorandum, to be signed by all its members. The memorandum will recommend approval or rejection of the candidate's application for promotion, commenting in full on the complete dossier and including a thorough assessment of the candidate's intellectual

contribution and continuing potential to the field, to the department/track, and to the University.

The complete confidential file (CV of the candidate, a personal statement of teaching, research, and service; teaching evaluations; referees' responses; copies of all publications; the promotion committee recommendation, and the log of referees) will then be placed in the dean's office for study by department/track members eligible to vote on the case.

At the call of the chair/convener, the faculty members eligible to vote on the promotion case will convene and, after deliberation of the case, will cast their votes. The departmental/track meeting will be attended by a DPM, and the candidate's file will be available for reference during the meeting.

The chair/convener (unless a candidate) will communicate the details of the department/track meeting, including the vote result and the promotion committee report, along with the chair/convener's recommendations on the candidate's qualifications to the dean in a separate written memorandum, making either a positive or negative recommendation on promotion. Comments will be included that summarize the mentoring employed with the candidate during the last contract period. The memorandum represents the chair's vote in the case. A copy of the minutes of the department/track meeting will be appended to the chair's/convener's recommendation.

Subsequently, the complete confidential file (CV of the candidate; personal statements on teaching, research, and service; a copy of the teaching evaluations; referees' responses; copies of all publications, the log of referees; the promotion committee report; the recommendation of the chair/convener, and the minutes of the department/track meeting) will be placed in the dean's office so that members of the Faculty Advisory Committee can review the file.

The dean will subsequently convene the Faculty Advisory Committee for discussion and voting on each case.

For purposes of promotion, the advisory committee of each faculty/school is increased to include three additional voting AUB faculty members in the rank of full professor, selected from outside the faculty or school concerned. Additional faculty members to an advisory committee cannot serve consecutive years on the same faculty advisory committee. These additional faculty members will participate in the Advisory Committee's evaluation of the candidate's record and take part in the final voting.

A list of these additional faculty members will be drawn up by the provost on an annual basis and will include faculty members from throughout the University who have an excellent record of research and teaching. The criteria for selection will include prominence in research (publication of articles in international peer-reviewed journals and/or books in respected academic presses) and an established record of commitment to teaching.

The meeting of the expanded faculty advisory committee will be attended by a DPM from another faculty/school. The DPM should report in writing to the provost any procedural or discrimination irregularities that the DPM has witnessed during the deliberations and voting.

The dean then transmits to the provost the complete confidential file (as specified above) along with a form containing the substantive assessment of the advisory committee, and the results of the advisory committee vote containing the signatures of the faculty advisory committee members, and the dean's observations on the candidate's qualifications in a separate written memorandum, making either a positive or negative recommendation on promotion. The memorandum represents the dean's vote in the case.

The provost will subsequently convene the academic deans to deliberate on all promotion cases for which deans have brought a positive recommendation, as well as those carrying a negative recommendation, which require further deliberation.

In the discussion of promotion cases, the provost and academic deans are increased to include three additional non-voting AUB faculty members in the rank of full professor to assist in the evaluation of the candidate's record. Normally, these additional members are selected by the provost from a list of eighteen faculty members, three elected by each faculty/school's advisory committee from among faculty not currently serving on the expanded faculty advisory committees. As above, the criteria for selection will include prominence in research (publication of articles in international peer-reviewed journals and/or books in respected academic presses) and an established record of commitment to teaching. Faculties without an adequate number of eligible full professors to be elected to this list may submit less than three names or no names to the provost, and no faculty can submit the names of more than three candidates.

The provost will act as moderator for the meeting, and each case will be presented by the dean of the relevant faculty. The presenting dean, after answering any pertinent questions, will subsequently recuse himself/herself from further deliberation in the case. After discussion of each case, the academic deans shall vote on promotion cases, with the exception of the dean presenting the case.

The DPM who has been elected as chair of the DPM Committee by those serving in this capacity during the current year will attend the deliberations of the provost and the academic deans. The DPM chair attending this meeting will report to the president any procedural or discrimination irregularities that the s/he has witnessed during the deliberations and voting.

The provost will refer the files of all candidates considered by the academic deans to the president, along with the provost's own recommendation for or against promotion. The provost will also provide a table that provides the tally of votes taken at all levels, as well as the positive or negative recommendations contained in the letters of the chair/convener and the dean.

The president will then review all cases for promotion, whether carrying positive or negative recommendations. Those positively endorsed by the president are then referred to the Academic Affairs Committee of the Board of Trustees for its own endorsement. The full Board of Trustees will then vote, based on the recommendation of the Academic Affairs Committee.

In considering promotions to associate professor and full professor, the University – without being bound by any rule of equivalence – may take into account the academic record of the candidates and their service in other institutions.

Successful applicants will be informed by the provost in writing within one month of the Board of Trustees' decision. Each dean will inform all unsuccessful applicants in writing within one month of the Board of Trustees' decision. In their meetings with unsuccessful candidates, deans will verbally communicate only the reasons that the application for promotion was unsuccessful. This meeting should be attended by a DPM. Other information, such as the results of votes taken and the contents of evaluation letters, are strictly confidential.

[Back to Top](#)

14. Reappointment Procedure

Procedures for reappointment will follow those for promotion, with the following differences:

- a. Reappointment reviews are undertaken in the penultimate year of the expiration of a contract when promotion is not under consideration.
- b. Reappointment reviews are undertaken automatically, without the formal application of the candidate.
- c. If reappointment is not approved at any rank, it may result in termination of employment, or in reassignment as assistant professor, associate professor, or professor with one-year contract. However, such reassignment cannot be made to a lower or higher rank.
- d. Reappointment to the same rank is approved by the provost. Reassignment to a different status is approved by the president.
- e. Decisions regarding reappointment or reassignment are not referred to the Board of Trustees for approval.

[Back to Top](#)

15. Criteria for Promotion and Review

(UNDER REVISION)

A. Teaching

Evaluation of teaching performance is a critical aspect of performance reviews and the promotion decision. Teaching activities are academic functions essential to the objectives of the University and the community at large. Teaching excellence includes the ability to lecture and lead discussions; to create a range of learning opportunities;

to draw out students and arouse the curiosity of beginners; to stimulate advanced students to engage in creative work; to organize courses logically and systematically; to evaluate critically the materials related to the field of specialization; to assess student performance; and to excite students to extend learning beyond a particular course.

In assessing a faculty member's teaching performance, the following will be considered:

- a. Demonstrated competence in teaching undergraduate and/or graduate courses as measured by growth in students' ability to comprehend, reason, analyze, and work with others. Such competence is measured by a combination of achieving the outcomes specified for the course and reviewing the results of student course evaluations, reports from peer attendance of representative classes, and documentation of clear and constant efforts to improve teaching as demonstrated in the teaching portfolio.
- b. Provision of consistently challenging and contemporary course content with regular revision and updating to international standards and the development of new curricula, courses, and programs that include professionally appropriate teaching materials that strive to remain up-to-date with advances in the field.
- c. Use of up-to-date technology in teaching, where possible and appropriate.
- d. Development of innovative pedagogical methods and materials and encouragement of students to take a more active role and greater responsibility for their own education.
- e. Publication in refereed education journals.
- f. Sensitivity to the moral and ethical issues in the subjects being taught.
- g. Supervision and mentoring of graduate and honor students including membership of thesis and project committees; guiding and evaluating senior and graduate research projects and theses.
- h. Being available outside class times to work with students, including regularly scheduled office hours.
- i. Special recognition received for teaching accomplishments and teaching awards.
- j. Self-development activities leading to enhanced teaching effectiveness

The following tools will be used to evaluate teaching:

- x. Student evaluations: evaluations and comments that reflect teaching excellence, creativity, and enhancement of student achievements.
- xii. Exit interviews, both, of students who have completed a particular course, and of students who have graduated.

- xiii. Evaluations by department/track heads or experienced faculty through classroom visits, syllabi, course outlines, alignment of assessment with course objectives, achieving class goals, feedback to students.
- xiv. Teaching portfolio: continuous self-assessment through documentation of course development, responsiveness to suggestions for improvement; implementation of innovative teaching methods; the number of students advised; and evidence of student learning from student performance on quizzes and external exams.

(See the [AUB Teaching Excellence Website](#) for detailed instructions on how to prepare a teaching portfolio).

[Back to Top](#)

B. Research

Because the categories that comprise research/creative achievements vary greatly across disciplines, they are defined within each faculty/school. In addition, each faculty ranks journals according to certain standards such as international or regional prestige, breadth of readership, peer review, and rejection rate.

Candidates should demonstrate continuous engagement in a defined research area that indicates future promise. For verification purposes, copies of all published material that is included in the candidate's curriculum vitae for the period of evaluation should be submitted as part of the promotion file. The candidate may suggest a representative sample of publications to be sent to the external referees.

To encourage collaborative work, the first or senior author may be asked to detail the contribution of all authors to a particular publication or project. If working as members of a research team, promotion candidates should explain their specific roles on the team. Were the candidates involved in some particular aspect of the project or initiative? When deemed necessary, other team members of a research project or of a publication may be asked for corroborative information, although they may not serve as official external referees for the candidates' promotion cases, except for the case of dissertation advisors.

In considering a faculty member for promotion, a qualitative assessment of the impact of a faculty member's research/creative achievement will be made based on:

- a. Demonstration of a research focus. This refers to the extent that the research of the individual can be described as having a theme and is directed towards solving or tackling a major problem or hypothesis in an organized and methodologically sound fashion. Also included is whether there is a clear plan for the future that shows where this research will create positive interaction with peers, moves the field forward, and is supported by available resources.

- b. Publication in high-impact refereed (either international or regional) journals, with special consideration given to the quality of the publication, such as the reputation of the journal and the nature of the authorship.
- c. Publication of scholarly and creative works such as books, articles, novels, monographs, and participation in professionally relevant juries, competitions, or exhibitions.
- d. Frequency with which the candidate's publications have been cited.
- e. Publication and funding resulting from collaborative efforts with researchers in other fields.
- f. Submission of significant proposals for research and development grants and extramural funding, whether proposals were funded or not, and an indication of whether or not funding was awarded.
- g. Receipt of fellowships and awards.
- h. Editing of professional academic journals, reviewer of articles, books, funding applications, and other creative works.
- i. Evidence of self-development activities such as faculty research leave that leads to increased research and publication effectiveness.
- j. Evidence of recognition as an expert within a particular academic field, whenever appropriate.

[Back to Top](#)

C. Service

Faculty members are expected to contribute effectively to the welfare and improved functioning of their department/tracks, faculties/schools, the University, their profession, and the wider community.

Service will be evaluated in promotion and reappointment decisions. The weighting accorded to service will vary among disciplines and faculties/schools. There are three types of service: university service, service to the profession, and community service.

The University recognizes two types of service to the profession for the purpose of promotion: formal professional practice and general professional practice. Formal professional practice is activity that is directly aligned with a faculty member's research and/or teaching. General professional practice is service that is related to a faculty member's expertise, but may not have a direct connection to research and/or teaching.

In some faculties/schools, formal professional practice is an integral component of the educational mission of the University. Faculty members in these areas are expected to engage in professional practice. Formal professional practice that can be documented and improves a faculty member's research or teaching will count toward promotion.

In assessing service, the following activities will be considered relevant:

- a. Participation in committee work at department/track, faculty/school, and university levels.
- b. Service as chair/convener either of a department/track, of committees at various levels, of university taskforces, etc.
- c. Serving as a mentor to faculty who have recently joined the University.
- d. Presentations at conferences, seminars, and symposia; delivering of lectures at other universities, or professional meetings such as keynote or invited speeches.
- e. Organizing role in national or international conferences, workshops, or other academic meetings.
- f. Provision of services to national, regional, and international agencies, task forces, boards, and commissions.
- g. Participation in local, regional, national, and civic activities that promote a positive relationship between the University and the community.
- h. Service as an officer of a national, regional, or international professional association.

Service will be evaluated through the evaluations of the department/track head, the program director, the dean, and others (including outside experts) qualified to comment on activities and performance.

[Back to Top](#)

Section 4 - Performance Reviews

Annual performance reviews of all faculty members, including those holding tenure, are required. Rigorous periodic performance reviews prior to the expiration of a contract term, should be applied to all untenured faculty members. The university has full discretion to decide whether or not employment should be offered anew. Consideration for reappointment should be based on criteria established by each Faculty and approved by the board of deans.

[Back to Top](#)

Section 5 – Grievance²

A faculty member shall have the right to appeal to the president of the university at any time that the faculty member believes the treatment accorded to the member has been in violation of the provisions of the member's letter of appointment or of university regulations. The

president, after considering the matter, may appoint an ad hoc committee to investigate the matter and submit its recommendations to the president. Grievance procedures shall be limited to the investigation of allegations of procedural irregularities and infringement of academic freedom.

In any situation in which the president deems it appropriate to appoint an ad hoc committee to review a matter pursuant to an appeal to the president concerning a grievance, the following shall govern the appointment and procedures of the ad hoc committee.

The ad hoc committee shall be composed of:

1. One voting member of the Faculty or division concerned, of rank equal to or higher than that of the appellant, to be named by the senate steering committee.
2. One voting member of rank equal to or higher than that of the appellant, to be named by the board of deans.
3. One senate member from a Faculty or division other than that of the appellant to be named by the president and who shall serve as chair of the ad hoc committee.

The president shall furnish the ad hoc committee, upon its request, with relevant documents and information about the case. The ad hoc committee shall make every attempt to interview the faculty member and academic administrator(s) concerned.

The ad hoc committee shall submit its recommendations to the president normally within one month from the date of its appointment. The recommendations should give the numerical results of votes taken by the ad hoc committee.

In any event, the decision of the president shall be final and binding and shall be transmitted to the appellant and to the ad hoc committee, normally within a period of two weeks following receipt of the recommendations of the ad hoc committee.

The ad hoc committee's findings, recommendations, and any documents or information made available to it shall be subject to the strictest confidentiality.

[Back to Top](#)

²The above policies and procedures are effective on July 1, 1998, and shall continue in effect until amended or revoked by the Board of Trustees.

Section 6 – Tenure³

Tenure is a positive act and recognition by the university of meritorious achievement. It is a privilege granted by the university to a faculty member to hold an academic position until retirement pursuant to applicable university regulations, without being subject to periodic contract review. It is not a rank or a corollary of a rank, and it does not confer entitlement to a position. Faculty members in the rank of professor and, exceptionally, faculty members in the rank of associate professor, may be considered for grant of tenure.

1. Criteria

The university grants tenure to faculty members who, in its opinion, have met the academic qualifications of continuing research of scholarly recognition and of excellence in teaching, whose service is essential to the continuity of the academic program of the department concerned, and whose service to the university and its community is proven. In making its decisions with respect to tenure, the university adheres to its policy of equal employment opportunity as elaborated in the Policy Against Discrimination and Harassment.

Faculty members may be tenured and remain tenured only in academic positions which are a continuing part of the university's regular programs; hence, tenure applies only to the position specified and represents no right or claim to other positions in the university should the tenured position be abolished by reason of changes in the academic programs of the university. The university grants tenure to a faculty member with the expectation that he or she will continue to perform at or above the standards set by the Faculty and the university.

Tenure is not granted for administrative assignments or for services funded from contracts, grants, or other special sources.

2. Procedures in the Award of Tenure

Proposals for tenure appointments shall normally be made in writing by the department and submitted for consideration by the dean and the dean's advisory committee. The recommendations of the dean and the advisory committee shall be transmitted to the president. The president shall discuss all recommendations for tenure appointment with the board of deans and shall submit the recommendations of the board of deans, together with the president's recommendations, to the board of trustees, which will make all final decisions.

In exceptional cases, an associate professor can be recommended for a tenure appointment before promotion to professor is considered. Promotion to the rank of professor, and the award of tenure, may be considered simultaneously, subject to university regulations. The following principles govern the award of tenure in cases of initial appointments to the ranks of professor and associate professor.

³The freeze on the granting of tenure by the Board of Trustees in 1985 is maintained until an appropriate time to be determined by the Board of Trustees.

- a. When a first appointment to the faculty is in the rank of professor, the appointment may be made either with tenure or for a specific period that may be renewed or extended. Tenure may be granted subsequent to the initial appointment. Notice of non-renewal of appointment should be given at least twelve months before the expiration of the contract.
- b. When a first appointment to the faculty is in the rank of associate professor, this appointment is normally for a three-year period, but may be renewed for another three years. The service of the appointee shall then terminate, unless the appointee is promoted to the rank of professor or granted tenure.

3. Termination of Tenure

The privilege of a tenured position may be revoked by reason of *force majeure* or for adequate cause and expires in any event upon retirement.

Before a faculty member with tenure is removed from a professorship for cause, the faculty member shall receive from the president of the university a written statement of the reasons for the proposed removal and shall be entitled to a hearing before a committee of the senate of the university appointed by the senate for such purpose. After such hearing, the committee shall report its opinion, with a full written statement of the reasons on which such opinion is based, to the president. The president shall then submit the matter to the board of trustees. A committee, appointed by the board for such purpose, shall review the findings, at which time the faculty member shall have a right to appear before that committee and be heard. That committee shall make its recommendations to the board of trustees whose decision shall be final and binding. At all times, the faculty member's position may be presented to the hearing committee as the faculty member chooses, within limits of reasonable action and at no expense to the university.

[Back to Top](#)

Section 7 - Emeritus Status

The emeritus status is an honor granted to retired faculty members in acknowledgment of a record of distinction in scholarship, teaching, or service to AUB. The emeritus status is normally reserved for persons retiring after at least 15 years of service to the University and who remain engaged in activities that fulfill the University's mission.

1. Eligibility

Full-time faculty of the rank of professor and clinical professor in the Faculty of Medicine, and academic administrative officers of the University holding an academic appointment in the rank of professor, who have completed a period of no less than fifteen years of service to AUB and who have exemplified high standards in research, teaching, and service, will be eligible for consideration for the emeritus status. The eligible faculty is expected to have brought academic distinction to the University over an extended

period of time, either through creative or scholarly excellence in a specific field of study, or through the general development of a specific field of study nationally and/or internationally, or by outstanding contribution to the overall development of the institution.

Appointment to emeritus status can only be made after termination of the candidate's contractual agreement with the University and after a lapse of at least one year.

2. Privileges

The emeritus status bestows an honor beyond the normal affiliation of retiring faculty who are entitled to certain minimum benefits. In addition to the benefits to which a retiree is entitled in accordance with university personnel policy, emeritus status accords its holder the following special privileges:

- a. Issuance of a university identity card.
- b. Listing in the University Catalogue and in faculty lists.
- c. Use of University Libraries.
- d. Issuance of a university email address.
- e. Participation in academic processions.
- f. Use of certain university facilities upon special permission of the president.

3. Procedure

- a. Nominations to Professor Emeritus status are initiated by faculty members. At least three nominations should be received by the department chair with copies to the dean. The documentation required for a nomination includes a detailed CV of the nominee and a statement of support detailing the nominee's outstanding contributions to AUB.
- b. The faculty member's department chair submits a recommendation to the dean based on the vote of the faculty in the department.
- c. The dean, after consultation with the Faculty Advisory Committee, makes a recommendation to the BOD.
- d. The provost forwards the recommendation of the BOD and makes a recommendation to the president and Board of Trustees.
- e. Upon approval by the Board of Trustees, emeritus status is awarded. The emeritus title is conferred during the commencement ceremonies following the appointment.
- f. Nominations to Dean Emeritus status are sent to the active dean of the faculty or provost, either of whom makes a recommendation to the BOD. The provost forwards the recommendation of the BOD and makes a recommendation to the president and Board of Trustees.
- g. The Board of Trustees alone will grant the status of Emeritus President.

[Back to Top](#)

Section 8 - Procedure for Recruitment of Faculty

The University shall select the best-qualified candidates based on educational background and proven capabilities, as demonstrated by prior experience and appropriate references from former employers. In each case, records will be kept of the various candidates who have applied and the reasons for not selecting them will be indicated. These records shall be kept at the offices of the deans of the faculties and the personnel department.

[Back to Top](#)

Section 9 - Research and Outside Faculty Activities

1. Full-Time Service to the University

The overriding obligation of all full-time faculty members is to the University. This obligation is met by scholarly and professional activity of many kinds, including teaching, conducting laboratory sessions, conducting research, counseling and advising students outside the classroom, holding discussions with students and colleagues, and serving on committees.

If a faculty member on full-time contract is asked to give an occasional lecture or seminar in another department or faculty of the University, additional compensation should normally not be offered or received. If such work should involve a series of lectures or a full course, adjustment of teaching load may be appropriate with the approval of the deans concerned.

A full-time teacher retains full-time status even though his/her work may be divided between teaching and research or administration, or divided among departments or faculties.

2. Permissible Activities Outside the University

The University permits faculty members to engage in outside professional activities related to their academic discipline. Such activities include consultation in one's field of specialization and serving on a fixed-term basis on boards and committees in public and private non-profit institutions. The University encourages these activities so long as they contribute to the professional development of the faculty member, improve her/his usefulness to the University, promote the role of AUB in the field of higher education, and contribute to the general welfare of the community.

Full-time faculty members are not permitted to teach courses at other institutions without the permission of the president.

Outside activities must not be permitted to distract faculty members from their full-time obligation to the University.

3. Activities of Personal Discretion

The University acknowledges the freedom of the full-time faculty member to perform certain outside activities free of university supervision. It should be clearly understood that in all these activities, professional or otherwise, outside or inside the University, the faculty member shall be guided by the principles of academic freedom as defined in the preamble of the [Policies on Academic Appointment, Reappointment, and Promotion](#).

4. Non-Permissible Outside Activities

While faculty members are expected to engage in their normal civic duties and are free to follow the dictates of their own research and scholarship, they may not engage in activities which are considered incompatible with their position as members of AUB, or involve a conflict of interest.

5. Proportion of Time Allowed for Permissible Outside Activities

A full-time member of the faculty may be granted permission to engage in permissible outside employment not to exceed the equivalent of one day per week or 16 working days in each of the fall and spring terms, exclusive of official university holidays and annual vacations.

When working for AUB's Office of Regional and External Programs (REP) on university related projects, full-time faculty members may be allowed additional days of consultancy work to a maximum of 32 days in the fall semester and 32 days in the spring semester, inclusive of all other work for external entities. Faculty teaching full-time in the summer may only consult for an additional 5 days to a maximum of 10 days during the summer semester. In all cases, the faculty member concerned must fully disclose such work to the appropriate dean and receive the dean's written approval for engaging in it.

These consulting days are permitted provided that:

- a. The teaching and other duties of the faculty member shall be adequately taken care of during any absence.
- b. The maximum limit of permissible outside activities referred to in this section includes all remunerated outside activities, whether or not they entail absence from the University.
- c. Consulting work can be taken in periods no greater than five weekdays at any one time, such that no two consecutive weeks are taken at one time.

6. Remuneration and Institutional Obligation

Full-time members of the faculty may retain all income including fees and honoraria accruing to them from limited activities in, and outside of, Lebanon, such as:

- a. Occasional lectures and panel discussions.

- b. Occasional professional activities and service on boards and committees in public and private institutions.
- c. With presidential permission, teaching the equivalent of three credit hours a week in an institution of higher learning in Lebanon.
- d. Outside consultation.

7. Procedure, Criteria, and Permission

A full-time member of the faculty who wishes to engage in outside professional activities with remuneration, except for those activities mentioned above, should submit a request to the department chair that includes a plan for making up classes during the absence of the faculty member.

8. Regional External Programs (REP)

REP is the consulting coordinator for AUB. Its mission is to marshal and mobilize AUB expertise in the service of development projects in Lebanon and the region. Its scope of operations spans university faculties and includes Medicine, Health Sciences, Agriculture, Business and Management, Engineering and Architecture, and Education.

Since it was founded in the mid 1970s, REP has completed many projects in Lebanon and the region in partnership with governments, international organizations, and nongovernmental organizations.

Involvement in REP can be arranged in a number of ways: secondment, partial secondment, regular leave, and adjunctment. Faculty members' involvement in REP-related consulting activities will normally be limited to a total of 30 working days of paid leave in each of the fall and spring terms (those faculty members who are engaged in "permissible outside activities" and REP cannot spend more than a total of 30 working days on these activities during each of the fall and spring semesters). Weekend and official university academic vacations are not counted as part of these figures.

[See the REP Manual on the web.](#)

[Back to Top](#)

Section 10 - University-Funded Faculty Development and Research Grants

To encourage research productivity, the University Research Board (URB) awards both faculty development and research grants. Short-term development grants are awarded to enable faculty to present papers at conferences, attend short courses, or attend workshops. Long-term development grants are intended to support research and can be used to fund AUB faculty who wish to spend between two and eight weeks during the summer at a university or research institute outside Lebanon.

Research grants are awarded to support individual, group, or collaborative research projects. In addition, the URB awards seed grants to new faculty. For further information concerning these awards and the application process, contact the Office of Grants and Contracts.

[Back to Top](#)

Section 11 - External Research Grants

Faculty members are encouraged to seek outside funds for their research work. All applications should be processed through the Office of Grants and Contracts.

[Back to Top](#)

Section 12 - Faculty Responsibilities Toward Students

Faculty members are responsible for encouraging free inquiry and free expression and for maintaining conditions conducive to learning. Their evaluations of student work should be based on evidence of independent work, mastery of the course material, and demonstrated ability to think clearly.

Each faculty member should present a syllabus or a course plan at the beginning of the term indicating what is expected of the student in terms of assignments, methods of study, and course requirements. The syllabus should include the assessment criteria that will be used for graded work and the weighting of those assignments in determining the final grade.

Regular attendance records should be maintained, and faculty members should announce their office hours at the beginning of each term.

[Back to Top](#)

Section 13 - Advising

Student advising is part of the academic duties of every faculty member. The dean or the chair of the academic unit concerned is responsible for assigning student advisors so that the number of advisees per faculty member is as small as possible.

Student advising should not be limited to registering students, but should encompass all aspects of academic advising, including selection of electives, counseling on any academic difficulties or problems encountered, and monitoring the academic progress of advisees.

An academic advising guide has been prepared by the provost's Office and is distributed to all academic advisors.

[Back to Top](#)

Section 14 - Presence at the University

All full-time faculty members are expected to be available during the academic terms, except for weekends, university holidays, and while on approved leaves (see related section on “Requesting Leave” below).

Faculty must report back to the University at the beginning of the registration period for the fall term and at the beginning of the spring term, as indicated in the university calendar.

[Back to Top](#)

Section 15 - Office Hours

Faculty members are required to have office hours during which they are available to meet with students in their offices. The number of office hours should be at least three per week, distributed over weekdays, and between the hours of 8 am and 5 pm. Faculty should also be available to meet with students by appointment during this time. The office hours should be posted outside the office of the faculty member.

[Back to Top](#)

Section 16 - Missed Classes

Faculty members are not permitted to miss classes without the prior written approval of the chair of their department and the dean of their faculty. In all cases, any classes that are missed must be made up.

Section 17 - Student Code of Conduct

[See policy on the web.](#)

Section 18 - Graduate Assistantships and Graduate Research Assistantships

[See policy on the web.](#)

Section 19 - Research Assistantships

[See policy on the web.](#)

[Back to Top](#)

Section 20 - Textbooks

1. Procedure for Ordering Books for Classes

Professors wishing to order textbooks should submit requests in writing using the form that is available at the bookstore. Please include the expected number of registered students for each course so that the bookstore can order an appropriate number of books. Faculty are requested to make every effort to estimate accurately the number of textbooks that will be needed and to allow sufficient time for the books to arrive.

Most textbooks are ordered from overseas and shipped via sea freight in order to make the books available to the students as cheaply as possible. For this reason, books must be ordered well in advance of the beginning of the semester. Faculty should order books no later than May for the fall term, no later than November for the spring term, and no later than March for the summer term. For assistance, please contact aubbookstore@hotmail.com. Faculty should follow up on textbook orders by calling the AUB Bookstore at extension 2390 to ensure that books are available, have been ordered, and will arrive on time.

If you have any problems, you may also contact business services at extensions 3510/1.

2. Textbooks Authored by AUB Faculty Members

If AUB faculty members wish to assign textbooks that they have authored or edited, they should present evidence to the dean/director through the department chair that the books have been internationally reviewed favorably and recommended as textbooks. Exceptions, including the use of manuals, can only be made after favorable review by external referees and recommendation from the academic unit concerned to the dean/director.

[Back to Top](#)

Section 21 - Inter- and Intra-Faculty Teaching

Faculty members who wish to teach a course on an overload basis in a faculty other than the faculty in which their regular full-time duties lie must obtain the permission of their department chair and dean.

[Back to Top](#)

Section 22 - Duties of Departmental Chairs, Conveners, and Directors

[See Unified Faculty Bylaws on the web.](#)

Section 23 - Conflict of Interest

[See policy on the web.](#)

Section 24 - Intellectual Property

[See policy on the web.](#)

[Back to Top](#)

Section 25 - Laboratory Notebooks

Faculty are strongly encouraged to keep laboratory notebooks. For additional information, please consult the Cornell Research Foundation web page.

[Back to Top](#)

Section 26 - Patents

Faculty or students considering applying for a patent for an invention or discovery should first consult the [Intellectual Property Policy](#) on the web and discuss their plans with the director of the Office of Grants and Contracts or with the provost. In applying for patents, AUB relies on the services of Research Corporation Technologies. For contact details, consult their web site at <http://www.rctech.com>.

Section 27 - Non-Infringement of Copyright

Copyright law governs books, photographs, music, video, sculpture, software, multimedia, and databases. There is a provision in the copyright law, however, that allows for limited copying of copyrighted works without the permission of the owner for some teaching and research purposes (this is the doctrine of “fair use”). Faculty are encouraged to consult third party sources such as the Council on Library and Information Resources. See specifically <http://www.clir.org/pubs/reports/oakley/scheme-g.html>.

Section 28 – Academic Integrity at AUB

Integrity lies at the heart of AUB’s academic mission. This is because every student deserves an education that is a product of his or her own intellectual work involving honest critical exchange, and careful attention to good scholarship. The value of that education is compromised for everyone when a person is unwilling to submit his or her own work and ideas. Anyone who cheats on a test or plagiarizes a paper receives dishonest credit and is, in effect, stealing from other students. AUB cannot tolerate such dishonesty because it subverts the conditions under which academic work at the University is validated.

Our academic community exists by virtue of a strong consensus on certain core values for academic conduct. These values are expressed in the Student Code of Conduct as follows: The University expects students to adhere to norms of academic integrity that accord with those of accepted international scholarly practice and professional ethics. Students should speak and act with due regard to the rights, dignity, and freedom of others, whether within the academic context of the classroom and laboratory, or within the context of co-curricular life and social and recreational events. AUB encourages the free exchange of ideas and opinions, but it does not tolerate any form of discrimination or harassment against members of the university community, breach of academic integrity, or infringement of ethical standards of conduct. These principles and values are expressed in AUB’s mission statement.

1. Academic Integrity

Academic integrity and honesty are central components of a student's education. Ethical conduct maintained in an academic context will be taken eventually into a student's professional career. Academic honesty is essential to a community of scholars searching for and learning to seek the truth. Anything less than total commitment to honesty undermines the efforts of the entire academic community. Both students and faculty are responsible for insuring the academic integrity of the University.

2. Responsibilities of Students

- a. By enrolling at AUB every student agrees to accept and abide by the Student Code of Conduct.
- b. It is the responsibility of each student to read and understand the Code of Conduct, to know its implications for his or her specific courses, and to understand the definitions of academic misconduct, as listed in The Code of Conduct: Definitions of Misconduct, especially cheating and plagiarism. See the [Student Code of Conduct](#).
- c. It is the responsibility of each student to know that the consequence of the first academic violation of The Code of Conduct will be a failing grade of zero on the exam or assignment where the violation occurred.

3. Responsibilities of Faculty

- a. It is expected that all faculty will affirm and promote the highest standards of their academic profession to their students.
- b. Every member of the faculty has specific responsibility to explain to students the implications of the Code of Conduct for each of his or her courses, including the conditions under which academic work in these courses is to be performed and practical suggestions (such as time management, seating in exams, etc.) for avoiding violations.
- c. Members of the faculty are expected to acknowledge clear violations of the Code of Conduct when they occur with students, and to know how to proceed with the consequences. This is explained in the Code of Conduct: Academic Misconduct as follows:

In principle, enforcement of disciplinary actions for academic violations is carried out by those immediately responsible. It is the responsibility of the faculty to uphold university policies. Thus, the immediate responsibility for dealing with instances of cheating, plagiarism, and other academic violations rests with the faculty member. If a faculty member has good reason to believe that a student has violated academic standards, it is his or her responsibility to discipline the student expeditiously. The faculty member must give a failing grade of zero on the exam or assignment where the violation occurred. When the instructor has taken disciplinary action, he or she should send a letter to the Student Affairs Committee in the faculty or school in which the student is enrolled, informing that committee of the incident and the action taken. A copy of the letter will be placed in the student's file, as well as forwarded to the student's advisor for follow-up.

Sections of The Student Code of Conduct appear above in italics. The full text, as printed in the Student Handbook and found on the AUB website at <http://www.aub.edu.lb/pnp/generaluniversitypolicies/Documents/StudentCodeConduct/StudentCodeConduct.pdf>, represents AUB's standard in matters of academic integrity. Reported violations of academic integrity are adjudicated, when necessary, by each Faculty or School.

[Back to Top](#)

APPENDIX I

FACULTY OF MEDICINE ACADEMIC APPOINTMENT, REAPPOINTMENT, AND PROMOTION POLICIES AND PROCEDURES

- A. Full-time faculty members in the departments of Biochemistry, Human Morphology, Microbiology and Immunology, Pharmacology and Physiology will be subject to the “Statement of Policy with Regard to Academic Appointment and Tenure” as approved by the Board of Trustees on June 19, 1998 and amended on successive dates after this point of time.
- B. Faculty members with appointments in the clinical departments listed in the bylaws of the Faculty of Medicine may hold one of the following titles:
1. **Category A:** Assistant Professor, Associate Professor, or Professor.
 2. **Category B:** Assistant Professor of Clinical (specialty), Associate Professor of Clinical (specialty), or Professor of Clinical (specialty).
 3. **Category C:** Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

C. Promotion, Reappointment, and Promotion of Assistant Professors

An assistant professors in one of the three categories (A, B, C) shall be considered for promotion no later than the seventh year of cumulative service in rank, but outstanding merit may lead to earlier promotion. However, if they are not promoted to the rank of associate professor, the eighth year shall be terminal.

D. Promotion, Reappointment, and Promotion of Associate Professors in Categories A and B (see above)

Associate professors in any of the above two categories (A, B) shall be considered for promotion no later than the tenth year of cumulative service in rank, but outstanding merit may lead to earlier promotion. However, if they are not promoted to the corresponding rank of professor before the end of the eleventh year of cumulative service in the rank, their contract will be terminated or s/he may be offered a 1-3 year contract in the rank of Associate Professor of Clinical (specialty to be defined) (category B) with no eligibility for promotion to the corresponding rank of Professor and no voting rights with regard to appointment, non-appointment and promotion of faculty members.

Furthermore, if associate professors in any of the above two categories (A, B) are promoted to the corresponding rank of professor after seven years of cumulative service in rank, they shall no longer be eligible for long-term

contracts.

E. Promotion, Reappointment, and Promotion of Associate Professors in Category C (see above)

1. Clinical associate professors shall be considered for promotion to the rank of clinical professor no later than the tenth year of cumulative service in rank, but outstanding merit may lead to earlier promotion. However, if they are not promoted to the rank of clinical professor before the end of the eleventh year of cumulative service in rank, they shall no longer be eligible for promotion to this rank. Thereafter, they will have no voting rights with regard to appointment, non-appointment, and promotion of faculty members and their contracts will be terminated or they may be offered a one-year letter of appointment.

3. The total years of service in rank for appointees in all of the above three categories (III A, B, C) shall be computed on the basis of cumulative years of service in rank and in accordance with section III, 13 of the main policy referred to in I of this addendum.

[Back to Top](#)

CHAPTER THREE - BENEFITS

Section 1 – Policies on Benefits and Allowances for Academic Personnel

A. General Provisions

B. Appointment Travel and Baggage Allowances

C. Outfitting Allowance

D. Furniture Loan

E. Termination Travel and Baggage Allowances

F. Educational Allowance/Scholarship

G. Home Leave

H. Periodic Paid Research Leave

I. Annual Leave

J. Leave Without Pay

K. Leave With Pay

L. Health Insurance and Retirement Plans

M. Amendment or Termination

Schedule A

Schedule B

Schedule C

Appendix II – Resolution Proposed for the Joint Meeting of the Executive Committee and the Finance and Budget Committees

Section 2 - Maternity Leave

Section 3 – Sick Leave

Section 4 - Supplemental Medical Coverage

Section 5 - Insurance

Section 6 – Housing

Section 1 - Policies on Benefits and Allowances for Academic Personnel

A. 1. General Provisions

- a. This booklet contains information on benefits and allowances which may be granted by the American University of Beirut (AUB). The policies described in this booklet do not constitute a contract between AUB and its academic, or, where applicable, non-academic personnel. AUB reserves the right to terminate, suspend, alter, amend, or otherwise modify this booklet, at its sole discretion, without prior notice. AUB shall be solely responsible for interpreting the provisions of this booklet in its sole discretion.
- b. Certain of these benefits may also apply to executive and senior management appointees who are citizens of countries other than Lebanon and who are recruited from countries outside Lebanon.

2. Coverage

- a. The employment of all regular full-time academic personnel of AUB is governed by individual letters of appointment. Such letters of appointment may (but need not) provide that appointees will receive any, some, or all of the following

benefits and allowances in accordance with the requirements and conditions of this booklet:

- i. Appointment travel and baggage allowances (see Section 1.B).
 - ii. Outfitting allowance (see Section 1.C).
 - iii. Furniture loan (see Section 1.D).
 - iv. Termination travel and baggage allowances (in which event the letter of appointment must also specify the termination travel destination, as defined in Section 1.E).
 - v. Educational allowance/scholarship (see Section 1.F).
- b. In addition, regular full-time academic personnel may, if certain conditions are met and at the discretion of AUB, be granted home leave (see Section 1.G), periodic paid research leave (see Section 1.H), and leave without pay (see Section 1.J).
 - c. Finally, all regular full-time academic personnel are entitled to annual leave after an initial period of service pursuant to a 9 or 11-month service contract, as the case may be (see Section 1.I).

[Back to Top](#)

3. Definitions

- a. Whenever the term **“service”** is used, it means service as a full time regular member of the academic staff of AUB. Except as otherwise specified below, service is considered to be active during those periods when an appointee is actively performing the duties specified in his/her letter of appointment, is on annual leave, is on an approved home leave or periodic paid research leave. A period of service is considered to be continuous when an appointee is in active service during the entire period, based on which the relevant benefit(s) may be granted.
- b. Whenever the term **“appointee”** is used, it means an individual who has accepted the initial letter of appointment and who remains in service. For ease of reference, the term appointee is used throughout.
- c. **“Time of appointment”** refers to the initial date that the appointee is required to report for duty in Beirut, Lebanon.
- d. An **“eligible child”** means a dependent unmarried person under the age of twenty-one, who is a child of the appointee by blood, adoption, marriage, or a step child and who resides in the custody of the appointee.

- e. An “**eligible student**” means an eligible child and each person who would be an eligible child, but for the fact that they have reached the age of twenty-one years, so long as these persons continue to pursue their education with normal continuity leading to a first university degree, or its equivalent, at a recognized educational institution, subject only to interruption because of physical or mental incapacity, mandatory service in the armed forces of their country of citizenship, or in special cases as approved by the president.
- f. An appointee's “**home**” means: (1) the appointee's actual residence at the time of appointment, if the appointee has resided there continuously for a period of five or more years; and (2) in all other cases, the place located in a country of which the appointee is a citizen or legal resident (as defined by the laws of the country in question) at the time of appointment to which the appointee has the closest professional and personal ties. An appointee will be required to submit to the dean of the appropriate faculty or to the director of human resources appropriate documentation attesting to the appointee's home, which must be specified in his/her letter of appointment. What constitutes appropriate documentation will be decided on a case-by-case basis. However, if an appointee claims that a particular place is his or her home based on the criteria of clause (1) of the first sentence of Section 1.A.3.f, a notarized statement(s) from the appointee's former employer(s) at the claimed home, showing the appointee's continuous, full-time employment by that employer(s) for the preceding five or more years, will normally be considered appropriate documentation of the appointee's home.
- g. “**Regular**” means full-time academic personnel appointed for a period of one academic year or more.
- h. “**Place of recruitment**” means the appointee's actual residence at time of recruitment.

4. General Provisions Relating to Travel and Baggage Allowances

- a. The following types of travel and baggage allowances may be provided for in letters of appointment: (1) appointment travel and baggage allowance; (2) termination travel and baggage allowances; and (3) home leave travel allowances. In addition, periodic paid research leave travel allowance may be provided when periodic paid research leaves are granted.
- b. In all cases, travel and baggage allowances are to be based upon the least expensive basic air fare (economy class) for the person receiving the allowance (that is, taking into account any fare reduction for children and the like). Baggage allowances amounts are determined in Section 1.B.2.b.

[Back to Top](#)

B. Appointment Travel and Baggage Allowances

1. Eligibility

- a. The letter of appointment for three years or more to the post of regular full-time professor, associate professor, or assistant professor, of an individual whose home is not in Lebanon at the time of recruitment may provide for travel and baggage allowances for travel to Beirut at the time of appointment (appointment travel and baggage allowances).
- b. Appointment travel and baggage allowances may be provided for an appointee and for the appointee's spouse and each eligible child if they travel with him/her or follow within three months after the appointee to reside with him/her in Lebanon, except that if the appointee's spouse is eligible to receive a similar allowance from AUB or any other employer, appointment travel and baggage allowances are not provided for the spouse. And if the appointee's spouse's allowance extends to any eligible child, appointment travel and baggage allowances are not provided for that eligible child, unless suitable arrangements are made between AUB and the spouse's employer to share the cost of that eligible child's travel.
- c. Notwithstanding the foregoing, appointment travel and baggage allowances will not be provided for any person who does not actually travel to Beirut.

2. Amount of Allowances

- a. Appointment travel and baggage allowances are intended to cover, within the limits hereinafter indicated, the costs of travel to Beirut from the appointee's home and/or place of recruitment.
- b. Appointment travel and baggage allowances include:
 - i. The amount of an economy fare, one-way ticket from the appointee's home and/or place of recruitment to Beirut for the appointee and for the appointee's spouse and each eligible child, as determined by AUB (see [Schedule C](#)), will be reimbursed to the appointee after arrival.
 - ii. A baggage allowance equal to \$1000 for appointee, \$500 for spouse and \$300 for eligible child.
 - iii. The cost of any visa required for entry into Lebanon.
 - iv. For the appointee only, the cost of required medical, laboratory, and radiological examinations not in excess of the limitation set forth in [Schedule A](#), as amended from time to time.
 - v. If the appointee's home or place of recruitment is more than 3,500 miles from Beirut, an allowance in the amounts specified in [Schedule A](#), as amended from time to time, to assist in meeting additional incidental expenses, such as transportation between domestic airports and an overnight stopover en route.

- c. Appointees whose letter of appointment with the University stipulates payment of an amount in lieu of baggage and outfitting allowances for the movement of their household furniture and personal effects from the appointee's home, or place of recruitment, to AUB and return to their home, may use part thereof to defray storage costs of household goods at their home, or may use part of the amount to purchase household, furniture, and appliances locally.
- d. The cost of furniture and appliances purchased locally will be reimbursed upon presenting the invoices and the receipts, with the understanding that these goods will become the property of the University and will enter into the personal inventory of the appointee and will be bar-coded. The list of the items provided by the University is specified in Schedules [A](#) and [B](#), which may be amended from time to time by the University.
- e. Notwithstanding this Section 1.B.2.b. above, if an appointment is for less than three years, the appointment travel and baggage allowances for the appointee and his or her spouse and each eligible child will equal a pro rata portion of the amounts that would otherwise have been paid, based on the terms of appointment. For example, if the appointment is for two years, the allowances will equal 2/3 of the allowances that would have been paid if the appointment had been for three years; and if the appointment is for three semesters, the allowance will equal 1/2 of the allowances that would have been paid if the appointment had been for three years. This rule may be waived by the president in the case of visiting associate professors or visiting professors who return to their university at the conclusion of a fixed-term appointment with AUB.

[Back to Top](#)

C. Outfitting Allowance

1. Eligibility

The letter of appointment to the post of regular full-time professor, associate professor, or assistant professor of an individual whose home at the time of appointment is not in Lebanon may provide for a one time allowance to cover a portion of the miscellaneous costs of establishing a household in Beirut at the beginning of the appointment (outfitting allowance).

2. Amount

- a. The eligibility for the outfitting allowance must be indicated in the letter of appointment. The outfitting allowance may not exceed the amounts set forth in [Schedule A](#), as amended from time to time, based upon whether or not the appointee is accompanied by a spouse and/or one or more eligible children. For these purposes, if the appointee's spouse is eligible to receive a similar allowance from AUB or another employer, the appointee is treated as not accompanied by a spouse. The outfitting allowance is paid in Lebanese pounds.

- b. Notwithstanding this Section 1.C.2.a. above, if an appointment is for less than three years, the maximum outfitting allowance will equal a pro rata portion of the amount that would otherwise have been paid, based on the term of appointment. For example, if the appointment is for two years, the allowance will equal 2/3 of the allowance that would have been paid if the appointment had been for three years; and if the appointment is for three semesters, the allowance will equal ½ of the allowance that would have been paid if the appointment had been for three years. This rule may be waived by the president in the case of visiting associate professors or visiting professors who return to their university at the conclusion of a fixed-term appointment with AUB.

[Back to Top](#)

D. Furniture Loan

The letter of appointment to the post of regular full-time professor, associate professor, or assistant professor of an individual whose home at the time of appointment is not in Lebanon may provide that the appointee is eligible to receive a prescribed set of furniture on loan for the use of the appointee and his or her household (furniture loan).

The list of furniture to be provided on loan is specified in [Schedule B](#), as may be amended from time to time by the University.

[Back to Top](#)

E. Termination Travel and Baggage Allowances

1. Eligibility

- a. The letter of appointment to the post of regular full-time professor, associate professor, or assistant professor, of an individual whose home is not in Lebanon at the time of appointment may provide for travel and baggage allowances for travel from Beirut at the end of the appointment (termination travel and baggage allowances). In case of reappointment beyond the original term of the letter of appointment, the termination travel and baggage allowances are paid only at the end of the reappointment(s).
- b. Termination travel and baggage allowances may be provided for the appointee, the appointee's spouse, and each eligible child who resided with the appointee in Lebanon, except that, if the appointee's spouse is eligible to receive a similar allowance from AUB or another employer, termination travel and baggage allowances are not provided for the spouse, and if the appointee's spouse's allowance extends to any eligible child, termination travel and baggage allowances are not provided for that eligible child, unless suitable arrangements are made between AUB and the spouse's employer to share the cost of that eligible child's travel. For purposes of the termination travel and baggage allowances only,

the term eligible child includes a person who would be an eligible child, but for the fact that he or she had reached the age of twenty-one while the appointee was in service.

- c. Notwithstanding the foregoing, termination travel and baggage allowances are not provided for any person who does not actually leave Lebanon within twelve months after the end of the appointment.
- d. Notwithstanding the foregoing, if an eligible child chooses to leave Beirut permanently before the appointee leaves the University, in order to go to college or to work, termination travel and baggage allowances may be paid at that time to the appointee for the eligible child.

2. Amount of Allowances

- a. Termination travel and baggage allowances are intended to cover, within the limits hereinafter indicated, the costs of travel from Beirut to the termination travel destination. The termination travel destination is the appointee's home at the time of appointment, except that, in the case of a visiting associate professor or visiting professor returning to his or her university at the end of a fixed-term appointment with AUB, the letter of appointment may specify that the termination travel destination is the place where that university is located.
- b. The president may, in his or her sole discretion, grant an appointee permission to change the termination travel destination to a place other than the one specified in the letter of appointment, if the appointee submits supporting justification for such change to the president. In such a case, however, the termination travel and baggage allowances paid for the appointee and his or her spouse and eligible children, if any, will not exceed the amounts that would have been paid if the termination travel destination had not been changed.
- c. The termination travel and baggage allowances include:
 - i. The amount of a one-way ticket from Beirut to the termination travel destination for the appointee and for the appointee's spouse and each eligible child, as determined by AUB, will be paid to the appointee.
 - ii. A baggage allowance equal to \$1000 for appointee, \$500 for spouse and \$300 for eligible child.
- d. Notwithstanding this Section 1.E.2.c. above, if an appointment is for less than three years, the termination travel and baggage allowances for appointees and their spouses and eligible children will equal a pro rata portion of the amounts that would otherwise have been paid, based on the terms of appointment. For example, if the appointment is for two years, the allowances will equal 2/3 of the allowances that would have been paid if the appointment had been for three years; and if the appointment is for three semesters, the allowances will equal 1/2 of the allowances that would have been paid if the appointment had been for three years. This pro rata rule shall apply if the appointment is for three years, but is terminated earlier for any reason. This rule may be waived by the president in the

case of visiting associate professors or visiting professors who return to their university at the conclusion of fixed-term appointments with AUB.

3. Special Rules

The following special provisions apply to appointees who have completed twenty or more continuous years of active service and their spouses and eligible children, and the surviving spouses and eligible children of appointees who die while in service after completing ten or more years of continuous active service:

- a. Such persons may elect to receive, instead of the baggage allowances set forth in Section 1.E.2.c.ii. above, the actual cost incurred for packing and shipping by surface means up to a maximum of 5,000 kilograms of gross weight of personal and household effects, excluding motor vehicles, from Beirut to the termination travel destination.
- b. If such persons decide to settle in Lebanon, and thus are not entitled to termination travel and baggage allowances, they are eligible to receive a special allowance equal to the actual cost incurred for transporting up to a maximum of 5,000 kilograms gross weight of their personal and household effects to any place in Lebanon designated by them.

[Back to Top](#)

F. Educational Allowance/Scholarship

1. Eligibility

- a. Allowances for certain educational expenses (educational allowance) may be provided for in the letter of appointment of an individual to the post of regular full-time professor, associate professor, assistant professor, senior lecturer, or lecturer for a term of at least one year. The same shall apply with respect to the letter of appointment of an individual to the post of regular full-time instructor and assistant instructor, but only after two years of active continuous service.
- b. An educational allowance will be paid for each eligible student of the appointee. Notwithstanding the foregoing, if the appointee's spouse is eligible to receive a similar allowance for any eligible student, no educational allowance is provided for such eligible student, except to the extent that suitable arrangements are made between AUB and the spouse's employer to share the cost of that eligible student's education.

2. Years of Education and Amount of Educational Allowance/Scholarship

A. Elementary, Intermediate, and Secondary Education

1. An educational allowance for elementary, intermediate, and secondary education will be paid for a maximum of thirteen regular academic years for

an eligible student pursuing the high school program, or a maximum of fourteen years for an eligible student pursuing the Lebanese Baccalaureate or similar programs. If an eligible student has already completed a number of years of elementary, intermediate, and/or secondary education before the appointee becomes entitled to an educational allowance, the educational allowance for the eligible student is for the remaining years only.

2. The educational allowance for elementary, intermediate, and secondary education will consist of payment of all reimbursable expenses (as defined in Section 1.F.2.A.3 below) actually incurred in respect of the eligible student at school in Lebanon or abroad, but in no event shall the total payment for all reimbursable expenses exceed the amount of the tuition (as defined in Section 1.F.2.A.3 below), charged by the International College (IC) in Beirut, or by the American Community School (ACS) in Beirut, whichever is higher.
3. The following reimbursable expenses may be paid upon presentation of original receipts, school registration certificate, and list of the school fees:
 - a. Tuition, as defined in the catalogue or descriptive literature of the school in question as the charge for instruction for the course for which the eligible student is enrolled, or the cost of a reputable and internationally recognized correspondence course (such as the Calvert System), but not including the charges for summer session courses or activities that are not necessary for graduation, and subject to the maximum amount set forth in Section 1.F.2.A.2 above.
 - b. The charges and fees (whether or not separately stated) for registration, health services, sports activities, heating, language studies that are required of all students, the use of libraries and laboratories, and graduation.
 - c. If the cost of books is not included in tuition, an allowance for books, as specified in [Schedule A](#), as amended from time to time.
4. Any tuition fees, charges, or expenses not specifically mentioned in this Section 1.F.2.A.3 above are not reimbursable. Such non-reimbursable expenses include, without limitation:
 - a. Fees for attending Nursery School.
 - b. Charges and fees for transportation to and from school; meals or use of dining room; supervised studies and tutoring; music lessons outside regular courses; language studies not required of all students; typing, shorthand, and computer lessons outside regular courses; evening studies; books (beyond the allowance set forth above); uniforms; laundry; deposits; building and development fees or the like; and dormitory rooms.
 - c. Fees for baccalaureate examinations, College Board examinations, or any other external examination.

- d. Travel and baggage allowances with respect to any eligible student attending school abroad.

[Back to Top](#)

B. College or University Educational Scholarship

1. An educational scholarship for college or university education may be provided in the form of either acceptance or exempting each eligible student from tuition at AUB, or reimbursement of tuition at another college or university as set forth below, and only after the faculty member fills an application form. AUB waives the AUB entrance examination fee for one session per eligible student.

2. An educational scholarship at AUB may be provided to an eligible student for a maximum number of regular academic years leading to the bachelor's degree as follows:

Faculty	Entering Level (Class)	Max. No. of Years
Arts and Sciences	Freshman	4
	Sophomore	3
School of Business	Freshman	4
	Sophomore	3
Health Sciences	Freshman	4
	Sophomore	3
School of Nursing	Freshman	4
	Sophomore	3
Engineering	Freshman	5
	Sophomore	4
Architecture	Freshman	6
	Sophomore	5
Agricultural and Food Sciences	Freshman	5
	Sophomore	4

In the case of a transfer student, any year(s) spent in a faculty from which an eligible student transfers shall count towards the total number of regular academic years for which scholarship is provided in the faculty to which he or she transferred.

3. If an eligible student pursues college or university education other than at AUB, the actual cost of tuition (as defined in Section 1.F.2.A.3. above), but not to exceed the amount of the tuition charged at AUB in the corresponding faculty, is paid for a maximum number of regular academic years leading to the bachelor's degree corresponding to the number of years set forth in Section

1.F.2.B.2 above. Neither the baggage expenses or expenses of actual travel to and from the college or university, nor any other educational expenses not included in tuition, are included in the educational scholarship. Reimbursement of tuition fees, as stated above, will be made only upon presentation of the statement of fees and the original receipt.

4. If an eligible student has already completed a number of years of university or college education before the appointee becomes entitled to an educational scholarship, the educational scholarship for the eligible student is for the remaining years only.

3. Allowance in the Case of Resignation or Death of an Appointee

- a. Normally, when an appointee resigns before reaching age sixty or before completing thirty years of cumulative active service at the University, the educational allowance and scholarship for each of the appointee's eligible students, if any, will cease upon the date of the appointee's resignation. If an appointee resigns at age sixty or over and has had twenty years of cumulative active service, with the last five years in continuous active service at the University, or if the appointee is not yet sixty but has completed thirty years of cumulative active service, with the last five years in continuous active service, the educational allowance and scholarship to which each of the appointee's eligible students may be entitled would continue as if the appointee had not left or resigned.
- b. If an appointee dies while in active service, the educational allowance/scholarship for each of the appointee's eligible students, if any, will continue until the end of the academic year following the appointee's death, with the following extensions:
 - i. If the appointee had ten years or less of active continuous service, the educational allowance for each of the appointee's eligible students who had not completed his or her secondary education will continue until the earliest of the following: completion of secondary education, the end of the academic year during which the eligible student reaches age nineteen, or the end of the academic year during which the sixty fifth anniversary of the appointee's birth occurs.
 - ii. If the appointee had more than ten years of continuous active service, the educational allowance and scholarship for each of the appointee's eligible students, if any, will continue as though the appointee had not died but had remained in active service with AUB until each eligible student has completed his or her education, as set forth in Section 1.F.2.B.2 above.

[Back to Top](#)

G. Home Leave

1. Eligibility and Purpose

Eligibility for home leave is reserved for full-time professors, associate professors, and assistant professors whose home at the time of hiring is not Lebanon. The justification for home leave is based on the demonstrated need to maintain periodic contact with the home (as defined in Section 1.A.3.f) of the appointee or his/her spouse and children.

2. Conditions for Granting Home Leave

Normally, home leave will be granted to an eligible appointee following completion of three years of continuous active service inclusive of annual leave, provided the person has been re-appointed for an additional period of service of not less than two years. No home leave shall be granted for an extension of appointment of less than two years.

3. Frequency and Length of Home Leave

- a. The frequency and length of home leave is to be determined at the sole discretion of the University. Prior to any home leave, satisfactory arrangements must be made with the department and the dean of the faculty concerned to ensure that duties are covered.
- b. For a regular full-time appointee who is on an 11-month service contract, the duration of home leave is normally one month. Such an appointee may, if feasible, take home leave in conjunction with annual leave, thereby extending the period of the appointee's visit to his or her home.
- c. For a regular full-time appointee who is on a 9-month service contract, home leave must be taken simultaneously with annual leave.

4. Home Leave Pay and Travel Allowance

- a. Home leave is treated as leave with pay, so that normal salary and benefits continue in effect during the home leave period. No additional payment is granted during home leave.

Home leave travel allowance may be provided for the appointee and for the appointee's spouse and each eligible child residing with the appointee in Lebanon, if they actually travel to the appointee's home or other approved destination within the duration of the home leave or within two months immediately preceding the home leave. If, however, the appointee's spouse is eligible to receive a similar allowance from AUB or another employer, home leave travel allowance is not provided for the spouse; and if the appointee's spouse's allowance extends to any eligible child, home leave travel allowance is not provided for that eligible child, except to the extent that suitable arrangements are made between AUB and the spouse's employer to share the cost of that eligible child's travel.

- b. An amount equivalent to the basic air fare for a round trip between Beirut and the appointee's home (or other approved destination) may be paid in lieu of the travel allowance to the appointee, spouse, and each eligible child residing with the appointee in Lebanon.
- c. Appointees who fail to complete the required period of service following their return from home leave are required to repay a pro rata portion of their salary, where applicable, and their home leave travel allowance, as set forth in Section 1.G.5 below.

5. Required Service After Home Leave

An appointee who receives a full home leave is normally required to return to AUB and complete at least one year of active service. If an appointee fails to satisfy this requirement, the appointee must repay the full amount of the salary actually paid during the leave and of the home leave travel allowance paid for the appointee and the appointee's spouse and eligible children for that home leave. As a condition of receiving home leave, the appointee must sign an agreement consenting to repay the University if the active service requirement is not satisfied, and to have the University deduct the amount that is to be repaid from any other amount payable to the appointee.

[Back to Top](#)

H. Periodic Paid Research Leave

1. Eligibility and Purpose

- a. Supporting and promoting basic research is a central part of AUB's academic mission. Hence, periodic paid research leave is intended to provide faculty members at the full professional rank (assistant, associate, and full professors) with release time to concentrate on research at critical points in their careers. As such, it is an investment by AUB in the excellence of its faculty.
- b. AUB may, at its discretion, grant to any regular full professors, associate professors, or assistant professors at specific points in their careers with the university periodic paid research leave of one semester or, exceptionally, of one year, provided that the conditions set forth in Section 1.H.2 and Section 1.H.3 below, have been met.

A faculty member may apply for one semester of paid research leave after three years of active service at the University, or for a year of paid research leave after six years of active service at the University. If a faculty member is granted one semester of paid research leave, he/she may apply for an additional semester of paid research leave after an additional three years of active service, or for a year of paid research leave after an additional six years of active service. A faculty member who is granted a year of paid research leave may apply for an additional

semester of paid research leave after an additional three years of service, or for a year of paid research leave after an additional six years of service. In granting such leaves, the University will take into account the faculty member's research record and potential.

Any faculty member who is granted one semester of periodic paid research leave and is able to raise funding from outside sources for an additional semester may be granted a research leave of one year. The second semester would be leave without pay. Ideally, outside funding would cover full salary and benefits. The University, at its discretion, may compensate the faculty member for any losses in salary or benefits resulting from outside funding. Such outside funding would be administered by the University through the Office of Grants and Contracts. This faculty member may then apply for a semester of paid research leave after an additional three years of active service or for a year of paid research leave after an additional six years of service.

- c. An appointee who is not granted periodic paid research leave, or is granted it but does not actually take it, is not entitled to receive any compensation in lieu of it.

2. Procedure for Obtaining Periodic Paid Research Leave

- a. An appointee wishing to obtain periodic paid research leave must present a written plan to the dean, through the appointee's department chairperson, at least six months prior to the proposed date of departure from Beirut. The plan must indicate in detail the proposed scholarly activities to be undertaken and how these will contribute towards the appointee's academic and professional improvement, with special emphasis being given to the benefits that will be derived by the appointee's department. The plan must also state the amount and source of any remuneration or travel allowances to be received as a result of the proposed activities from any source other than AUB. Faculty should realize that the University awards periodic paid research leave to those it deems qualified on a competitive basis.
- b. The dean is responsible for reviewing and approving or disapproving all periodic paid research leave plans after considering the recommendations of the appropriate department chairperson, the recommendation of the Faculty Research Committee following refereed evaluation of the project, and the Faculty Advisory Committee. The dean forwards to the provost and the president, for consideration by the Board of deans, only those leave plans that are approved. The president retains the authority for granting final approval of any proposed leave plan that is approved by the Board of deans.
- c. The appointee must sign a statement accepting all terms and conditions upon which the periodic paid research leave is granted, and upon conclusion of the leave, must submit to the appropriate department chairperson and dean a report describing how the leave was spent and what was accomplished.

3. Periodic Paid Research Leave Salary, Benefits, and Travel Allowance

- a. Periodic paid research leave is treated as a leave with pay, so that normal salary and benefits, including educational benefits, continue in effect during the leave period.
- b. For periodic paid research leaves of one semester or one year involving travel to one or more destinations outside Beirut, travel allowance may be provided to the appointee's spouse and each eligible child residing with the appointee in Lebanon on a case by case basis, and if they travel to the same destination(s) as the appointee to reside with the appointee for the entire (i.e., remaining) leave period. If, however, the appointee's spouse is eligible to receive a similar allowance from AUB or another employer for a similar time period, periodic paid research leave travel allowance is not provided for the spouse; and if the appointee's spouse's allowance extends to any eligible child of the appointee, travel allowance is not provided for that eligible child, except to the extent that suitable arrangements are made between AUB and the spouse's employer to share the cost of that eligible child's travel.
- c. The travel allowance for a periodic paid research leave may include:
 - i. The basic air fare for a round-trip ticket between Beirut and the appointee's periodic paid research leave destination(s) for the appointee and for the appointee's spouse and eligible children.
 - ii. Notwithstanding the foregoing, in cases in which the periodic paid research leave involves primarily travel, the travel allowance for an appointee's spouse and eligible children is determined on an individual basis.
 - iii. An appointee who fails to complete the required period of service following the appointee's return from periodic paid research leave is required to repay a pro rata portion of his or her salary and periodic paid research leave travel allowance, as set forth in this Section 1.H.4.a below.
 - iv. A housing subsidy of \$800 per month may be provided for faculty members who are granted periodic paid research leave. This amount will be transferred by the Comptroller's Office.

4. Required Service After a Periodic Paid Research Leave

- a. An appointee who receives a periodic paid research leave is required to return to AUB and complete at least two consecutive semesters of active service for each full year of periodic paid research leave. An appointee who receives a periodic paid research leave of one semester is required to return to the University at the conclusion of the periodic paid research leave and complete at least one semester of active service. If an appointee fails to satisfy this requirement, the appointee must repay a pro rata portion of his or her salary and of the travel allowance for the appointee and his or her spouse and eligible children for that periodic paid research leave period, depending on whether or not the leave was for one or two

semesters. The travel allowance is to be repaid by reducing any termination travel and baggage allowances that would otherwise have been payable upon termination of the appointee's appointment by the amount that must be repaid. If the amount that must be repaid exceeds the termination travel and baggage allowances, the appointee must pay the difference to AUB, and the latter may deduct said amount from any sum payable to the appointee. As a condition of receiving periodic paid research leave, the appointee must sign an agreement consenting both to repay this amount if the return to active service requirement is not satisfied and to have the University deduct the amount that is to be repaid from any other amounts payable to the appointee.

- b. An appointee who, without prior approval, does not resume his or her duties within eight days of the expiration of the periodic paid research leave, is considered to have ended his or her contractual bond with AUB at his or her own volition and responsibility. This provision constitutes sufficient notice to this effect.
- c. An appointee may not be absent from AUB for more than two consecutive years of periodic paid research leave and/or leave without pay. An appointee who fails to return to AUB within eight days of the expiration of such a period is considered to have ended his or her contractual bond with AUB at his or her own volition and responsibility. This provision constitutes sufficient notice to this effect.

[Back to Top](#)

I. Annual Leave

1. A regular full-time appointee who is on an 11-month service contract is entitled to thirty calendar days of annual leave per contract year, which must ordinarily be taken during the contract year. In exceptional cases, the dean may approve a deferral of annual leave until no later than December 31 of the following academic year.
2. A regular full-time appointee who is on a 9-month service contract is entitled to an annual leave of three months and is not entitled to any vacation other than such annual leave. The annual leave will be taken at a time set by AUB.
3. Annual leave is treated as a leave with pay, so that normal salary and benefits continue in effect during the annual leave period. No additional payment is granted during annual leave, nor is any additional compensation paid for any annual leave that is not actually taken. Annual leave is not considered a break in service and is treated as actual service for purposes of computing eligibility for periodic paid research leave and home leave.

[Back to Top](#)

J. Leave Without Pay

1. Eligibility

- a. Normally, a regular full-time appointee will not be eligible to be considered for leave without pay for one semester or longer during the appointee's first year of continuous active service. A leave without pay shall be for an initial period of up to one year. Under exceptional circumstances, it may be renewed for a maximum of one additional year.
- b. A leave without pay may only be granted if it is recommended by the appropriate dean and approved by the president upon a determination that it will serve the interests of AUB. In addition, a leave without pay of one semester or more may be granted only if the appointee submits a written application and plan of proposed work during the leave, at least six months before the beginning of the proposed leave. The period of leave without pay will not be added to the six or twelve semesters required to be considered for periodic research leave with pay.
- c. An appointee who returns following a leave without pay is not eligible to take another leave without pay until he or she has served AUB for an additional period of time equal to the period of the first leave without pay.

2. Compensation and Benefits

- a. No salary is paid, and except as provided in Section 1.J.2.b below, the appointee is not covered by, and is not entitled to, and does not accrue any benefits or allowances during a leave without pay. Leave without pay is treated as actual active service for purposes of computing eligibility for promotion, periodic paid research leave, and home leave.
- b. An appointee who is enrolled in the Health Insurance Plan before taking a leave without pay must elect to prepay premiums under that plan in order to maintain coverage during the leave and to avoid being treated as a new member with a loss of continuity of benefits upon returning from the leave.

3. Return to AUB Following Leave Without Pay

- a. An appointee who, without prior approval, does not resume his or her duties within eight days of the expiration of the leave without pay, is considered to have ended his or her contractual bond with AUB at his or her own volition and responsibility. This provision constitutes sufficient notice to this effect.
- b. An appointee may not be absent from AUB for more than two consecutive years of periodic paid research leave and/or leave without pay. An appointee who fails to return to AUB within eight days of the expiration of such a period is considered to have ended his or her contractual bond with AUB at his or her own volition and responsibility. This provision constitutes sufficient notice to this effect.

K. Leave With Pay

1. Eligibility

Full-time faculty representing the University on assigned official business, attending conferences and workshops funded by AUB, involved in REP or other project work or other duties as specified by the University, are eligible for leave with pay.

2. Sources of Funding

Sources of funding include:

- a. Regular university salary.
- b. The University Research Board or the Medical Practice Plan, and;
- c. External grants awarded to the University with pay, as stipulated by the granting unit.

3. Duration

The duration spent by full-time faculty on consultancy or leave with pay is limited so that it does not interfere with regular teaching duties. Faculty members with full-time teaching duties can take up to a total of 16 working days in each of the fall and spring terms and up to a total of five working days in the summer term on work related to consultancy or special leave with pay. Combined consultancy and REP work shall not exceed 30 working days in the fall and spring terms. Weekends and [official university academic vacations](#) are not counted as part of these figures.

4. Procedure

Applications for leave with pay must be accompanied by documentation that explains how the individual plans to make up for lost teaching time.

[Back to Top](#)

L. Health Insurance and Retirement Plans

1. Health Insurance Plan

[See policy on the web.](#)

2. Retirement Plan “A” (for US Citizen and Resident Alien employees)

[See policy on the web.](#)

3. Retirement Plan “B” (for Non-US Citizen or Resident Alien employees)

[See policy on the web.](#)

M. Amendment or Termination

The Board of Trustees reserves the right at any time to amend, suspend, or terminate the foregoing benefits and allowances for academic personnel, in whole or in part, and for any reason, including the passage of any social legislation made mandatorily applicable to academic personnel.

Any amendment, suspension, or termination of the foregoing benefits and allowances for academic personnel may be made retroactively, if necessary or appropriate, to meet any requirements of applicable law, but not otherwise.

[Back to Top](#)

Section 2 – Maternity Leave

Female faculty members of all professorial ranks (i.e., assistant, associate, and full professor) will be granted a paid maternity leave that entitles them to be relieved from teaching duties in any term they choose within the year of birth of their baby.

It is expected that such faculty members will continue their research agendas during this period, but that university and departmental committee assignments should be kept at a minimum.

One year should elapse after first joining the University before a faculty member becomes eligible to apply to the above. To be eligible to apply again to a similar leave, a year should elapse after the delivery of the baby. However, if a request for a maternity leave is submitted before the elapse of one year in both cases mentioned above, the faculty member will be only eligible to seven weeks paid maternity leave (49 days).

[Back to Top](#)

Section 3 – Sick Leave

Upon medical recommendation, full-time academic employees may be given sick leave according to the following schedule:

1. A maximum of 60 days of paid medical leave per calendar year if employed less than three years.
2. Up to one semester of paid medical leave if employed for three years or more.

Duration of Employment	Eligibility of Paid Medical Leave Per Calendar Year
≤ 3 years	A maximum of 60 days
≥ 3 years	Up to one semester

The faculty member may be deprived of sick leave due to willful self-inflicted injury if it is proved that the disability was willful or disregard of the directions of a physician designated by the University.

Sick leave will not be cumulative. Any unused sick leave will not be carried from one period of service to the next.

Note: Physician's Statement: To be eligible for sick leave with pay during a continuous period of more than three (3) working days, an employee who has been absent must provide a physician's statement showing the cause or nature of the illness, or some written statement of the facts concerning the illness, which is acceptable to the University Health Services.

[Back to Top](#)

Section 4 – Supplemental Medical Coverage (UNDER REVISION)

In addition to AUB's Health Insurance Plan (HIP), AUB also offers supplemental emergency medical insurance to employees traveling on official university business if requested in advance and in accordance with stated procedures. When family members who have HIP coverage are traveling on approved university leave, AUB will also provide them with supplemental insurance.

Additional emergency medical coverage is available through a plan called "Travel Extra". This coverage can be purchased through AUB's Environmental Health, Safety, and Risk Management (EHSRM) Office, or through local insurance firms. In some cases, AUB will pay the premium for this coverage. Alternatively, you may purchase this supplemental coverage at your own expense.

Please contact the EHSRM Office, extension 2360, for details about either supplemental insurance, or the Travel Extra Plan. If you have questions about HIP coverage, please contact the Human Resources Department, extension 2300.

Because of the limited coverage available through AUB's medical insurance plans (the limitations are especially relevant when you and your family are traveling outside Lebanon and are not on university leave), you may want to purchase additional travel insurance. Although AUB does not endorse any particular plan, the EHSRM Office can provide you with the names of several insurance companies that provide travel insurance.

Section 5 – Insurance

See policy on the web ([Travel Insurance](#) and [Work-Related Injuries](#))

Section 6 – Housing

[See policy on the web.](#)

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

SCHEDULE A*

Section 1.B.2.b.iv and Section 1.B.2.b.v

The maximum allowance for the cost of required medical, laboratory, and radiological examinations is \$300.

The maximum allowance for additional incidental expenses is \$80 for the appointee, \$40 for the spouse and each eligible child over twelve years of age, and \$20 for each eligible child under twelve years of age.

Section 1.B.2.d

The maximum amount to cover a portion of miscellaneous costs (bed sheets, kitchen utensils, bathroom fits, etc.) should not exceed the amount specified under Section 1.C below.

The household goods purchased locally, which become the property of the University and enter into the personal inventory of the appointee, shall include, but are not restricted to: TV, furniture, chandeliers, side lamps, carpets, vacuum cleaner, dish washer, microwave, washer, and dryer, in addition to any articles stipulated under Schedule B.*

Section 1.C.2

The maximum outfitting allowance is (1) LL1,500,000 for an appointee accompanied by a spouse or one or more eligible children, and (2) LL750,000 for an appointee not accompanied by a spouse or any eligible children.

Section 1.F.2.a.3.c

The allowance for books is LL80,000 for an eligible child in elementary school, LL150,000 for an eligible child in intermediate school, and LL300,000 for an eligible child in secondary school.

***This schedule may be amended from time to time by the University.**

SCHEDULE B - FURNITURE PROVIDED ON LOAN BASIS*

ARTICLE	Single	Married No Children	Married One Child	Married Two Children	Married Three Children	Married Four Children
Settee 3 seats	1	1	1	1	1	1
Settee 2 seats	1	1	1	1	2	2
Arm-chair	2	2	1	1	3	3
Main coffee table	1	1	1	1	2	2
Corner coffee table	2	2	2	2	4	4
Dining table	1	1	1	1	1	1
Dining chair	4	4	6	6	8	8
Sideboard	1	1	1	1	1	1
Single bed 105 + mattress			1	2	3	4
Double bed 160 + mattress	1	1	1	1	1	1
Night stand	2	2	3	4	5	5
Chest of drawers	1	1	1	2	2	2
Mirror	1	1	1	1	1	1
Desk	1	1	1	1	1	1
Refrigerator	1	1	1	1	1	1
Gas stove	1	1	1	1	1	1
Kitchen table	1	1	1	1	1	1
Kitchen chairs	1	4	4	4	4	4
Balcony table	1	1	1	1	1	1
Balcony chairs	4	4	4	4	4	4

***This schedule may be amended from time to time by the University.**

SCHEDULE C – THE AVERAGE PRE-SET PRICE PER TICKET FOR ADULTS*

Here are some of the average prices per ticket (either one-way or two-way) from miscellaneous destinations (USA, Europe and others) which are pre-set for reimbursing new appointees with:

United States	Approved Average Allowance \$
Central USA	1,800
East Coast	1,600
West Coast	1,800

Europe	Approved Average Allowance \$
Eastern Europe *	300
Western Europe **	1,000
Austria(Vienna)	900

Others	Approved Average Allowance \$
Amman	192
Sydney	792
Egypt	342
Tokyo(Japan)	1,400
Montreal	1,800
Toronto	1,800
Dubai	300
Beijing (China)	700

* Eastern Europe includes Athens and Istanbul.

** Western Europe includes Paris, Rome, Geneva, London, Berlin, and Frankfurt.

Please note that the price for tickets for a child (under the age of 12) is usually 75 percent of the adult fare. Moreover, the price for a ticket for an infant (less than 2 years) is usually 10 percent of the adult fare.

***This schedule may be amended from time to time by the University.**

APPENDIX II AMERICAN UNIVERSITY OF BEIRUT

RESOLUTION PROPOSED FOR THE JOINT MEETING OF THE EXECUTIVE COMMITTEE AND FINANCE AND BUDGET COMMITTEES

September 11, 2009

Background

The university's Faculty Manual (the "Manual") reserves to the Board of Trustees the right to amend, suspend, or terminate the benefits and allowances for academic personnel provided for in the Manual. From time to time, the administration considers changes to the benefits and allowances available to academic personnel. In order to implement those changes expeditiously, it would be helpful to the administration to be able to adopt changes to the Manual and then present those changes to the Board of Trustees for ratification. It seems to be in the best interests of the University to provide this authority to the administration, subject to the following two conditions: no amendments may be adopted which have a significant impact on the University's operating budget or governance structure without the prior approval of the Board of Trustees, and any amendments which the administration adopts (which do not have a significant budgetary impact) must be presented to the Board of Trustees at its next meeting for review and ratification. The following resolution is therefore proposed:

“The Board of Trustees hereby delegates authority to the University's administration to adopt amendments to the Faculty Manual on condition that: (1) no amendment may be so adopted which has a significant impact on the University's operating budget or governance structure, and (2) any amendment to the Faculty Manual adopted by the administration is presented to the Board of Trustees at its meeting next following the adoption of the amendment for review and ratification by the Board of Trustees.”

[Back to Top](#)

CHAPTER FOUR - OTHER POLICIES AND PROCEDURES

[Section 1 - Fundraising](#)

[Section 2 - Discrimination and Harassment](#)

[Section 3 - Smoking](#)

[Section 4 - Drug-Free Workplace](#)

[Section 5 - Ethics Governing Appointment of Personnel](#)

[Section 6 - Political Activity](#)

[Section 7 - Fraud](#)

[Section 8 - Ordering Items](#)

[Section 9 - Central Duplicating](#)

[Section 10 - Requesting Leave](#)

[Section 11 - Travel](#)

[Section 12 - Airline Ticketing Procedures](#)

[Section 13 - Use of Personal Car on University Business](#)

[Section 14 - Use of Official AUB Stationery](#)

[Section 15 - Business Cards](#)

Section 1 - Fundraising

[See policy on the web.](#)

Section 2 - Discrimination and Harassment

[See policy on the web.](#)

Section 3 – Smoking

[See policy on the web.](#)

Section 4 - Drug-Free Workplace

The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and appropriate action will be taken against employees for violation of these prohibitions. Specifically, employees who violate the foregoing prohibitions will be subject to appropriate personnel action, up to and including termination of employment.

Section 5 - Ethics Governing Appointment of Personnel

The appointment of relatives (parents, brothers and sisters, spouse, in-laws, and children) academic and non-academic, in the same organizational unit (department, office, school, institute, program) is not allowed.

The election of relatives to the same advisory committee and the senate is not allowed. Officers of the University, including directors and heads of administrative departments, shall

not appoint relatives in their respective areas of responsibility, faculties, offices, and departments.

Section 6 - Political Activity

AUB does not engage in any partisan or other political election activity, nor does it use funds for any such activity.

Section 7 - Fraud

[See policy on the web.](#)

[Back to Top](#)

Section 8 - Ordering Items

Items can generally be ordered from three sources: the AUB Supply Catalogue, the AUB Purchasing Department for local suppliers in Beirut, and suppliers abroad.

Items available through the supply catalogue include office supplies, detergents, disinfectants, certain chemicals, medical supplies, standard AUB forms, etc. Store items are ordered by filling out a special Stores Requisition form. These forms can be obtained from the departmental secretary.

Supply items whose value does not exceed a certain limit may be purchased by means of an accelerated “direct purchasing” procedure in coordination with the office of the dean.

All other items, whether from local or foreign suppliers, must be ordered by filling out the Non-Catalogued Equipment and Supplies Requisition form available from the departmental secretary. Before ordering such items, the faculty member should check with the chair of the department about the availability of the required funds in the budget.

Unless otherwise stipulated by the terms of a research grant, all items purchased on research grants, whether equipment, software, books, or supplies are the property of the University.

Books for the library may be ordered by faculty members by filling out the special order slips available from the departmental secretary.

Section 9 - Central Duplicating

The central duplicating offices are located on campus in the Van Dyck Annex and provide photocopying and simple binding services for all university departments. They can be reached at extension 2190.

Section 10 - Requesting Leave

Faculty who will be absent from the University during any period of normal academic operation are required to submit the Leave Request and Approval form that is available on

the personnel department web page. Please check the form for specific deadlines associated with some types of leave.

[Back to Top](#)

Section 11 - Travel

[See policy on the web.](#)

Section 12 - Airline Ticketing Procedures

[See policy on the web.](#)

Section 13 - Use of Personal Cars on University Business

A personal car can be used for official university business, provided prior written authorization is obtained from the department chair and approved by the dean, and in accordance with the details included in the [Travel Policy.](#)

Section 14 - Use of Official AUB Stationery

AUB personnel may only use the University's official stationery for official correspondence relating to university duties.

Section 15 - Business Cards

All full-time faculty members are entitled to AUB business cards. They are usually paid for by the department and can be ordered by contacting the purchasing department at extension 2200.

[Back to Top](#)