American University of Beirut

Office of the Provost

Bylaws of the Faculties

Approval by the Senate: October 28, 2011
Approval by the Board of Trustees: November 18, 2011
Amended on June 14, 2013 (General Education Board)
Amended on March 21, 2014 (FAS Advisory membership)
Bylaws of the Faculties

Table of Contents

ARTICLE I - ORGANIZATION OF THE FACULTIES ......................................................... 5
  SECTION 1 - COMPOSITION OF THE FACULTIES ....................................................... 5
  SECTION 2 - OFFICERS OF THE FACULTIES ............................................................. 5
  SECTION 3 - ACADEMIC PERSONNEL OF THE FACULTIES ........................................ 5
  SECTION 4 - ACADEMIC UNITS ................................................................................ 6
  SECTION 5 - STANDING COMMITTEES ....................................................................... 6

ARTICLE II - FACULTIES ............................................................................................. 6
  SECTION 1 - PREROGATIVES AND DUTIES ................................................................. 6
  SECTION 2 - MEETINGS .............................................................................................. 7

ARTICLE III - OFFICERS OF THE FACULTIES ............................................................. 8
  SECTION 1 - THE DEAN ............................................................................................. 8
  SECTION 2 - ASSOCIATE AND ASSISTANT DEANS .................................................. 10

ARTICLE IV - ACADEMIC UNITS OF THE FACULTIES ............................................... 10
  SECTION 1 - ACADEMIC UNITS ............................................................................... 10
    A. Faculty of Agricultural and Food Sciences (FAFS) ............................................. 10
    B. Faculty of Arts and Sciences (FAS) .................................................................... 10
    C. Faculty of Engineering and Architecture (FEA) ............................................... 11
    D. Faculty of Health Sciences (FHS) ...................................................................... 11
    E. Faculty of Medicine (FM) .................................................................................. 12
    I. Rafic Hariri School of Nursing (HSON) ............................................................. 12
    II. Medical Departments ....................................................................................... 12
    F. Suliman S. Olayan School of Business (OSB) ..................................................... 12
    G. Division of University Interdisciplinary Programs ............................................. 13
    H. University Centers and Interfaculty Programs .................................................. 13
  SECTION 2 - ORGANIZATION OF ACADEMIC UNITS/TRACKS .................................. 13
  SECTION 3 - MEETINGS ............................................................................................. 14
  SECTION 4 - FUNCTIONS ......................................................................................... 14
  SECTION 5 - DECISIONS ON PERSONNEL MATTERS .......................................... 14
  SECTION 6 - CHAIR/CONVENER OR DIRECTOR ..................................................... 15

ARTICLE V - STANDING COMMITTEES OF THE FACULTY ....................................... 16
  SECTION 1 - THE ADVISORY COMMITTEE ............................................................... 16
  SECTION 2 - THE ADMINISTRATIVE COMMITTEE ................................................... 18
  SECTION 3 - THE UNDERGRADUATE ADMISSIONS COMMITTEE AND THE FM ADMISSIONS COMMITTEE .......................................................................................... 19
    Section 3.1 - The Undergraduate Admissions Committee ..................................... 19
    Section 3.2 - The FM Admissions Committee (MD Program) ................................ 20
  SECTION 4 - THE UNDERGRADUATE CURRICULUM COMMITTEE AND THE UNDERGRADUATE STUDENT ACADEMIC AFFAIRS COMMITTEE ........................................... 21
    Section 4.1 - The Undergraduate Curriculum Committee .................................... 21
    Section 4.2 - Undergraduate Student Academic Affairs Committee .................... 22
  SECTION 5 - THE FM CURRICULUM AND FM STUDENT ACADEMIC AFFAIRS COMMITTEES ............................................................................................................. 23
Section 5.1 - FM Curricular Committee ................................................................. 23
Section 5.2 - FM Student Academic Affairs Committee ..................................... 24
SECTION 6 - THE FACULTY GRADUATE STUDIES COMMITTEE ...................... 25
SECTION 7 - THE RESEARCH COMMITTEE ......................................................... 28
SECTION 8 - THE LIBRARY COMMITTEE ............................................................. 29
SECTION 9 - THE STUDENT AFFAIRS COMMITTEES .......................................... 30
  Section 9.1 - The Student Affairs Committee .................................................. 31
  Section 9.2 - The FAS Student Disciplinary Affairs Committee ...................... 32
SECTION 10 - THE CONTINUING MEDICAL EDUCATION SCIENTIFIC ADVISORY COUNCIL ... 32
SECTION 11 - THE MEDICAL PRACTICE PLAN COMMITTEE (FM) ....................... 33
SECTION 12 - THE INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE (FM) .... 34
SECTION 13 - THE GRADUATE MEDICAL EDUCATION COMMITTEE (FM) .......... 35
SECTION 14 - THE FM STUDENT FINANCIAL AID COMMITTEE .......................... 36
SECTION 15 - THE FM JOINT ADVISORY COMMITTEE OF THE BOARD OF TRUSTEES ....... 36
ARTICLE VI - AMENDMENTS ............................................................................ 37
ARTICLE VII - PROCEDURE .................................................................................. 37
ARTICLE VIII - INSTITUTIONAL REVIEW BOARD (IRB) ..................................... 37
### Abbreviations

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUBMC</td>
<td>American University of Beirut Medical Center</td>
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<td>BOT</td>
<td>Board of Trustees</td>
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<td>DUIP</td>
<td>Division of University Interdisciplinary Programs</td>
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<tr>
<td>FAFS</td>
<td>Faculty of Agriculture and Food Science</td>
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<td>FAS</td>
<td>Faculty of Arts and Sciences</td>
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<td>FEA</td>
<td>Faculty of Engineering and Architecture</td>
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<td>FHS</td>
<td>Faculty of Health Sciences</td>
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<td>FM</td>
<td>Faculty of Medicine</td>
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<td>HSON</td>
<td>Rafic Hariri School of Nursing</td>
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<td>OSB</td>
<td>Suliman S. Olayan School of Business.</td>
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<td>UAC</td>
<td>Unified Admissions Committee</td>
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<td>UG</td>
<td>Undergraduate</td>
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BYLAWS OF THE FACULTIES

Article I - Organization of the Faculties

Section 1 - Composition of the Faculties

Each faculty/school of the American University of Beirut is composed of the officers and academic personnel of the faculty/school.

Section 2 - Officers of the Faculties

The officers of each faculty* shall include the following:

a. The president of the University
b. The provost, ex-officio
c. The dean of the faculty**
d. The associate and assistant deans
e. The registrar of the University, ex officio
f. The director of admissions, ex officio
g. The University librarian, ex officio
h. The medical librarian, ex officio (for FHS and FM)

* The term “faculty” also refers to the “school.”
** Academic dean or director of HSON

Section 3 - Academic Personnel of the Faculties

The academic personnel of the faculties shall include:

1. Professors and endowed chair professors (including clinical for FM, HSON)
2. Associate professors (including clinical for FM, FAS-Psych, HSON)
3. Assistant professors (including clinical for FM, FAS-Psych, HSON)
4. Emeritus professors
5. Research professors (all ranks)
6. Professors of - - - practice (all ranks)
7. Adjunct professors (all ranks)
8. Senior lecturers (including clinical for FM)
9. Lecturers
10. Executives-in-residence
11. In-Residence Faculty
12. Research associates
13. Research affiliates (FEA)
14. Postdoctoral fellows
15. Instructors (including clinical for FM, HSON)
16. Instructors of - - - practice
17. Assistant instructors (including clinical for HSON)
18. Senior research assistants
19. Research assistants
Section 4 - Academic Units

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

Section 5 - Standing Committees

The following shall be the standing committees of each faculty/school:

- Article V, Section 1: Advisory
- Article V, Section 2: Administrative
- Article V, Section 3.1: Undergraduate Admissions
- Article V, Section 3.2: FM Admissions (MD Program)
- Article V, Section 4.1: Undergraduate Curriculum
- Article V, Section 4.2: Undergraduate Student Academic Affairs
- Article V, Section 5.1: FM Curriculum (MD Program)
- Article V, Section 5.2: FM Student Academic Affairs
- Article V, Section 6: Graduate Studies
- Article V, Section 6: Research
- Article V, Section 8: Library
- Article V, Section 9.1: Student Affairs
- Article V, Section 9.2: FAS Student Disciplinary Affairs
- Article V, Section 10: Continuing Education Scientific Advisory Council (FM)
- Article V, Section 11: Medical Practice Plan (FM)
- Article V, Section 12: Institutional Animal Care and Use (FM)
- Article V, Section 13: Graduate Medical Education (FM)
- Article V, Section 14: FM Student Financial Aid (FM)
- Article V, Section 15: Joint Advisory Committee of the BOT (FM)
- Article VIII: Institutional Review Board

Article II - Faculties

Section 1 - Prerogatives and Duties

a. Subject to the provisions of the Corporate Bylaws, rules and regulations, and the established general policies of the University, the faculty, through its internal organization, shall determine its own academic policy and shall have authority to direct its own affairs. The dean shall refer actions by the faculty that may affect either the financial commitments of the University, or the academic policy of the University as a whole, to the provost and the president for consideration.

b. The faculty/school shall have the right to review any action by any committee of the faculty/school (with the exception of actions of the Advisory Committee concerning individual faculty members and other confidential matters) and, if it
deems fit, to refer such action back to that committee for reconsideration. If the faculty rejects an action after its reconsideration by a committee, then it becomes the responsibility of the faculty itself to take action.

c. The faculty/school shall vote to recommend to the Senate candidates for degrees in the faculty/school.

d. The faculty/school shall elect representatives to the Senate, to the faculty/school, and to University committees. To be elected, a candidate for a position must receive a simple majority of votes cast. If no candidate receives a majority on the first ballot, only the two candidates receiving the largest number of votes in that ballot will face each other in a runoff election.

e. The faculty/school shall act, through a faculty meeting, on other matters referred to it by the dean.

**Section 2 - Meetings**

a. The dean shall call regular meetings of the faculty/school at least three times a year. An electronic and/or written notice with a stated agenda shall be sent to faculty members at least four working days prior to the date of the meeting.

b. Special meetings of the faculty/school shall be called by the dean at her/his discretion or at the written request, either by letter or email, of five voting faculty members, who will provide an agenda.

c. The dean or her/his designate shall chair all meetings of the faculty/school.

d. The dean shall appoint a secretary for meetings of the faculty/school, on a yearly basis, from among the voting faculty.

e. Voting rights in various faculties/schools shall consist of the following:

   **FAFS, FAS, FEA:** All non-visiting, full-time faculty members of professorial rank.  

   **FM:** All non-visiting, full-time faculty members of professorial rank, including clinical faculty.

   **OSB:** All non-visiting, full-time faculty members of professorial rank. OSB also has an eligible faculty category for faculty who may be elected by a meeting of the School to certain of its standing committees provided that these committees do not make personnel decisions or include the admission committee or the administrative committee (Refer to Article V - Standing Committees of the School). Eligible faculty members are all full-time faculty members in all ranks, whether under visiting or non-visiting contracts, and certain participating part-time faculty selected by the dean, in consultation with the Advisory Committee.

   **FHS:** All non-visiting, full-time faculty members of professorial ranks. Full-time faculty members on research or public health practice tracks, senior lecturers, lecturers, and academic instructors have voting rights on selected committees as approved by the faculty.

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1 Definition: Professorial ranks include assistant, associate, and full professors. This excludes professorial faculty who are on one-year contract.
HSON: All full-time faculty members of professorial ranks. In special cases, voting rights may be extended to faculty in rank of instructor, excluding personnel matters.

f. In special cases, academic unit bylaws may extend voting rights to faculty in the rank of instructor and lecturer on academic affairs pertaining to the unit, excluding personnel matters (Refer to Article IV- Section 3 - Meetings, Item 2).

g. For OSB: All voting faculty are eligible for election to the standing committees, other than those that may deal with personnel matters (Refer to Article V - Standing Committees of the School).

h. For all faculties, voting rights on personnel matters are limited to non-visiting, full-time faculty members of professorial ranks, including clinical faculty.

i. Voting in faculty meetings shall be limited to the voting faculty members actually present.

j. Elected faculty members must be non-visiting, full-time faculty members of the professorial ranks, including clinical faculty. They are elected by the faculty during a meeting of the faculty.

k. A simple majority of the voting faculty members mentioned in (h) above, exclusive of those on leave or duty outside Lebanon, shall constitute a quorum in faculty meetings. In the absence of a quorum, another faculty meeting to consider the same agenda shall be called within two weeks at which the voting faculty members mentioned in (h) above who are present shall constitute a quorum, provided that all members of the faculty shall have had notice in accordance with the call for regular meetings. A two-thirds majority is required for bylaw amendment (see Article VI).

**Article III - Officers of the Faculties**

**Section 1 - The Dean**

**A. Appointment**

In accordance with Article VI of the Corporate Bylaws of the American University of Beirut, the dean is appointed by the Board of Trustees upon the recommendation of the president. The initiative for the appointment of a dean and her/his continuation in office rests with the president. A recommendation for appointment or continuation in office shall be made by the provost to the president after consultation with full-time faculty members, especially those in the rank of professor who are not on leave or on periodic paid research leave.

For absences of the dean lasting for three months or more, an acting dean shall be appointed by the president upon the recommendation of the dean and after consultation with the Advisory Committee. For shorter absences, the dean shall appoint an acting dean from the voting faculty.

**B. Duties, Responsibilities, and Prerogatives of the Dean**
The Dean, as the academic and executive head of the faculty/school, shall have her/his duties, responsibilities, and prerogatives defined by the president, and the provost. Within the faculty/school, her/his duties, responsibilities, and prerogatives shall include at least the following:

a. Be responsible for the execution of University policies and the policies and enactments of the faculty/school.
b. Be responsible for the development of the faculty/school as regards academic programs, curricula, academic personnel, student body, and physical facilities.
c. Take action or make recommendations, after consultation with the department/track concerned and the Advisory Committee, to the appropriate authorities in accordance with AUB policies in all matters pertaining to appointment, reappointment, non-reappointment, promotion, periodic paid research leave, and leave of absence.
d. Prepare the budget proposal for the faculty after consultation with the chairs/conveners and directors of academic units and the Administrative Committee; and submit the total proposed educational budget for the faculty/school that includes a budget for the Dean’s Office to the provost with a copy to the Office of Financial Planning and Budget.
e. Prepare an annual report that shall be submitted to the provost and the president and distributed electronically to all academic units of the faculty/school.
f. Make appointments to all committees other than committees elected by the faculty/school. The dean appoints ad hoc committees and task forces as may be deemed necessary.
g. Recommend the appointment of chairs/conveners and directors of academic units to the provost and president in accordance with the provisions of Article IV of these bylaws.
h. Be the chair of faculty/school meetings.
i. Have the prerogative of final action on all committee decisions.
j. Be empowered to determine which decisions of the committees shall be in the form of actions, and which shall be regarded as recommendations to the faculty/school.
k. Submit to the faculty, for approval, any committee decision that reverses or modifies previous faculty action.
l. Make known to academic units all administrative actions affecting their units.
m. Keep the faculty informed of University decisions.
n. Go through prepared annual performance reviews of all non-academic staff in various academic units.
o. Prepare written annual performance reviews of non-academic staff in the Dean’s Office, making her/his review available to each staff member, and discussing it face to face with her/him.
p. Coordinate with the appropriate University units for the advancement of the faculty/school.
q. Play an active role in securing additional resources for the faculty through contribution to fund-raising efforts in close coordination with the Office of Advancement.

r. For the Faculty of Medicine, the dean shall be responsible for the educational and professional functions of the University’s medical center and affiliated hospitals. S/he shall appoint the chief of clinical staff and her/his deputy and directors of special clinical services of the University’s medical center.

Section 2 - Associate and Assistant Deans

The dean may appoint associate deans, assistant deans (or other administrative officers in the Faculty of Medicine) after consultation with the Advisory Committee and with the approval of the provost and the president. The dean shall define the prerogatives and duties of these officers.

Article IV - Academic Units of the Faculties

Section 1 - Academic Units

The faculty/school shall consist of the following academic units:

A. Faculty of Agricultural and Food Sciences (FAFS)

Departments
1. Animal and Veterinary Sciences
2. Agricultural Sciences
3. Nutrition and Food Sciences
4. Landscape Design and Ecosystem Management

Centers
1. Agricultural Research and Education Center (AREC)
2. Environment and Sustainable Development Unit (ESDU)

B. Faculty of Arts and Sciences (FAS)

Departments
1. Natural Sciences:
   a. Biology
   b. Chemistry
   c. Geology
   d. Physics
2. Humanities:
   a. Arabic and Near Eastern Languages
   b. Civilization Sequence Program
   c. English
d. Fine Arts and Art History  
e. History and Archaeology  
f. Philosophy  

3. Social Sciences:  
a. Economics  
b. Education  
c. Political Studies and Public Administration  
d. Psychology  
e. Sociology, Anthropology, and Media Studies  

4. Mathematics and Computer Science:  
a. Computer Science  
b. Mathematics  
c. Computational Science  

Centers and Institutes  
1. Center for Behavioral Research (CBR)  
2. Prince Alwaleed Bin Talal Bin Abdulaziz Alsaud Center for American Studies and Research (CASAR)  
3. Center for Arab and Middle Eastern Studies (CAMES)  
4. Center for English Language Research and Teaching (CELRT)  
5. Institute of Financial Economics (IFE)  
6. Science and Mathematics Education Center (SMEC)  
7. Anis Makdisi Program in Literature (AMPL)  
8. University Preparatory Program (UPP)  

C. Faculty of Engineering and Architecture (FEA)  

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

Center  
1. Water Resources Center  

D. Faculty of Health Sciences (FHS)  

Departments and Programs  
1. Environmental Health  
2. Epidemiology and Population Health  
3. Health Promotion and Community Health  
4. Health Management and Policy  
5. Medical Laboratory Sciences Program
Center and Unit
1. Center for Research on Population and Health (CRPH)
2. Outreach and Practice Unit (OPU)

E. Faculty of Medicine (FM)

I. Rafic Hariri School of Nursing (HSON)
The School consists of the following Programs:
   a. Baccalaureate Programs
   b. Master of Science in Nursing Program

II. Medical Departments
1. Basic Medical Sciences
   a. Biochemistry and Molecular Genetics
   b. Anatomy, Cell Biology, and Physiological Science
   c. Experimental Pathology, Immunology, and Microbiology
   d. Pharmacology and Toxicology

2. Medical Service
   a. Anesthesiology
   b. Diagnostic Radiology
   c. Pathology and Laboratory Medicine
   d. Radiation Oncology

3. Non-Surgical Clinical
   a. Emergency Medicine
   b. Family Medicine
   c. Internal Medicine
   d. Neurology
   e. Pediatrics and Adolescent Medicine
   f. Psychiatry

4. Surgical Clinical
   a. Dermatology
   b. Obstetrics and Gynecology
   c. Ophthalmology
   d. Otolaryngology and Head and Neck Surgery
   e. Surgery

F. Suliman S. Olayan School of Business (OSB)

Tracks
1. Business Information and Decision Systems (BIDS)
2. Finance, Accounting and Managerial Economics (FAME)
3. Management, Marketing and Entrepreneurship (MM&E)
Center
1. Samih Darwazah Center for Innovation Management and Entrepreneurship

Other faculty/school departments, tracks, programs, centers, and academic units may also be established as per university policies and procedures.

G. Division of University Interdisciplinary Programs (DUIP)
1. Master of Science in Energy Studies
2. Master of Arts in Public Policy and International Affairs

H. University Centers and Interfaculty Programs

Centers
1. Asfari Institute for Civil Society and Citizenship
2. Center for Advanced Mathematical Sciences (CAMS)
3. Continuing Education Center (CEC)
4. Center for Civic Engagement and Community Service (CCECS)
5. Farouk K. Jabre Center for Arabic and Islamic Science and Philosophy
6. Nature Conservation Center (NCC)
7. Issam Fares Institute for Public Policy and International Affairs (IFI)
8. Munib R. and Angela Masri Institute of Energy and Natural Resources (IENR)
9. Center for Teaching and Learning (CTL)
10. Writing Center

Interfaculty Graduate Programs
1. Environmental Sciences (FAS, FAFS, FEA, FHS)
2. Neuroscience (FM, FEA)
3. Nutrition (FAFS, FM)

Section 2 - Organization of Academic Units/Tracks

An academic unit/track shall consist of all academic personnel of the faculty/school appointed to that unit.

Each academic unit/track shall have a chair/convener or director. The chair of a department/track is appointed by the president based on the recommendations of the dean and provost. The dean makes his recommendation after reviewing the candidate’s credentials and consulting individually with departmental faculty, the faculty Advisory Committee and, when an external search is conducted, the search committee.

For the Faculty of Medicine, if divisions exist within a department, the chair/convener shall appoint the heads of such divisions after consultation with the faculty in the specialty and with the approval of the dean.
Section 3 - Meetings

a. Academic units/tracks shall meet at least once a month upon the call of the chair/convener or director. Additional meetings may be held when called by the chair/convener or at the written request of at least two voting members of the unit. Minutes of all meetings shall be sent to the Office of the Dean.

b. The voting faculty in an academic unit/track shall consist of all non-visiting full-time faculty members of professorial ranks (including clinical faculty for the FM and HSON). In special cases, academic unit bylaws may extend voting rights to faculty in the rank of instructor and lecturer on academic affairs pertaining to the unit, excluding personnel matters (Refer to Article II, Section 2.e for voting eligibility).

c. Voting in an academic unit is limited to faculty members actually present at the meeting.

d. For OSB, a faculty member may belong to more than one track, but s/he shall have voting rights in only one track.

Section 4 - Functions

a. The academic unit/track shall decide upon the academic programs to be offered subject to the approval of the appropriate faculty and/or University bodies concerned (for Medicine, this shall include patient care).

b. The academic unit/track shall be responsible for setting academic departmental/track requirements and for maintaining professional standards.

Section 5 - Decisions on Personnel Matters

a. Established University policies and procedures shall govern actions on faculty recruitment and promotion.

b. Requests for leave (both periodic paid research leaves and leaves of absence for one semester or more) shall be discussed and voted on by the eligible faculty of the academic unit. The chair/convener shall transmit the results of the vote to the dean, together with her/his recommendations.

c. Evaluation of candidates for new appointments shall be restricted to voting faculty members of ranks equal to or higher than that of the faculty member whose contract is being considered. Evaluation of candidates for reappointment or promotion shall be restricted to voting faculty members of ranks higher than that of the faculty member whose contract is being considered. In the case of full-professors, all other voting full professors shall participate in the evaluation and recommendations. In all cases, recommendations to the dean shall give the numerical results of voting arrived in a meeting of the voting faculty of the unit. Chairs/Conveners or directors shall express their opinion in all cases. In the absence of the required minimum number of professors in a department/track, the dean can appoint faculty members of appropriate professorial rank from other departments/tracks to serve on extended departmental committees.
Section 6 – Chair/Convener or Director

1. Each academic unit/track shall have a chairperson/convener or director. The chair of a department/track is appointed by the president based on the recommendations of the dean and provost.

The appointment of chairs in all faculties or schools except FM is normally for a period of three years, subject to renewal for a second term. FM chairs have appointments for longer term. Normally, chairs who serve two successive terms shall not be reappointed for another term, except after the lapse of one term following the end of the previous appointment as chair. The chair/convener or director may appoint one or more members of the academic unit/track to assist her/him as deemed necessary, subject to approval by the dean.

Recruitment of chairs of FM academic departments follows a process by which the search for the chair is announced and the dean appoints the members and chair of the search committee in consultation with the associate dean for faculty affairs. For basic science departments at FM, the search committee recommends to the dean two to three short-listed candidates. The dean selects and recommends, in consultation with the Advisory Committee, the appointment of a candidate to the provost. The provost recommends the appointment to the president for approval. For clinical departments at AUBMC, same process is followed except that the dean consults with the hospital administration in addition to the Advisory Committee and approves the appointment of the candidate, sending a copy of the appointment to the provost and president. The appointment of clinical department chairs is then signed by the FM dean and the president. The term of appointment is normally for a period of five years.

2. The duties and prerogatives of the chair/convener or director shall be the following:

a. Responsible for the administration and academic development of the unit (in the Faculty of Medicine and in clinical departments, s/he shall be the chief of the professional service).

b. Ensure the proper teaching of programs of study, and prepare the teaching schedule in consultation with voting faculty members.

c. Appoint academic advisors to undergraduate and graduate students majoring in the unit.

d. Prepare the budget proposal of the department/track, in consultation with the voting faculty, for submission to the dean.

e. Prepare, in consultation with concerned faculty, course descriptions and related material for the University catalogue.

f. Present to the dean, in accordance with established University procedures, recommendations on all matters pertaining to appointment, reappointment or non-reappointment, promotion, appointment to emeritus status, periodic paid research leave, leave of absence, and advancement in the remuneration of academic personnel.
g. Coordinate and approve expenditures within the budget of the unit/track.

h. Prepare the annual and research reports of the unit for transmission to the dean.

i. Appoint ad hoc committees as deemed necessary.

j. Recommend to the dean the appointment of an acting chair/convener or director during the absence of the chair/convener or director.

k. Assign mentors to new faculty members.

l. Prepare written annual performance reviews of all academic staff, making each review available to the appropriate faculty member, and discussing the review face to face with her/him.

m. Prepare written annual performance reviews of all non-academic staff, making each review available to the appropriate staff member, and discussing the review face to face with her/him.

n. Lead departmental/track faculty in the annual assessment of departmental/track programs, and submit summary reports on assessment activities.

**Article V - Standing Committees of the Faculty**

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

**Section 1 - The Advisory Committee**

**A. Composition**

The Advisory Committee shall consist of the dean as chair and three to six elected faculty members.

Every year, one, two, or three members shall be elected, each member serving for a term of two years (in accordance with Article V on Standing Committees of these Bylaws). Normally, full professors who have served in the University for a period of at least three consecutive years shall be eligible to serve on the Advisory Committee. For faculties that consist of more than five academic units, not more than one committee member can be elected from one academic unit. In no case shall there be more than two members from the same unit.

The number of elected members depends on the faculty/school size as follows:

a. FAFS, FEA, FHS, and FM: Six elected members.
b. FAS: Seven elected members to include two members each from humanities, natural sciences, and social sciences, and one member from Mathematics and Computer Science.

c. OSB: Four elected members.

d. HSON: Three elected members.

For FM, the six members of the Advisory Committee shall be distributed as follows:

a. Basic Medical sciences: One representative.
b. Medical Service: One representative.
c. Non-Surgical Clinical: Two representatives.
d. Surgical Clinical: Two representatives.

For FHS, if there are not enough full professors, associate professors who have served in the University for a period of at least three consecutive years and have been in rank for at least two years, shall be eligible to serve on the Advisory Committee.

For HSON, full professors or associate professors who have served in the University for a period of at least three consecutive years shall be eligible to serve on the Advisory Committee. Not more than one committee member can be elected from any given specialty.

B. Functions

The Advisory Committee shall act in an advisory and consultative capacity to the dean of the faculty/school.

a. The Advisory Committee shall advise on all matters submitted to it by the dean or any of its members.

b. It shall advise on the appointment, promotion, reappointment or non-reappointment, and leaves of absence of three months or more, of full-time faculty members.

c. It shall advise on the appointment of chairs, track conveners, program coordinators/co-coordinators, and directors of academic units, institutes, or centers.

d. It shall oversee the University’s policies on faculty academic integrity and professional conduct, and acts that infringe on these policies.

e. It shall advise on proposals for institutional affiliations and make recommendations to the dean.

Deliberations and minutes of the committee are confidential.
Section 2 - The Administrative Committee

The composition and functions of the Administrative Committee vary according to faculty size and structure.

A. Composition

The Administrative Committee shall consist of:

a. The dean or her/his representative as chair.

b. The chairs/conveners of academic departments/tracks.

c. The associate and/or assistant dean/s (ex-officio, non-voting).

d. Graduate program coordinators if not represented by department chairs.

e. In FM, the chief of staff and the Medical Center director (ex officio, non-voting).

B. Functions

The Administrative Committee shall advise the dean on administrative matters including but not limited to:

a. Planning activities for the faculty, referring matters to various committees, and overseeing strategic planning processes.

b. General academic development of the faculty and its departments/tracks/programs, including review and accreditation of programs, benchmarking, self-evaluation/external reviews, and consultations with external advisory boards as applicable.

c. Budget requests and expenditures within that part of the budget of the Office of the Dean which is for the common use of all departments and members of the faculty.

d. Review of operating and capital budget requests received from departments and academic units for the following academic year and recommendation of budget allocation to the dean. The dean then provides the provost and the Office of Financial Planning and Budget with a total proposed educational budget for the faculty that includes a budget for the Dean’s Office.

e. Matters related to faculty hiring, faculty performance reviews, number of lines, and faculty teaching loads, and the coordination of these matters among departments.

f. Instruction, examinations, and administrative matters brought to it by the dean or by a member of the committee.

g. Procedures and criteria for review of non-academic staff performance.

h. Coordinating faculty activities such as: faculty retreats, annual reports, websites, and other faculty-organized academic activities/events.

i. The physical facilities of the faculty.
j. Policies and procedures of career development center when applicable.

k. The administration of existing awards, and on the establishment of new ones.

l. The appointment of class advisors when applicable.

**Section 3 - The Undergraduate Admissions Committee and the FM Admissions Committee**

**Section 3.1 - The Undergraduate Admissions Committee**

**A. Composition**

The Undergraduate Admissions Committee shall consist of:

a. The dean or her/his representative as chair.

b. The director of admissions or her/his representative (non-voting).

c. The faculty representative/s on the University Admissions Committee.

d. Elected faculty members by the voting faculty (appointments shall be for a term of two years) as follows:

   FAFS, FEA: Four from different departments/programs.

   **FAS:** Six: one from the natural sciences, one from mathematics and computer science, one from the humanities, one from the social sciences, and two members chosen without specification as to discipline, with no more than one member from the same department.

   **FHS:** Four non-visiting, full-time faculty members of all ranks; at least one must be from each track, including undergraduate student advisors, who could be of instructor rank (Refer to Article II, Section 2.e for voting eligibility).

   **OSB:** Four non-visiting, full-time faculty members of professorial rank, with at least one from each track.

   **HSON:** Three.

e. For the OSB, the assistant dean for student services is a member.

f. One student representative (non-voting).

g. For FAS only, the registrar or her/his representative (non-voting).

**B. Functions**

a. The Undergraduate Admissions Committee shall work in coordination with the dean to manage the number of undergraduate students admitted to the faculty/school.

b. It shall make recommendations to the Unified Admissions Committee (UAC) concerning undergraduate admissions into the faculty/school, for example, target populations.
c. It shall select and recommend from among transfer student applicants, from within and outside of AUB, for admission to the faculty/school based on input from departments/tracks.

d. It shall act on requests regarding student transfers into the faculty/school that are outside of the prerogative of the UAC and include inter-departmental transfers; freshman transfers to a major; inter-faculty transfers; junior level transfers from other universities, and related course equivalency issues; students working for a second degree; and readmission of returning students.

e. It shall regularly review the admission requirements; formulate relevant faculty/school policies; and recommend required changes to the faculty/school and appropriate bodies, including the UAC.

f. It shall gather statistics over the years to evaluate criteria for admissions.

g. It shall alert the dean to trends and changes in admissions at the faculty/school and University levels.

h. Faculty/School specific functions:

   FAS: It shall act on admission to the University Preparatory Program (UPP).

   It shall be responsible for recruitment activities in collaboration with the Office of Admissions.

   OSB: It shall also select students pursuing minors in business.

   HSON: It shall be responsible for recruitment activities in collaboration with the Office of Admissions.

   It shall act on HSON merit scholarships and AUBMC bursaries and make recommendations to the director.

Section 3.2 - The FM Admissions Committee (MD Program)

A. Composition

The FM Admissions Committee (MD Program) shall consist of:

a. The dean or her/his representative as chair.

b. The director of admissions or her/his representative (non-voting). The director of admissions shall act as secretary of the committee.

c. The registrar or her/his representative (non-voting).

d. Assistant dean/director of medical student affairs (ex-officio, non-voting)

e. The faculty representative/s on the University Admissions Committee.

f. Seven members appointed by the dean as follows: two members from the basic medical sciences departments; two from the clinical departments; and three from the Faculty of Arts and Sciences, who are involved in pre-medical teaching and recommended by their dean. All members of the committee, except the secretary and registrar, shall have voting privileges. Appointments shall be for a term of two years.
g. One student representative (non-voting).

B. Functions

a. The FM Admissions Committee shall be responsible for the selection of students for admission to the MD program of the faculty.

b. It shall act on requests regarding student transfers into the faculty, including transfers from other universities and related course equivalences; students working for a second degree; and the readmission of returning students.

c. It shall regularly review the admission requirements the MD program and makes its recommendations to the dean, formulate faculty-relevant policies, and recommend any changes to the faculty and relevant bodies.

d. It shall gather statistics over the years to evaluate criteria for admissions.

e. It shall alert the dean to trends and changes in admissions at the faculty/school and University levels.

Section 4 - The Undergraduate Curriculum Committee and the Undergraduate Student Academic Affairs Committee

The faculty/school committee that acts on undergraduate curricular issues is the Undergraduate Curriculum Committee (FAFS, FAS, FEA, OSB, FHS, and HSON). The committee that acts on student academic issues and petitions is the Undergraduate Student Academic Affairs Committee. Faculties/schools may combine the two committees in one committee or keep them separate.

Section 4.1 - The Undergraduate Curriculum Committee

A. Composition

The Undergraduate Curriculum Committee shall consist of:

a. The dean or her/his representative as chair.

b. The faculty/school representative/s on the University Academic Development Committee (ADC).

c. The registrar or her/his representative (non-voting).

d. Elected voting faculty members for a term of two years distributed as follows: FAFS (two from different departments); FAS (seven, two from each of the following groups of disciplines: natural sciences; humanities; and social sciences; and one from mathematics and computer science); FEA (five, one from each department and one from the Engineering Management program); FHS (two); OSB (three, one from each track); HSON (three, one from each nursing specialty).

e. Chairs/Conveners of departments/tracks in all faculties/schools except FAS and FM.

f. The associate and/or assistant dean as appointed by the dean except in FAS.
g. One student representative (non-voting). For HSON, two student representatives: one BSN and one RN-BSN.

B. Functions

The Undergraduate Curriculum Committee shall advise the dean of faculty/school on matters related to the general academic development of the faculty/school.

a. It shall review the undergraduate curriculum of all academic programs, including the revision, integration, coordination, and discontinuation of such programs, and the modification of program graduation requirements.

b. Upon the recommendation of the departments/tracks, it shall evaluate and recommend to the faculty/school new programs, majors, minors, and interdisciplinary programs.

c. Upon the recommendation of the departments/tracks, it shall re-evaluate the undergraduate curriculum as a whole and recommend changes to the faculty/school. For the OSB, the re-evaluation is performed once every four years.

d. Upon the recommendation of the departments/tracks/programs concerned, it shall approve new courses and their syllabi, discontinue existing courses, and modify courses as to their length, content, and assigned number of credits.

e. It shall recommend to the faculty/school any modifications of policies related to academic rules and regulations.

f. It shall act on requests made by students pertaining to pre-approval of transfer equivalences, course equivalences, requirement exemptions, and course waivers.

g. It shall coordinate its work with the Registrar’s Office, the University Academic Development Committee, and the Board of General Education.

h. It shall act in an advisory capacity to the dean on matters concerning courses and examinations.

i. It shall coordinate undergraduate academic programs, their contents, and their standards among departments.

Section 4.2 - Undergraduate Student Academic Affairs Committee

A. Composition

The Undergraduate Student Academic Affairs Committee shall consist of:

a. The dean or her/his representative as chair.

b. Elected voting faculty members for a term of two years distributed as follows: FAFS (two from different departments); FAS (seven, two from each of the following groups of disciplines: natural sciences; humanities; and social sciences; and one from mathematics and computer science); FEA (five, one from each department and one from the Engineering Management program);
FHS (two); OSB (three, one from each track); HSON (three, one from each nursing specialty).

c. Chairperson/Conveners of departments/tracks in all faculties/schools except FAS and FM.

d. The registrar or her/his representative (non-voting).

e. One student representative (non-voting). Upon request of the petitioner, the chair has the right to ask the student representative to withdraw from discussion.

B. Functions

a. The Undergraduate Student Academic Affairs Committee shall rule on all cases of undergraduate students whose academic status is irregular. It shall also rule on requests and petitions from undergraduate students concerning academic matters.

b. It shall have the power, in special circumstances, to make exceptions to academic regulations in individual cases. A summary of all such exceptional decisions shall be communicated to the faculty at least once in each academic year.

c. It shall advise the dean on matters related to the academic status of undergraduate students, repetition of classes/courses, re-examination and dismissal as applicable.

d. It shall consider and recommend action to the dean on all academic matters involving students in the faculty.

e. It shall deal with the academic status of students.

f. It shall perform other related tasks as requested by the dean.

Section 5 - The FM Curriculum and FM Student Academic Affairs Committees

The FM Curriculum Committee is concerned with curricular issues related to the MD program while the FM Student Academic Affairs Committee is concerned with medical students’ academic issues and petitions.

Section 5.1 - FM Curricular Committee

A. Composition

The FM Curriculum Committee shall consist of:

a. The dean or her/his representative as chair of the committee.

b. The faculty/school representative/s on the University Academic Development Committee (ADC).

c. The registrar or her/his representative (non-voting).
d. Two elected members for two years, one elected member from the basic sciences departments and one from the clinical departments.
e. The four chairs of the Class Teaching Committees as ex officio members.
f. The associate and/or assistant dean as appointed by the dean.
g. One representative of the resident staff appointed by the dean (non-voting).
h. Two medical student representatives appointed by the dean.

B. Functions

a. The FM Curriculum Committee shall advise the dean of faculty on curricular matters related to the MD program.
b. Upon the recommendation of the departments, the committee shall evaluate and recommend to the faculty new programs, majors, minors, and interdisciplinary programs.
c. It shall review of the curriculum of the faculty, including the introduction, revision, integration, coordination, or discontinuation of academic programs.
d. It shall approve all recommendation regarding creating, discontinuing, or modifying courses and clerkships.
e. It shall recommend to the faculty any modifications on policies related to academic rules and regulations.
f. It shall coordinate its work with the Registrar’s Office and the University Academic Development Committee.
g. It shall act in an advisory capacity to the dean on matters concerning courses and examinations.
h. It shall act on requests made by students pertaining to pre-approval of transfer equivalences, course equivalences, requirement exemptions, and course waivers.

Section 5.2 - FM Student Academic Affairs Committee

A. Composition

The FM Student Academic Affairs Committee shall consist of:

a. The dean as chair.
b. The associate deans.
c. The chairs of all academic departments.
d. The chief of staff (ex officio, non-voting).
e. The Medical Center director (ex officio, non-voting).
f. One student representative (non-voting)

B. Functions
The FM Student Academic Affairs Committee shall advise the dean on matters related to the:

a. Evaluation of student performance and recommend actions regarding graduation, promotion, repetition of classes, re-examinations, placement on, and removal from, probation, and dismissals. Its deliberations and discussions are guided by the recommendations of the appropriate Class Teaching Committee. It shall review all academic matters referred to it by the Class Teaching Committees or the dean.

b. It shall recommend to the dean the appointment of Class Teaching Committees as ad-hoc committees of the Student Academic Affairs Committee. The dean shall designate the chairs of these committees.

c. It shall recommend to the faculty candidates for the degrees of Doctor of Medicine, Master of Science, and Doctor of Philosophy.

d. It shall review affiliation proposals and make recommendations to the dean.

e. It shall act jointly with the Medical Board on appointment for internship, residency, and clinical fellowship at the University medical center.

Section 6 - The Faculty Graduate Studies Committee

A. Composition

The Faculty Graduate Studies Committee (FGSC) shall consist of:

a. The dean or her/his representative as chair. The chair of the FGSC shall preferably be of the rank of professor. The dean shall appoint the chair from among professors of the faculty/school. The chair may not necessarily be a member of the committee.

b. Chairs/Conveners of departments/tracks or coordinators of graduate programs invited by the dean as ex officio and non-voting members. The number of chairs/conveners is determined by the faculty/school.

c. The registrar or her/his representative, non-voting.

d. The director of admissions or her/his representative, non-voting.

e. The faculty representative/s on the Board of Graduate Studies (BGS). The number of faculty representatives in the BGS is three for FAS, two for FEA, and one for each of FAFS, FHS, FM, and OSB.

f. Elected faculty members by the voting faculty as follows:

   FAFS, FEA: Four, from different departments (Refer to Article II, Section 2.e for voting eligibility).

   FHS: Two (Refer to Article II, Section 2.e for voting eligibility).

   FAS: Four, one from each of the following groups of disciplines: natural sciences, mathematics and computer science; humanities; and social sciences (as these groups are defined in Article IV, Section 1, and Part C of these bylaws).
OSB: Four, at least one from each track; at most two may be from outside full-time, non-visiting professorial ranks.

FM: Six, four representing the basic sciences departments, and two representing the clinical departments.

HSON: Three.

g. One graduate student representative (non-voting).

h. Faculty/School specific members:

OSB: The assistant dean for student services.

Graduate program directors.

B. Functions

The Faculty Graduate Studies Committee shall advise the dean of the faculty on curricular matters related to faculty graduate programs and on graduate student academic affairs. All graduate academic recommendations examined by this committee must have been reviewed by the department or program concerned when applicable. The FGSC functions are as follows:

a. The FGSC shall act on the admission to graduate work of all Master and PhD applicants who have been recommended to it by individual departments/tracks/programs. It shall send its recommendations for acceptance to the dean who will forward his/her final recommendations to the Admissions Office with, a copy to the Graduate Council.

b. The FGSC shall examine and approve the following course related matters:

- Number of credit hours.
- New course.
- Cross listing a course in two programs.
- Deletion of a course that is no longer offered (only if it does not affect other programs outside the department).

c. The FGSC shall examine and recommend to the dean the following program related matters:

- Minor changes in graduate program core courses that do not affect the number of course credits and the credit requirement for the program.
- Any changes in a program that affect other units or programs in the same faculty/school.

d. The FGSC shall examine and recommend to the dean and the BGS the following graduate program modifications:

- Changes of program requirements that do not change the number of credits. These changes may be core course credit requirements or changes in assigned credit for the thesis and/or the number of permitted tutorial courses.
Any changes in a program that affect other units or programs at the university outside of the concerned faculty/school.

e. The FGSC shall examine and recommend to the faculty/school, the BGS, and the Senate major graduate program modifications, including

- Introduction of a new graduate degree program.
- Discontinuation of a graduate degree program.
- Changing a graduate degree program title.
- Other major modifications, including:
  - Changes in the required number of credits for the completion of a program.
  - Changes in a Master’s-level degree from a thesis to a non-thesis option or vice versa.
  - Introduction of new tracks in the Master’s-level programs.

f. It shall act upon the recommendations of departments/tracks/programs concerning the thesis and non-thesis project advisor, the examining committee, and the thesis topic of students working towards a Master’s or PhD degree. The committee shall transmit its recommendations on these items to the Graduate Council.

g. It shall rule on all departmental/track recommendations for exceptions to existing regulations concerning graduate work at the Master’s and PhD levels, in conformity with general University policy. It shall transmit its recommendations on these issues to the registrar with a copy to the Graduate Council.

h. Upon the recommendation of the department/track/program concerned, the Faculty Graduate Studies Committee shall act on cases of graduate students whose work is unsatisfactory.

i. It shall periodically evaluate the graduate program as a whole, consider specific changes to graduate programs submitted by departments/tracks/programs, and recommend changes to the faculty/school and subsequently to the Board of Graduate Studies as applicable.

j. It shall oversee and evaluate policies and requirements regarding graduate admission and shall recommend changes or amendments of such policies to the faculty/school and to the Board of Graduate Studies.

k. It shall review and act upon graduate student petitions of an academic nature including, but not limited to, late registration, late withdrawal, make-up of missed final exams/coursework, retake of final exams, and correction of records.

l. A summary of all such exceptional decisions shall be communicated to the faculty at least once in each academic year.

m. It shall coordinate and determine the dates of the written comprehensive exams of graduate students if applicable. In large faculties, such as FAS, this function is under the purview of the department.
n. It shall review and act on applications for graduate assistantships in FHS and HSON.
o. It shall oversee enrollment management and recruitment strategies for graduate programs.
p. It shall rule on all recommendations of the graduate programs concerned for exceptions to existing regulations concerning graduate work, in conformity with general University policy.
q. It shall oversee and evaluate policies and requirements regarding admission to graduate programs that fall under the purview of the Board of Graduate Studies.
r. It shall coordinate its work with the Board of Graduate Studies, the Registrar’s Office, and the Graduate Council.

Section 7 - The Research Committee

A. Composition

The Research Committee (Research and Library Committee in FHS; Research and Continuing Education Committee in HSON) shall consist of:

a. The dean or her/his representative as chair.
b. The faculty/school representative/s on the University Research Board.
c. Elected faculty members by the voting faculty as follows:
   FAFS, FEA, FHS: Four, from different departments (Refer to Article II, Section 2.e for voting eligibility in FHS).
   FAS: Seven, two from each of the following groups of disciplines: natural sciences; humanities; and social sciences; and one from mathematics and computer science (these groups are defined in Article IV, Section 1). No more than one member from the same department can serve.
   OSB: Four eligible voting faculty members of professorial rank; at least one from each track; at most two visiting.
   FM: Four: two from the clinical departments, and two from the basic sciences departments.
   HSON: Three.
d. Faculty/School specific members
   FHS: The medical librarian (on items relevant to library issues). The faculty representative to the University Library Committee. The director of the Center for Research on Population and Health (CRPH) or her/his representative.
   One student representative (non-voting).
FM: Four faculty members appointed by the dean and the associate dean for research.

HSON: One graduate student representative (non-voting).

B. Functions

a. The Research Committee shall stimulate, encourage, and promote research in the faculty/school.

b. It shall disseminate information regarding URB grants and set deadlines in conformity with those determined by the Office of Grants and Contracts.

c. It shall develop guidelines and policies for review process of University-funded research grants (URB).

d. It shall oversee the review process of URB research proposals, evaluate these proposals and make recommendations to the dean and other appropriate University bodies for the allocation of research funds in accordance with URB rules and regulations.

e. It shall review all applications for University-funded research grants for further recommendation.

f. In FM, it shall review and rank all applications submitted to Medical Practice Plan (MPP) and other internal funding sources as requested by the dean.

g. It shall recommend to the dean the allocation of research funds from available sources to fund submitted project proposals.

h. It shall review all applications for paid research leaves for further recommendation to the dean and Advisory Committee except in FAS.

i. It shall submit to the dean of the faculty/school an annual summary report on all activities and policies and guidelines developed by the committee to be included in the annual report of the faculty/school.

j. It shall make recommendations for the processing of external grants when interfaculty projects are proposed.

k. It shall prepare the annual research report.

l. It shall advise that applications for research projects involving human subjects/participants or experimental animals be submitted to the IRB or IACUC for review and approval.

m. It shall recommend to the dean the allocation of research funds from available faculty sources.

n. It shall act as liaison to the Office of Grants and Contracts and keep the faculty informed of available sources for research support.

Section 8 - The Library Committee

Note that FHS and HSON have combined the Library and Research Committees into one committee with the same functions as both. FHS and HSON also elect one representative each to the FM Library Committee.
A. Composition

The Library Committee shall consist of:

a. The dean or her/his representative as chair.
b. The University librarian (the medical librarian in FM and FHS).
c. The faculty/school representative to the University Library Committee.
d. Three elected faculty members from different departments in FAFS, FEA, FM, and OSB and four elected members in FAS:

- **FAS:** One member from each of the following groups of disciplines: natural sciences; mathematics and computer science; humanities; and social sciences, as these groups are defined in Article IV, Section 1, Part C of these bylaws.

- **FM:** Three elected medical faculty members: one from FM, one from HSON, and one from FHS.

- **OSB:** Three elected voting faculty members, with one from each track; at most one will be from outside full-time, non-visiting professorial ranks.

e. One voting student representative.
f. For FM, the chief information officer or the associate dean for information technology.

B. Functions

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

Section 9 - The Student Affairs Committees

The Student Affairs Committee acts on disciplinary and other non-academic student issues (FAFS, FEA, OSB, FM, FHS, and HSON). In smaller faculties, the Student Affairs
Committee can be combined with the Undergraduate Curriculum Committee (e.g. FHS). In FAS, the Student Disciplinary Affairs Committee (FAS) acts on disciplinary issues only.

Section 9.1 - The Student Affairs Committee

A. Composition

The Student Affairs Committee shall consist of:

a. The dean or her/his representative as chair.

b. The dean of student affairs or her/his representative (ex officio).

c. Four elected faculty members from different departments (FAFS, FEA). In OSB, at least one of the four faculty members shall be elected from each track; at most two may be from outside full-time, non-visiting professorial ranks. In FM, the four faculty members shall be the chairs of the Class Teaching Committee. In HSON, the four faculty members are the three undergraduate class advisors and the Nursing Student Society advisor.

d. For OSB, the assistant dean for student services.

e. The faculty/school representative on the University Committee on Student Affairs.

f. A student representative (voting, except on disciplinary matters). In HSON, two student representatives: one undergraduate and one graduate.

Note that in FHS, the UG Curriculum, UG Student Academic Affairs and Student Affairs Committee handles student disciplinary matters. For the composition and function of the committee, see Section 4.

B. Functions

a. The committee shall deal with any aspect of student life referred to it by the dean.

b. It shall consider and recommend action to the dean on all disciplinary matters involving academic and non-academic misconduct occurring in the classroom as per the University Student Code of Conduct. (Violations of a non-academic nature are the responsibility of the dean of student affairs, in consultation with the dean of the faculty/school in which the student is enrolled and, as necessary, the head of the Protection Office.)

c. It shall promote the University’s policies on academic integrity and the Student Code of Conduct, and act upon infringements of the Student Code of Conduct, in accordance with University policy.

d. It shall promote and oversee the activities of professional student societies as applicable.

e. It shall work with faculty and students to enrich the cultural activities of the faculty/school.
Section 9.2 - The FAS Student Disciplinary Affairs Committee

A. Composition

The Student Disciplinary Affairs Committee shall consist of:

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

B. Functions

a. The committee shall consider and recommend action to the dean on all disciplinary matters involving academic misconduct as defined in the Student Code of Conduct to include cheating, plagiarism, in-class disruption, and dishonesty. (Violations of a non-academic nature are the responsibility of the dean of student affairs, in consultation with the dean of the faculty/school in which the student is enrolled and, as necessary, the head of the Protection Office.)

Section 10 - The Continuing Medical Education Scientific Advisory Council (FM)

A. Composition

The Continuing Medical Education Scientific Advisory Council shall consist of:

a. The associate dean for Continuing Medical Education (CME) or dean or her/his representative.
b. The CME office director as chair.
c. One representative from each academic department nominated by the department chair.
d. A HSON representative nominated by the HSON director.
e. A hospital nursing professional development office representative nominated by the nursing director.
f. The hospital chief of staff or his representative (non-voting).
g. The Medical Alumni Chapter president or her/his representative.
h. One member of the resident staff appointed by the associate dean for CME in consultation with the Resident Staff Organization.
i. One medical student appointed by the associate dean for CME (non-voting).

B. Functions
The CME SAC shall advise and assist the CME Office in the following:

a. Planning and implementation of post-graduate courses and any related certification of these courses.
b. Making recommendations on all aspects of continuing medical education for physicians in practice.
c. Promoting the dissemination of medical knowledge and the production and utilization of educational materials.
d. Coordinating CME activities with the AUB Medical Alumni Association and other medical associations and organizations (national, regional, and international).

Section 11 - The Medical Practice Plan Committee (FM)

A. Composition

The Medical Practice Plan (MPP) Committee shall consist of six elected faculty members. Two shall be elected from each of the following categories, and not more than one committee member may be elected from the same academic unit:

a. Non-Surgical Clinical Departments.
b. Surgical Clinical Departments.
c. Medical Service Departments.

The AUBMC chief financial officer, the AUBMC chief medical officer/hospital director, the vice president for Medical Affairs/dean, and the University comptroller shall be ex officio, non-voting members of the MPP Committee.

The chair of the MPP Committee shall be the VP/dean or the VP/dean’s designee from among the medical faculty participants in the MPP, but need not be appointed from among the elected members of the MPP Committee.

B. Functions

The MPP Committee serves as an advisory body to the vice president for Medical Affairs/dean to:

a. Support the recruitment and retention of qualified academic physicians.
b. Motivate and improve academic and clinical productivity.
c. Ensure total utilization of all Faculty of Medicine/AUBMC diagnostic and therapeutic facilities by all participants.
d. Provide a system to enable medical faculty physicians to fulfill their commitment to high quality patient care.
e. Establish incentives for medical faculty physician compensation which enhance the attainment of the Faculty of Medicine/AUBMC goals of teaching, research, and patient care.
f. Promote the establishment of clinical group practice among participating medical faculty physicians.

g. Support faculty development.

h. Assess the merit of proposals seeking financial support from the MPP.

i. Set the annual operating budget of the MPP.

j. Review the MPP and recommend proposals for its modification as the need arises.

C. Election of MPP Committee Members

Members of the MPP Committee shall be elected from among participating clinical faculty for a term of two years. If a member has been re-elected to serve for a full second consecutive term, they shall not be eligible for re-election until after the lapse of one year following the termination of their membership. If a member is unable to complete her/his term, a substitute shall be elected to complete the remainder of the term during a special election for that purpose. If the remainder is one year or less, the elected substitute shall be eligible for re-election to two more consecutive terms. All committee actions shall be recommendations to the dean. The president can decide exceptions to all provisions in this article.

Members of the MPP Committee shall be elected in conformity with Article I, Section 2, of the Faculty of Medicine Bylaws.

Section 12 - The Institutional Animal Care and Use Committee (FM)

A. Composition

The Institutional Animal Care and Use Committee (IACUC) shall consist of:

a. The dean of medicine as chair or her/his representative.

b. A practicing scientist experienced in animal research.

c. A member whose primary concerns are in non-scientific areas.

d. A member not affiliated with the institution and who is familiar with the community's attitudes and sensitive to its issues.

e. A senior and a junior faculty member from the clinical departments.

f. A senior and a junior faculty member from the basic science departments.

g. A veterinarian from the institution.

In appointing the committee members, the necessary qualifications of experience, expertise, and sensitivity to community attitudes shall be observed. Membership should be from both genders and from varied backgrounds. Appointments should be for two years subject to renewal.

B. Functions
The Institutional Animal Care and Use Committee (IACUC) shall:

a. Ascertain the acceptability of proposed research for the use of animals in terms of institutional commitments and regulations, accreditation requirements, applicable laws and standards of professional conduct and practice.

b. Conduct an initial and continuing review of all research activities to ensure compliance with international standards of ethical practice, justified and humane treatment of animals, and environmental safety.

c. Approve, deny approval, or request modifications in research proposals or projects involving the use of experimental animals. (Animal use must be approved for non-research activities as well as teaching.)

d. Recommend the suspension of an ongoing research activity in case of deviation from the existing guidelines for the use of animals in research.

e. Inspect once every six months the institution’s animal facilities using the “Guide for the Care and Use of Laboratory Animals” (National Institutes of Health, USA, publication 86-23) as basis for its evaluation.

Section 13 - The Graduate Medical Education Committee (FM)

A. Composition

The Graduate Medical Education Committee (GMEC) shall consist of:

a. The designated institutional officer/Graduate Medical Education director as chair.

b. The associate dean for Medical Education.

c. Program directors of all Residency Programs or their representatives.

d. Hospital director or her/his designee.

e. Chief of staff.

f. Four residents selected by their peers

B. Functions

All residency and clinical fellowship programs at AUBMC are overseen by the designated institutional officer/Graduate Medical Education director and by the Graduate Medical Education Committee (GMEC). Responsibilities of the GMEC include the following:

a. Develop and review policies and procedures that affect Accreditation Council for Graduate Medical Education (ACGME)/ACGME-International (ACGME-I) accredited and non-accredited clinical training programs and their trainees.

b. Maintain oversight of and liaise with clinical program directors.

c. Conduct regular reviews of ACGME/ACGME-I accredited clinical training programs in accordance with the Common Program/International
Foundational Requirements, Advanced Specialty Program Requirements and the Residency Review Committee (RRC) of the ACGME Program Requirements.

d. Review and approve non-ACGME/ACGME-I accredited clinical training programs to insure that they meet equivalent standards to those required for accredited programs.

e. Review and approve changes to training programs which could affect educational quality or require ACGME/ACGME-I approval.

f. Provide a forum for the exchange of information among all parties involved in graduate medical education.

g. Review affiliation proposals that could affect the education of the house staff or accreditation requirements.

h. Conduct an annual review of available house staff positions and submit them to the dean; and make recommendations on resident stipends, benefits, and funding for resident positions to assure that these are reasonable and fair.

i. Receive recommendations from departments concerning the appointment of residents at AUBMC; review and approve such recommendations; and forward GMEC recommendations to the Medical Board and Academic Committee for review and action.

j. Review letters of report concerning all ACGME/ACGME-I accredited clinical training programs and monitor action plans for correction in areas of non-compliance.

Section 14 - The FM Student Financial Aid Committee

A. Composition

The FM Student Financial Aid Committee shall consist of:

a. The dean or her/his representative as chair.

b. Three elected faculty members.

c. The faculty representative on the University Financial Aid Committee.

d. A student representative (non-voting).

e. The chairs of the four Class Teaching Committees.

B. Functions

The committee shall deal with all matters pertaining to merit scholarships and student financial aid from the Faculty of Medicine’s available resources.

Section 15 - The FM Joint Advisory Committee of the Board of Trustees

A. Composition
a. Three clinical department chairs, one elected from Non-Surgical Clinical; one elected from Surgical Clinical; and one elected from Medical Service.

b. Three faculty members, one elected from Non-Surgical Clinical; one elected from Surgical Clinical; and one elected from Medical Service.

c. One part-time faculty member to be elected.

d. Chair of the Medical Committee (ex officio).

e. Director of the Medical Center (ex officio).

f. Director of Nursing Services (ex officio).

g. Vice president for Medical Affair and dean of the Faculty of Medicine (ex officio).

B. Functions

The purpose of the committee is to better understand the needs of the hospital and help in the attempt to comply with the requirements of the Joint Commission on Hospital Accreditation.

Article VI - Amendments

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

Article VII - Procedure

1. All standing and ad-hoc committees of the faculty, except the Advisory Committee, shall present the minutes of their meetings to the faculty.

2. Procedural matters which are not covered by the bylaws above shall be in accordance with the latest edition of Robert’s Rules of Order.

Article VIII - Institutional Review Board (IRB)

General Provision

The Institutional Review Board (IRB) is the committee formally designated to review the conduct of research in order to protect the rights, safety, and well-being of all human subjects/participants recruited to participate in research activities conducted at AUB and/or by AUB faculty, students and staff, regardless of funding source. The IRB is part of the Human Research Protection Program (HRPP) which oversees the safety and welfare of participants in human subjects/participants’ research projects in accordance with all applicable country law, institutional policies, and federal law when applicable. The provost is the Institutional Official (IO) who oversees the AUB HRPP and appoints its director.
There are two IRBs currently at AUB, the Biomedical IRB and the Social and Behavioral IRB. Collectively, they are responsible for reviewing all research protocols that involve human subjects/participants.

The Biomedical IRB reviews research conducted by FM faculty members or at AUBMC, excluding qualitative or quantitative social and behavioral research. Some research proposals conducted at any faculty might be assigned to this board based on the nature of investigation at the discretion of the IRB chair. The Biomedical IRB members are nominated by the FM dean, in consultation with the chair of the Biomedical IRB and the HRPP director. They are appointed to the IRB by the IO or his designee, the HRPP director.

The Social and Behavioral IRB reviews qualitative or quantitative social and behavioral research conducted at FAFS, FAS, FEA, FHS, OSB, FM, and HSON or by their faculty members. Other types of research proposals might be assigned to this board depending on the nature of the investigation at the discretion of the IRB chair. At least one representative from each faculty/school at AUB is nominated to serve on the Social and Behavioral IRB by the dean of that faculty/school, in consultation with the chair of the Social and Behavioral IRB and the HRPP director. They are appointed to the IRB by the IO or his designee, the HRPP director.

A. Composition

a. The Institutional Review Board (IRB) shall consist of at least five members, one of whom must have primary concerns in nonscientific areas, and one of whom must be not affiliated with the institution and must be familiar with the community’s attitudes and sensitive to its issues. Collectively, IRB members have varying backgrounds to provide complete and adequate review of research activities commonly conducted under the auspices of AUB.

b. The IRB chair shall be appointed by the IO or his designee, the HRPP director, and evaluated on an annual basis by the HRPP director.

c. The IRB vice chairs shall be appointed by the HRPP director in consultation with the IRB chair and the approval of the IO. These appointments shall be evaluated on an annual basis by the IRB chair and the HRPP director.

d. Appointments of voting IRB committee members are made as described above for a period of three years or less subject to renewal. The appointments are made in a staggered manner to preserve IRB continuity.

e. The IRB may call on individual AUB faculty members, research committees, or outside reviewers to aid in the scientific review of submitted proposals when needed. The IRB makes its own independent decision regarding approval or disapproval of a research proposal based upon its primary responsibility, that is, to ensure the welfare, safety, and protection of human subjects/participants.

B. Functions
a. Ensure that research is designed and conducted in an ethical manner that protects the rights, dignity, welfare, and privacy of research subjects/participants.

b. Ensure that the human subjects/participants are adequately informed of the nature of the study.

c. Ensure that the participation of human subjects/participants in the research is voluntary.

d. Ensure that the benefits of a study outweigh its risks, including review of research design and methodology to assure sufficient rigor/scientific merit to achieve research results while minimizing risks to subjects/participants.

e. Ensure that the risks and benefits of the study are evenly distributed among the possible subject/participant populations.

f. Ensure that all research previously approved is subject to continuing review and approval appropriate to the degree of risk, no less frequently than annually.

g. Ensure the timely review of all applications for the use of human subjects/participants.

h. Ensure that investigators and the HRPP director are notified in writing of its decision to approve, deny, or withhold approval of applications or modifications of ongoing activities, and to terminate/suspend any prior approval of any research activity that falls within its jurisdiction.

i. Ensure that no IRB member participates in the initial or continuing review of any project in which the member has a conflicting interest, except to provide information requested by the IRB.

j. Ensure that allegations of noncompliance or risks to subjects/participants are promptly investigated and appropriate actions are taken to protect safety and welfare of subjects/participants. All correspondence issued in this regards by the IRB will be shared with the director of the HRPP. The HRPP director and the IO may take additional corrective actions, at their discretion.

k. Obtain information from sources other than the investigator if needed upon conducting continuing IRB review.

l. Ensure prompt reporting by the IRB chair to the Board of changes in research activities.

m. Ensure that changes in the approved research are not initiated prior to IRB approval except where necessary to eliminate apparent immediate hazards.

n. Ensure prompt reporting to all IRB members including chair and vice chairs, HRPP director, the provost (IO), funding agencies, sponsors, and regulatory agencies when applicable in cases of:

i. Unanticipated problems involving risks to subjects/participants or others.
ii. Serious or continuing noncompliance with the principles of Belmont Report, the requirements of the AUB IRB, or federal regulations when applicable.

iii. Suspension or termination of IRB approved research activities.

o. IRB disapprovals may not be overruled by the IO or his designee, the HRPP director. However, these officials may deem IRB approved studies as inappropriate for conduct at AUB and accordingly may disapprove the proposed research projects.

Approved by the University Senate: October 28, 2011

Approved by the Board of Trustees: November 18, 2011