



SCHOOL OF BUSINESS

BYLAWS

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TABLE OF CONTENTS

Preamble	P. 3
Article I. Organization of the School	P. 3
Article II. Faculty	P. 5
Article III. Administrative Officers of the School	P. 6
Article IV. Academic and Supporting Units of the School.....	P. 13
Article V. Standing Councils and Committees of the School	P. 14
Article VI. Special Committees.....	P. 19
Article VII. Approval and Amendments to Bylaws.....	P. 19
Article VIII. Procedure and Conflict.....	P. 19

School of Business

Preamble

The School of Business at the Lebanese American University (LAU), hereafter referred to as the University, shall use these Bylaws as the governing document of the School of Business in aspects not defined in the University Faculty Bylaws. The School shall be in charge of establishing academic policies and procedures, designing and modifying degree programs and curricula affecting undergraduate and graduate education to promote the welfare of all its constituents. These Bylaws are complementary to the University Faculty Bylaws. In cases where the University Faculty Bylaws and the School Bylaws are seemingly in contradiction, the University Faculty Bylaws will supersede the School's Bylaws.

Article I – Organization and Membership of the School

Section 1 – Membership of the School

The School of Business, located on two campuses in Beirut and Byblos, hereafter referred to as “the School,” is an integral part of the University. The membership of the School is composed of all faculty members as defined by LAU faculty Bylaws.

Section 2 – Administrative Officers of the School

Administrative officers of the School shall include the following:

1. Dean of the School
2. Associate deans
3. Assistant deans
4. Chairpersons of departments
5. Associate chairpersons of departments
6. Director of MBA
7. Director of Executive Education Programs

Section 3 – Members of the faculty of the School

The members of the faculty of the school shall consist of all persons holding academic appointment in the school with any of the following titles:

1. Distinguished Professors
2. Professors
3. Emeritus Professors
4. Associate Professors
5. Assistant Professors
6. Lecturers
7. Senior Instructors

8. Instructors
9. Assistant Instructors
10. Executive-in-Residence
11. Adjunct Faculty
12. Part-time Faculty (both Participating and Supporting)
13. Visiting Faculty

Section 4 – Voting Members of the Faculty

LAU bylaws stipulates that the voting membership shall consist of all faculty members holding full-time academic appointments in the School, excluding faculty with Adjunct appointment, Visiting Faculty, and Assistant Instructors.

Section 5 – Academic and Supporting Units

The School shall be organized into departments, programs, and supporting units, such as institutes, research center, etc.

Section 6 – School Councils and Committees

The School governing bodies are

- 1) School Councils
- 2) Program-Specific Assessment Committees
- 3) Campus Committees

The following shall be the standing councils of the school:

1. School Advisory Council
2. School Curriculum Council
3. School Undergraduate Admissions Council
4. School Graduate Admissions Council
5. School Promotion and Tenure Criteria Council
6. School Peer Review Council
7. School Research and Development Council
8. School Assessment Council

The following shall be the committees:

9. School Academic Committee
10. School Campus Resources Committee
11. Graduate Assistance Committee
12. Program-Specific Assessment Committees

Article II. Faculty

Section 1 – Prerogatives

1. Subject to the provisions of the Faculty Bylaws and the policies and procedures of the University, the School, through its internal organizational structure, shall determine its own academic policies and shall have authority to direct its own affairs. The dean shall refer to the president and the provost for consideration for actions by the school that may affect either the financial commitments of the University or its academic policy as a whole.
2. The School Faculty shall have the right to review any action by any committee of the School according to Article 2 Section 2 Item 2 except the School Peer Review council and personnel specific decisions.

Section 2 – School Meetings

1. The dean shall call and chair regular meetings of the faculty at least two times per year (one per semester); secretary shall be elected for these meetings at the beginning of the academic year. A written memo with the meeting date, place and agenda shall be sent to the faculty at least five days in advance. The secretary shall prepare the minutes of each meeting including: (a) the items of business considered, (b) a brief summary of the ensuing discussion, and (c) all actions taken. These minutes shall be submitted to the dean within a week of each meeting for reproduction and distribution to the faculty no later than two weeks after each meeting.
2. Special meetings may be called for by the dean or the written request of 10 % of the voting faculty members.
3. The voting members of the school are all non-visiting full-time professorial faculty members as defined in Article I, Section 4. Participating faculty members attend and vote on non-personnel matters. The President shall serve as an ex-officio member without voting privileges.
4. Voting in faculty meetings shall be limited to faculty members actually present at the meeting.
5. A majority of the voting faculty, exclusive of those on leave, sabbatical, or duty outside Lebanon, shall constitute a quorum. In the absence of a quorum, another meeting to consider the same agenda shall be called within two weeks at which voting members present shall constitute a quorum, provided that all members of the faculty shall have had notice in accordance of the call for regular meetings.

Section 3 – Faculty Body Duties

The Faculty body duties shall be governed by the university faculty bylaws.

The primary duty of all faculty members is to educate and serve students without any discrimination, and to uphold the highest academic standards in their discipline. Specifically, all faculty members are called upon to:

- a. Provide education and develop the students' critical thinking and creative abilities;

- b. Deliver the courses assigned to them in accordance with the mission and objectives of the specific program, and to follow the course description, learning objectives and time schedule;
- c. Assume responsibility for staying abreast of developments in their disciplines and of the latest educational developments in their field;
- d. Develop innovative teaching methods and regularly revise their syllabi and teaching material;
- e. Implement University rules and regulations concerning student attendance in classes, as well as the proper administration of exams, in line with University regulations;
- f. Report to the Chair or Associate Chair on any academic issues or planned events or activities, and inform the Chair in writing in case of any planned or unexpected absence from campus during regular terms, and the schedule for make-up sessions for missed classes;
- g. Submit to the Chair or Associate Chair course files, final grades, and other requirements on time, and to maintain office hours as required by University regulations.

In addition to the General Duties outlined above, full-time faculty members are expected to:

- a. Maintain an active presence on campus and participate actively in the life of the Department and School, by proposing activities and by participating in and collaborating on events of academic interest;
- b. Participate in Departmental meetings and serve on Departmental, School, and University committees as required by University rules and regulations;
- c. Serve as academic advisors as needed;
- d. Fulfill their duties as Full-time Faculty according to the University Policies;
- e. Engage in professional activities in accordance with Faculty Bylaws, and in a way that may not conflict with teaching and service duties in the School.

Article III – Administrative Officers of the School

Section 1 – The Dean

1. Appointment and Term

The dean is appointed for a term of four years by the Board of Trustees upon the recommendation of the President and subject to favorable yearly reviews. His/her continuation in office rests upon the recommendation of the President, which shall be made after consultation with full-time faculty members of the professorial ranks.

2. Duties and Responsibilities

The dean shall give vision, leadership and supervision to the educational, research and development programs of the school and report this activity regularly to the Provost. The Dean shall have access to the President and consult with the Provost on all relevant academic matters and particularly those that are of strategic and major budgetary significance. The Dean shall be an ex-officio member of all school councils/committees and shall be a member of the Council of Deans. The dean has the right of final approval or rejection of all school councils/committees recommendations and shall take full responsibility for the implementation of all strategies approved by school councils/committees. The dean shall be responsible for:

- a. Maintaining high academic standards in accordance with the American Standards of Higher Education and to ensure that the University academic policies are implemented in the school,
- b. Taking action or making recommendations to the appropriate authorities in all matters pertaining to appointments, reappointments or non-reappointments, promotions and tenure, sabbatical leaves and leaves of absence,
- c. Assuming the responsibility for the budget of the school and for staffing the school with adequate teaching and non-teaching personnel,
- d. supervising the work of the Associate Deans, Assistant Deans, Chairpersons of Departments, Director of MBA Program, Director of Executive Education Programs, and Directors of Institutes under his/her jurisdiction, including the approval of their budgets and course offerings before these are submitted to the University Budget Committee and the Registrars respectively,
- e. Providing leadership in the formation of policies, introducing educational ideas and proposals, and stimulating discussions leading to improvement of the educational programs of the school,
- f. Overseeing the school strategic planning, developing a vision for the school, setting priorities among highly desirable objectives, and allocating resources,
- g. Encouraging research, publication, and other scholarly activities,
- h. Encouraging student participation and involvement in school affairs, and pursuing activities to enhance alumni involvement and interest in the school,
- i. Overseeing the work on accreditation and allocate the required resources,
- j. Enforcing academic rules and regulations within the school,
- k. Engaging all internal and external stakeholders by incorporating their input on the school mission, strategic plan and academic advancement.

Section 2 – The Associate Deans

1. Appointment and Term

The associate dean is appointed by the President based on the recommendation of the Dean and the Provost, and upon proper consultation. Appointment to the post of Associate Dean shall be based on the experience and capabilities of the candidate, as well as his/her ability to work with the Dean on the implementation of the School Strategic Plan and assisting in the daily operations related to this plan. The Associate Dean shall normally be at the rank of Associate Professor or above. The appointment of an external candidate shall follow the pertinent procedures for the appointment of Full Time faculty. The Associate Dean's term of office is set for three years, to be reviewed yearly.

2. Duties and Responsibilities

The Associate Dean shall work with the School Dean and Faculty on fulfilling the school mission and developing and implementing its academic and strategic plans. The dean shall define the prerogatives and duties of the associate dean, which can include envisioning, planning, organizing, finding resources, stimulating and implementing the School's research agenda. The associate dean reports directly to the dean and the dean will do the annual performance evaluation. The associate dean shall:

- a. Assist the dean in the effective management of the School,
- b. Work closely with the dean on all issues of academic policy, curricular revisions, and preparation of accreditation reviews,
- c. Assist the dean in the finalization of the annual course offerings and teaching loads in coordination with the Department Chairpersons and Associate Chairpersons,
- d. Play a key role in the development and administration of teaching assessment strategies and assurance of learning, and devising and managing effective enrollment strategies,
- e. Attend meetings of school councils and committees, as designated by the dean, as an ex-officio member,
- f. Assist the Dean in overseeing the logistical operations of the School,
- g. Other duties as mandated by the dean.

Section 3 – The Assistant Deans

1. Appointment and Term

The Assistant Dean is appointed by the President based on the recommendations of the Dean and the Provost, and upon proper consultation. Appointment to the post of Assistant Dean shall be based on the experience and capabilities of the candidate, as well as his/her ability to work with the dean on the implementation of the School Strategic Plan and assist in its daily operations. The assistant Dean shall normally be at the rank of Assistant Professor or above. The Assistant Dean's term of office is set for three years, to be reviewed yearly.

2. Duties and Responsibilities

The dean shall define the prerogatives and duties of the assistant dean. The assistant dean shall work with the associate dean and department chairpersons on all matters relating to the operations of the school and perform any other tasks assigned by the Dean. The assistant dean reports directly to the dean and the dean will do the annual performance evaluation. The assistant dean duties shall mainly involve the following:

- a. Assisting the Dean in all administrative and academic matters that are pertinent to the proper functioning of the School,
- b. Coordinating with the Associate Dean, Department Chairpersons and Associate Chairpersons on all issues related to School publications and organization of major events and exhibitions, and act as liaison with the University office in charge of publications, website maintenance, and other related issues,
- c. Coordinating with the various Department Chairpersons and Associate Chairpersons regarding the use of facilities and demands for new spaces and equipment,
- d. Working on various accreditation activities as assigned by the dean,
- e. Attend meetings of school councils and committees, as designated by the Dean, as an ex-officio member,
- f. Other duties as mandated by the dean.

Section 4 – The Chairpersons

1. Appointment and Term

The Chairperson of the Department is appointed by the President, following the recommendations of the Dean and the Provost. In making his/her recommendation to the Provost, the Dean shall consult with the Faculty in the Department. The Department Chairperson shall normally be at the rank of Associate Professor or above. The Chair's term of office is set for three years, to be reviewed yearly.

2. Duties and Responsibilities

Each Department will be headed by a Chair who acts as the academic and administrative leader of the Department on both campuses, assisted by an Associate Chairperson, when warranted, who is responsible for the academic and administrative operation of the Department in the other campus. The smooth operation of the Department shall be based on the collaboration of the Chairperson and Associate Chairperson in all matters affecting the Department, specifically yearly planning issues.

The Chairperson shall provide leadership and vision to the Department, and create favorable conditions for the growth and development of the Faculty. The Chairperson reports directly to the Dean on all matters relating to the operation of the Department, in accordance with the mission and goals of the School and the University. The Chairperson shall:

- a. Supervise the day-to-day academic processes,
- b. Chair the department recruitment committee consisting of all full-time faculty members of professorial rank in the department and make his/her recommendations to the Dean, following University procedures, on all recruitment, appointment, and re-appointment,
- c. Recommend promotions, sabbatical leaves and leaves of absence,
- d. Ensure the proper implementation of the programs of study, and prepare the course offering in consultation with the associate chairperson and the full-time faculty body,
- e. Communicate to the school curriculum council any departmental recommendation regarding the review and revision of the curriculum, introduction of new courses, discontinuation or modification of existing ones, and co-ordination or discontinuation of academic programs,
- f. Prepare course description and related material for inclusion in the university catalogue,
- g. Oversee the preparation of required departmental documents, such as the mission statement, performance criteria, and publications,
- h. Appoint, in coordination with the associate chairperson, sub-committees for the study of specific issues, such as curricular revision, and other tasks,
- i. Supervise departmental staff and make necessary recommendations regarding their promotion and/or the hiring of new staff,
- j. Recommend library acquisitions and software/learning resources,
- k. Assess the academic and physical needs of his/her units,
- l. Prepare the budget of the Department in consultation with the Associate Chair, and after taking into consideration Faculty needs and equipment requests,
- m. Approve expenditures on items that fall within the budget of the Department,

- n. Be responsible for all matters that affect the development of the department and its academic programs,
- o. Assume leadership responsibility for guiding the teaching and research of the faculty.
- p. Prepare, in coordination with the associate chair, the annual report of departmental accomplishments that covers all the academic activities, achievements, and developments of the department at both campuses,
- q. Assume leadership responsibility for guiding the teaching and research of the Faculty members.

Section 5 –The Associate Chairperson

1. Appointment and Term

Departments that operate on more than one campus may have an associate chairperson on the other campus to assist the Department Chairperson in overseeing operations. The associate chairperson shall be appointed by the President, following the recommendations of the Dean and the Provost. Before submitting his/her recommendation to the Provost, the Dean shall consult with the Chairperson and the Faculty in the Department of the respective campus. The associate chairperson reports to the chairperson on all academic and administrative matters. When assigned to assist in the academic and administrative operation of more than one department, the associate chairperson shall consult with the chairpersons of all concerned departments. The associate chairperson shall normally be at the rank of Assistant Professor or above. The term of appointment of the associate chairperson is set for one year renewable.

2. Duties and Responsibilities

The associate chairperson shall serve as the administrative director of the Department in the campus where he/she is appointed. The associate chairperson will coordinate with the chairperson on all issues that affect the Department in that campus, and shall report directly to the chairperson. The specific duties of the associate chairperson shall be to:

- a. Report to the chairperson on all matters that affect the development of the Department and its academic programs at the respective campus,
- b. Ensure the proper implementation of the programs of study in his/her campus, and prepare the course offerings in consultation with the chairperson and the full-time faculty body at the respective campus,
- c. Supervise the departmental staff at the respective campus,
- d. Assist the chairperson in preparing the budget of the Department,
- e. Assist the chairperson in preparing the annual departmental report that covers all academic activities, achievements, and developments of the Department at both campuses.

Section 6 – Director of MBA

1. Appointment and Term

The Director of MBA is appointed by the President, based on the recommendation of the Dean and Provost. The term of appointment is set for three years reviewed yearly.

2. Duties and Responsibilities

The Director of MBA is in charge of the proper implementation of the MBA program.

Specifically the Director shall:

- a. Coordinate with department chairs on the selection of faculty to teach MBA courses,
- b. Coordinate with department chairs on graduate courses content and descriptions,
- c. Ensure the proper implementation of the MBA program and prepares the course offering in consultation with the concerned department chairs to ensure balanced course offerings that allow efficient student progress towards degree completion,
- d. Oversee the MBA program assessment process,
- e. Propose changes to the MBA program to the relevant school constituencies,
- f. Devise rules and procedures for the approval and proper execution of MBA projects and theses,
- g. Receive recommendations on petitions of MBA students from the Campus Academic Committee and acts upon them,
- h. Receive recommendations on applicants to the MBA program from the School Graduate Admission Council and acts upon them to ensure proper implementation of the admission rules and regulations,
- i. Receive recommendations on graduate assistantships applicants in the MBA program from the School Graduate Admission Council and acts upon them,
- j. Recommend to the School Graduate Admission Council general guidelines for MBA graduate admissions, residency requirements and eligibility for graduation and rules and regulations pertaining to the MBA program and graduate assistantships,
- k. Oversee the allocation of MBA graduate assistants in coordination with the Associate Deans for proper distribution between faculty, offices, computer labs, and learning center,
- l. Work closely with the Dean of Graduate Studies and Research to promote faculty development activities related to the MBA program.

Section 7 – Director of Executive Education Programs

1. Appointment and Term

The Director of Executive Education Programs shall be appointed by the President, based on the recommendation of the Dean and Provost. The term of appointment is set for three years, to be reviewed yearly.

2. Duties and Responsibilities

The Director of Executive Education Programs manages the process of acquisition, implementation, and evaluation of all school Executive Education including course/workshop/certificate offerings and training projects. Specifically the Director shall:

- a. Manage the executive EMBA program and other executive training programs,

- b. Play a major role in promoting and expanding the executive education programs,
- c. Coordinate with department chairs on the selection of faculty to teach EMBA courses,
- d. Coordinate with department chairs on graduate courses content and descriptions,
- e. Ensure the proper implementation of the EMBA program and prepares the course offering in consultation with the concerned department chairs to ensure balanced course offerings that allow efficient student progress towards degree completion,
- f. Oversee the EMBA program assessment process,
- g. Propose changes to the EMBA program to the relevant school constituencies,
- h. Receive recommendations on petitions of EMBA students from the Campus Academic Committee and acts upon them,
- i. Receive recommendations on applicants to the EMBA program from the School Graduate Admission Council and acts upon them,
- j. Recommend to the School Graduate Admission Council general guidelines for EMBA graduate admissions, residency requirements and eligibility for graduation and rules and regulations pertaining to the EMBA program and graduate assistantships,
- k. Work closely with the Dean of Graduate Studies and Research to promote faculty development activities related to the EMBA program.

Section 8 – Directors of Institutes

1. Appointment and Term

Directors of Institutes shall be appointed by the President, based on the recommendation of the Dean and Provost. The term of appointment of Institute Directors is set for one year renewable.

2. Duties and Responsibilities

The Institute Directors are in charge of maintaining the proper functioning and growth of their respective Institute, and to develop a plan of action that covers their term in office. The plan shall include action proposal for activities, workshops, conferences, and other events that promote the development of the Institute and its service accordance with its mission statement and objectives. Specifically the Institute Directors shall:

- a. Prepare a plan upon their appointment, outlining their planned activities and projects for the academic year,
- b. Prepare an annual budget for the Institute,
- c. Assist the administration, after consulting with the Dean, in any fund-raising activities for the Institute,
- d. Plan activities in accordance with the Institute’s mission and objectives,
- e. Submit to the Dean a yearly report upon the end of each academic year, outlining the achievements and events of the Institute,
- f. Prepare any required publication material that covers the work and events of the Institute.

Article IV- Academic and Supporting Units of the School

Section 1 – Departments

Departments shall be at the core of academic activities in the school. Departments, organized across academic disciplines, shall be distributed across campuses and headed by chairpersons who shall be assisted by associate chairpersons. The Department shall decide upon the courses and study programs to be offered within the unit subject to the approval of the dean. The School has the following departments:

- a. Finance and Accounting (FINA)
- b. Economics (ECON)
- c. Hospitality and Marketing (HMKT)
- d. Management Studies (MNGT)
- e. Information Technology and Operation Management (ITOM), where information technology management, operations management, and all other non-degree courses are housed.

Section 2 – Programs

The School multidisciplinary programs include MBA and EMBA. These programs are headed by program directors.

Section 3 – Institutes

The School includes academic institutes catering to executive training and research. Institutes operate on different campuses but can hold activities on any of the existing campuses. Each institute is headed by a director that report to the dean.

- a. Institute for Banking and Finance (IBAF)
- b. Institute of Family & Entrepreneurial Business (IFEB)
- c. Institute of Hospitality & Tourism Management Studies (IHTM)
- d. Human Resource Institute (HRI)

Other departments, institutes, centers, divisions, programs, or academic units may also be established in the future as per university policies and procedures, and can operate as standing units or in consultation with existing units and chairpersons.

Section 4 – Organization of Academic Units

An academic department shall consist of all academic personnel of the school appointed to that department. Each shall have a chairperson and associate chairperson appointed by the president based on the recommendation of the Dean and Provost, as set in Article III.

Section 5 – Department Meetings

1. The chairperson of the concerned department shall call and chair regular meetings of the faculty at least three times a year, a secretary shall be elected for these meetings at the beginning of the academic year. A written memo with meeting date, place and a stated agenda shall be sent to faculty at least three days in advance. The secretary shall prepare the

minutes of each meeting including: (a) the items of business considered; (b) a brief summary of the ensuing discussion; and (c) all actions taken. These minutes shall be submitted to the department chairperson within five business days after each meeting for reproduction and distribution to the department faculty no later than two weeks after the meeting. Minutes of all meetings shall be sent to the office of the dean.

2. Special meetings may be called for by the chairperson or the written request of at least three of the voting faculty members.
3. As explained in Article I, Section 4, only “participating” faculty members can vote on all academic and educational issues. Non-professorial faculty members, however, do not vote on personnel matters. All other faculty can attend such meetings without the right to vote. Voting in departmental meetings shall be limited to faculty members actually present at the meeting.
4. A majority of the voting faculty, exclusive of those on leave, sabbatical, or duty outside Lebanon, shall constitute a quorum. In the absence of a quorum, another meeting to consider the same agenda shall be called within two weeks at which voting members present shall constitute a quorum, provided that all members of the faculty shall have had notice in accordance with the call for regular meetings.
5. In case of a missing procedural rule, meetings shall be governed by Robert’s Rules of Order.

Article V – Standing Councils and Committees of the School

Members of all standing councils and committees shall be elected from and by members of the voting faculty (as defined in article IV, Section 1) for a term of normally two years. Each council or committee shall have an elected secretary for their meetings at the beginning of the academic year. A written memo with meeting date, place and a stated agenda shall be sent to faculty at least three days in advance. The secretary shall prepare the minutes of each meeting including: (a) the items of business considered; (b) a brief summary of the ensuing discussion; and (c) all actions taken. These minutes shall be submitted to the Council/Committee chairperson within five business days after each meeting for reproduction and distribution to the department faculty no later than two weeks after each meeting. Minutes of all meetings shall be sent to the office of the dean. Meetings are called and held as needed.

School Councils

1. School Advisory Council (SAC)

- a. **Composition:** The SAC shall consist of the dean, associate deans, assistant deans, all department chairpersons (or associate chairpersons in the absence of chairpersons), director of MBA, and director of Executive Education Programs. The dean shall serve as the chair and will appoint a secretary.
- b. **Duties:** The SAC shall provide advice and counsel to the dean on academic matters and school wide issues as submitted by the dean or one of the SAC members, including personnel issues, policies and practices, accreditation, recruitment, and program assessment. The SAC shall also study matters of faculty grievances and possible breach

of professional conduct and to make appropriate recommendations to the dean. It shall act as an appeal council for all other council and committees decision in the School.

2. School Curriculum Council (SCC)

- a. **Composition:** The SCC shall consist of one faculty member elected from each department. One student representative and the dean's representative shall be ex-officio members of this council. The SCC shall elect its own Chair and Secretary. The Chair of the SCC shall be the School's representative on the University Curriculum Council.
- b. **Duties:** The SCC shall maintain the general academic & curriculum development of the school. SCC shall evaluate proposals submitted by departments for new or revised academic programs, courses, assessment plans, and new academic rules and documents pertaining to the school. The council makes its recommendations to the Dean.

3. School Undergraduate Admissions Council (SUAC)

- a. **Composition:** The undergraduate admissions council shall consist of one faculty member elected from each department. The director of the admissions or his/her representative, and one student representative shall be ex-officio members of this council. The SUAC shall elect its own Chair and Secretary. The Chair of the SUAC shall be the School's representative on the University Admissions Council.
- b. **Duties:** the admissions committee shall review and recommend changes in the school admissions requirements and policies for undergraduate studies and minors, and recommend policies and strategies for enrolment management. The committee shall select and recommend qualified applicants for admission into the school programs. It shall also act on all requests for a change of major from within and outside of the school. The council makes its recommendations to the Dean.

4. MBA and EMBA Graduate Admission Council (MEGAC)

- a. **Composition:** The MEGAC shall consist of one faculty elected from each department. The MBA and EMBA directors of admissions or his/her representative and a graduate student representative shall be ex-officio members of this council. The MEGAC shall elect its own Chair and Secretary. The Chair of MEGAC shall be the School's representative on the University Graduate Council.
- b. **Duties:** the MEGAC shall review and recommend changes in the admission requirements of MBA and EMBA programs. The council shall review and evaluate all applications to the MBA and EMBA programs of the School and to recommend qualified applicants. It shall develop in conjunction with the Admissions office the documents (application forms, letters of acceptance, etc....) that pertain to the graduate admissions process. The council makes its recommendations to the respective program directors. It shall review

and evaluate applicants for graduate assistants. It shall also select the graduate assistants and dispense of the budget among applicants accordingly. The council will also allocate graduate assistants among faculty, school offices, institutes, centers, and labs. This council shall also oversee the mechanism for dispensing financial assistance and evaluating the performance of graduate assistants (GA).

5. Departmental Graduate Admission Committees (DGAC)

- a. Composition:** The DGAC shall be composed of at least three faculty members from the respective departments.
- b. Duties:** the DGAC shall review and recommend changes in the admission requirements of graduate programs specific to the disciplines of the respective department. The committee shall review and evaluate all applications to these graduate and programs, and to recommend qualified applicants. It shall develop in conjunction with the Admissions office, the documents (application forms, letters of acceptance, etc....) that pertain to the graduate admissions process. The council makes its recommendations to the respective department chairperson. This committee shall also oversee the mechanism for dispensing financial assistance and evaluating the performance of graduate assistants (GA).

6. School Promotion and Tenure Criteria Council (SPCC)

- a. Composition:** The SPCC shall consist of one faculty elected from each department. Elected members shall be from tenured faculty at the rank of Associate professor or above. The SPCC shall elect its own Chair and Secretary.
- b. Duties:** The SPCC shall periodically review the school "Promotion Criteria & Guidelines for Evaluation." The SPCC shall periodically consult with department chairpersons and faculty on the "Approved List of Peer Reviewed Journals," and the evaluation of "Request for Refereed Journal Approval." The council makes its recommendations to the Dean.

7. School Peer Review Council (SPRC)

- a. Composition:** the SPRC shall have one representative from each pertinent department, appointed by the Dean and upon consultation with chairs and senior members of said departments for a term of one year. The council for the promotion to the rank of Associate Professor and tenure shall be composed of tenured faculty preferably at the rank of Associate professor; and the council for the promotion to the rank of Professor shall be composed of Tenured Professors. The SPRC shall elect its own Chair and Secretary. The composition of the Council could deviate from the above due to operational restrictions.

SPRC membership may include LAU faculty from outside the school where appropriate. The appointment of outside representatives shall be done in consultation with the concerned dean(s).

School Academic administrators will normally not be members of School Peer Review Councils. If it is necessary to include department chairpersons on school peer review councils (due to the limited pool of eligible faculty), the following proviso shall apply: whenever a department chairperson reviews and makes a recommendation on the promotion file of a faculty member, s/he shall not participate in the school peer review council's discussion of this faculty member's promotion file.

- b. Duties:** The SPRC shall review the files of applicants and use the school "Promotion Criteria & Guidelines for Evaluation," to make its recommendations to the Dean who shall present them to the University Promotion Committee.

8. School Research and Development Council (SRDC)

- a. Composition:** The SRDC shall normally be composed of one elected representative from each pertinent department. Membership shall be composed of faculty members of professorial rank, with a good scholarly record. The SRDC Committee shall elect its own Chair and Secretary.
- b. Duties:** The mandate of the SRDC shall be to review school faculty applications to research grants, travel grants and summer grants. The SRDC shall periodically consult with department chairpersons and faculty on the "Approved List of Conferences," and the evaluation of "Request for Conference Inclusion Approval." The SRDC shall propose ways to promote research and faculty development in the school, organize regular research seminars, and keep faculty informed on all sources of research support. The council may also be given additional research-related responsibilities. The council makes its recommendations to the Dean.

9. School Assessment Council (SASC)

- a. Composition:** The SASC shall be composed of the chairs of the program-specific assessment and examination committees, and one student representative shall be ex-officio member. An associate dean shall chair the SASC meetings.
- b. Duties:** The mandate of the SASC shall be to monitor the School's assessment process; ensure that departments develop and implement systematic outcomes assessment; develop appropriate faculty development activities as they relate to program and student assessment in coordination with the University Center for Program and Learning Assessment (CPLA); gather, interpret and disseminate information regarding the evaluation of learning outcomes. The council makes its recommendations to the Dean department chairs, and program directors.

10. Program Specific Assessment and Examination Committees (PSAEC)

- a. **Composition:** Shall be composed of faculty teaching in the core of the program nominated by Department Chairs or Program Directors. The committee will have an appointed chair.
- b. **Duties:** The mandate of the program specific Assessment Committee will be to fine tune the program assessment plan; develop assessment exams and rubrics in consultation with pertinent faculty; ensure that course level assessment is regularly conducted; compile and analyze all assessment data; compile the assessment report and make recommendations to the SASC.

Campus-Specific Committees

The School shall have independent campus committees characterized by the same membership structure and duties. Campus committees recommend decisions to the Dean for final approval.

11. Campus Academic Committee (CAC)

- a. **Composition:** The CAC shall consist of elected faculty representatives of professorial rank from different departments. The chair shall be elected by the members of the committee.
- b. **Duties:** Decide on all student petitions of academic nature at the graduate and undergraduate levels. Rule on all cases of students whose academic status is irregular. The committee shall review cases of disciplinary matters. All committee decisions and rulings are recommendations to the dean.

12. Campus Resources Committee (CRC)

- a. **Composition:** The CRC shall consist of faculty representatives from different departments.
- b. **Duties:** The CRC shall assess periodically the physical space needs of the school, the equipment needs of the school (e.g., computers, printers, photocopiers, storage facilities, furniture, software, etc.), and the school's library holdings (e.g., books, journals, DVDs, etc.) It shall provide the dean with a yearly report on the resource-base of the school and to recommend changes or improvements.

Article VI – Special Committees

Special committees are to be formed when needed on each campus and jointly to address matters related to the school. These committees are to be formed by the dean and in consultation with department chairpersons. The mandate of each committee shall be clearly delineated.

Article VII - Approval and Amendments to Bylaws

The School Bylaws shall be approved and amended by a two-third majority of the votes of the voting faculty of the school in a general School meeting. School Bylaws and amendments will become effective upon the approval of the Provost and the President.

Article VIII – Procedure and Conflict

Any procedural matters that are not covered by the Bylaws above shall be set in accordance with the latest edition of Robert’s Rules of Order.

In the event that any provision in the School Bylaws conflicts with the University Constitution and Bylaws, Faculty Bylaws and University Policies, the latter shall take precedence.

Approved By:

Dean

Provost