



## **BYLAWS**

### **Article I: Preamble**

The faculty of the Alice Ramez Chagoury School of Nursing at the Lebanese American University (LAU), hereafter referred to as “the faculty”, is committed to creating and maintaining programs and activities of teaching, research and service of the highest caliber possible. The faculty is responsible for the nature and quality of the academic programs offered by the school.

#### **Mission**

The Alice Ramez Chagoury School of Nursing is dedicated to improving the health of the people of Lebanon and the Middle East region by educating professional nurses and contributing to advances in health care through innovative research, scholarship, and service. To ensure academic excellence the curriculum is built on a liberal arts foundation and complements nursing science with knowledge from the biomedical and social sciences. Through an interprofessional educational process we engage students as whole persons, preparing them to be empathic, competent, and ethical clinicians and future leaders in healthcare.

#### **Vision**

To be the pioneering school of nursing in Lebanon and the Middle East region through interprofessional education of knowledgeable, skilled, and conscientious professional nurses and the generation of new nursing knowledge to address contemporary health care needs.

### **Article II. Organization**

#### **Members of the Faculty**

The appointment, promotion and tenure of faculty are subject to LAU Faculty Bylaws and shall be conducted consistent with the school’s appointment, promotion and tenure guidelines. The faculty of the school shall consist of all persons holding academic appointment in the school with titles Full Professor, Associate Professor, Assistant Professor, Senior Clinical Instructor, and Clinical Instructor. Other members of the faculty shall include emeritus faculty, faculty with adjunct appointments, visiting faculty, affiliate faculty and part-time faculty.

#### **Voting Members of the Faculty**

The voting membership of the faculty shall consist of the full-time faculty holding titles listed above. Faculty with emeritus status, adjunct appointments, visiting faculty and part-time faculty can attend and participate in faculty meetings without vote.

### **Faculty Duties – defer to University Bylaws**

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

- Provide education and develop students' critical thinking, clinical judgment and creative abilities
- Deliver the courses assigned to them in line with the mission and objectives of the academic program, following the course descriptions, learning objectives and time schedules
- Assume responsibility for staying abreast of developments in the discipline and of the latest educational developments in their field
- Develop innovative teaching methods and regularly revise their syllabi and teaching material
- Implement university rules and regulations concerning student attendance in classes, as well as the proper holding of examinations, in line with university regulations
- Report to the Assistant Dean or Dean on any academic issues or planned events or activities, and inform the Dean, in writing, of any planned or unexpected absence from campus during regular terms, and the schedule for make-up sessions for missed classes
- Submit course files, final grades and other requirements on time, and hold office hours as required by university regulations

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

- Maintain a presence on campus and participate actively in the life of the school by proposing activities and by participating in and collaborating on events of academic interest
- Participate in school meetings and serve on school and university councils and committees
- Provide input on budgetary needs to support teaching and research/scholarship activities
- Serve as academic advisor as needed
- Fulfill the duties as full-time faculty according to the university policies
- Engage in professional activities in accordance with Faculty Bylaws, and in a way that does not conflict with teaching and service duties in the school.
- Full-time faculty members who are assigned the role of course coordinator shall also have the following responsibilities:
  - Ensure that course description, learning outcomes and content of learning experiences are clearly defined in the syllabus and implemented in all sections of the course
  - Ensure that clinical course sites and logistics support student achievement of learning outcomes.
  - Orient new faculty to the course policies and procedures
  - Meet with the faculty in the course periodically during the semester to review the offering, student progress, learning assessment rubrics and related matters

- Keep minutes of the course meetings
- Refer all administrative matters to the assistant dean

### **Officers of the School – defer to University Bylaws**

The **dean** is the chief academic officer of the school and shall provide leadership and supervision on all consequential functions that affect the progress of the school. The appointment of the dean is subject to University Faculty Bylaws. The dean shall:

- Assume administrative authority over the school affairs, with leadership in the formation of policies, introduction of educational ideas and proposals, and improvement of the educational programs of the school
- Represent the school in its relations with central administration and with other schools within the university and advocate for the resources necessary to fulfill the mission of the school
- Oversee the school planning, priority setting and allocation of resources
- Act and make recommendations to the appropriate parties in all matters pertaining to appointments, reappointments or non-reappointments, promotions and tenure, sabbatical leaves and leaves of absence
- Promote and maintain dialog within the school concerning policies and resources
- Be responsible for the school budget, supervise expenditures, and maximize program effectiveness with the resources available
- Encourage research, publication and other scholarly activities
- Assure quality of the academic programs and school activities, through evaluation and accreditation processes
- Enforce academic rules and regulations within the school
- Engage in fundraising and development, working in coordination with the university advancement office
- Encourage student participation and involvement in school affairs
- Pursue activities to enhance alumni involvement and interest in the school

The **assistant dean** works on school-wide matters in coordination with the dean and faculty, providing leadership and supervision to enhance the quality and reputation of the school. The appointment of the assistant dean is subject to University Faculty Bylaws.

The assistant dean shall:

- Work closely with the dean on all issues of academic policy, curriculum and faculty recruitment
- Assist the dean in the finalization of the annual course offerings and teaching loads of faculty
- Work on program evaluation and accreditation activities as assigned by the dean
- Play a key role in the assessment of teaching and learning, and implementation of enrollment management strategies
- Chair school committees as designated by the dean
- Serve as an advocate to the dean for faculty and student needs and priorities
- Perform other duties as assigned by the dean.

### **Article III. School Councils and Committees**

#### **General**

Unless otherwise explicitly stated the provisions listed below shall apply to all standing councils and other committees.

1. The school will have 4 standing councils and 1 standing committee: Curriculum & Academic Council; Student Affairs Council; Research, Scholarship and Faculty Development Council; Faculty Affairs Council; and Clinical Advisory Committee. From time to time other ad hoc committees and task forces may be established to address specific needs.
2. Members of standing councils:
  - shall be members of the voting faculty
  - shall be elected by the voting faculty
  - shall be elected to serve a two-year term, with one half of the members elected each year
  - shall serve no more than two consecutive terms
  - shall elect a chair
  - Dean, ex officio on all councils except Faculty Affairs Council
3. Student members on councils and committees must be in good academic standing in the school and shall be appointed for a one-year term.
4. Upon initial establishment of standing councils, terms of service will be made to ensure staggered membership.
5. All councils and committees are advisory to the Dean, who serves as ex officio on all councils and committees. Consequently, all council recommendations shall be submitted to the faculty as a whole for approval and then to the dean.
6. All standing councils shall meet on a regular basis as required by their functions. Specifically, the Curriculum & Academic Council; Student Affairs Council; and Research, Scholarship and Faculty Development Council will meet at least two times per year. Committees and task forces will meet with the frequency and duration needed to accomplish the assigned task.
7. Minutes from all councils and committees shall be available to the entire faculty.
8. Three weeks before the end of the academic year all councils shall submit a written report to the dean that will include goal attainment during the academic year and recommendations for the upcoming year.

#### **Curriculum & Academic Council**

Members: The Assistant Dean, two elected faculty, one BSN III student (elected by the BSN III class). The student will not have voting privileges and will be excused from meetings when confidential student issues are discussed.

Ex-officio members: The school's elected member on the University Undergraduate Curriculum Council and one nurse representative from UMC-RH Department of Nursing.

#### Responsibilities:

1. Evaluate and recommend to faculty, proposals for new or revised academic rules and requirements and new courses and curricula
2. Evaluate all components of the curriculum, including those offered by other departments, for attainment of program objectives and student learning outcomes.
3. Identify and recommend to faculty, curricular revisions, additions, and deletions.

4. Review and evaluate effectiveness of teaching strategies and methods of learning assessment implemented by the faculty
5. Identify and recommend to faculty, strategies to improve teaching and learning
6. Act on student petitions pertaining to curriculum matters
7. Recommend academic criteria and policies to the faculty regarding student retention, progression, and graduation
8. Implement the progression policies
9. Convene meetings with all academic advisors to review students' progress from one curriculum level to the next

### **Student Affairs Council**

Members: Two elected faculty, Nursing Club Advisor and one BSN student representative (nursing students' elected representative on the Byblos Student Council). The student will not have voting privileges and will be excused from meetings when confidential student issues are discussed.

Ex-officio Members: Directors of Admissions: Byblos and Beirut campuses, and the school's elected representative on the University Admissions Council.

Responsibilities:

1. Review, revise and recommend to the faculty, criteria and policies for admission to the nursing program
2. Implement the admission policies and procedures
3. Plan nursing-specific recruitment activities in collaboration with the Admissions Offices
4. Assist in the development of nursing-specific marketing and recruitment materials
5. Recommend to the faculty criteria for student awards and recognition
6. Review nominated or eligible students for school awards and recommend award recipient(s) to the dean
7. Address students' non-academic concerns
8. Act on student petitions pertaining to non-curricular matters

### **Research, Scholarship and Faculty Development Council**

Members: Three elected faculty, with representation from both tenure and non-tenure eligible faculty.

Responsibilities:

1. Advise the dean and assistant dean on programs and resources to support faculty development and faculty research and scholarship
2. Formulate, revise, and recommend to faculty, criteria for awarding travel and research monies
3. Review applications and make recommendations to the dean for travel and research funds
4. Organize regular research seminars within the school
5. Promote evidence-based practice in teaching

### **Faculty Affairs Council – ?? comprised of faculty from related schools**

Members: Three elected faculty members who do not hold administrative positions, two professorial rank and one non-professorial rank.

Responsibilities:

1. Formulate and recommend to the faculty, procedures and criteria for initial appointment to the faculty of the School
2. Review and recommend to the faculty, criteria for faculty promotion and tenure

3. Respond to petitions and appeals submitted by faculty and make recommendations to the dean regarding such issues. In making its recommendations the committee will adhere to the university policies and grievance procedures.

### **Clinical Advisory Committee**

Members: Dean (chair), assistant dean, and chief nursing officer from the hospitals and clinical agencies with whom the School has clinical affiliation agreements.

Functions:

1. Provide advice to the school for enhancing the school's academic programs
2. Provide advice to the school on means to enhance the school's presence within the community and impact on nursing practice in Lebanon
3. Recommend means to enhance recruitment of nursing students

### **Ad Hoc and Special Committees and Task Forces**

From time to time committees or task forces shall be established and dissolved as deemed necessary by the dean to address opportunities, concerns and school needs. Members of the committee shall be appointed by the dean after consulting with the assistant dean. The mandate and time frame for the committee shall be clearly delineated.

## **Article IV. Meetings**

### **General**

Unless otherwise explicitly stated the provisions listed below shall apply to all meetings held by the school.

1. Meetings shall be conducted according to parliamentary procedure as established in Robert's Rules of Order (11<sup>th</sup> edition, 2011).
2. A quorum shall consist of a simple majority of the voting members of the faculty, excluding those on official university leave, sabbatical, or duty outside Lebanon.
3. Voting in meetings shall be limited to faculty actually present at the meeting. Voting shall be by show of hands, or by paper ballot in the case of elections or other critical issues. Electronic voting may be implemented as established in Roberts Rules of Order
4. The agenda of the meeting shall be established by the chair. The agenda shall be distributed to the members at least five working days before the meeting.
5. Approved minutes shall be made available to the faculty within 10 working days of the meeting.

### **School Faculty Meetings**

1. Meetings of the faculty as a whole shall be held at least twice in the fall semester and at least twice in the spring semester.
2. Agenda for the meetings will include information dissemination from the dean; reports from ARCSON representatives on university councils and Faculty Senator(s); reports, deliberations and voting on matters from school councils and committees; and other business pertinent to the effective operation of the school.
3. The dean shall preside over the school meetings; in the event the dean cannot be present the assistant dean shall chair the meeting.

4. The school's Executive Assistant shall be responsible for recording minutes of each meeting and shall distribute the draft to all members within ten working days after the meeting. Correction and/or approval of the minutes will be made at the next meeting.

**Council, Committee and Task Force Meetings**

The chair of the council, committee or task force shall preside over the meetings. It is the responsibility of the chair to hold meetings as needed for the satisfactory accomplishment of the body's charge. Administrative/clerical support shall be provided to assist the chair in the preparation and dissemination of meeting materials and minutes.

**Article V. Other Matters**

**Working Documents**

At the beginning of the academic year the office of the dean shall make the following documents available to the faculty:

- A current version of Robert's Rules of Order to be adopted in meetings.
- List of names of faculty members of the school and the members of standing councils and current committees and task forces. This document shall include the numbers of members required for quorum in all meetings.

**Coverage and Conflicts**

In the event that any provision is not found in these bylaws, then the LAU Faculty Bylaws shall cover. In the event that any provision in these bylaws is found to be in conflict with the University Constitution, the University Bylaws, and the LAU Faculty Bylaws, then the latter shall take precedence.

**Approval and Amendments**

These bylaws shall be approved and amended by a two-thirds majority of the total voting school faculty. Amendments shall be presented for discussion at a school meeting. These bylaws and amendments will become effective upon the final approval of the Provost and the President.

**Approved By:**

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Dean Date

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Provost Date

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President Date