

SCHOOL OF NURSING BYLAWS

ARTICLE I

ORGANIZATION OF THE SCHOOL OF NURSING

Section 1 - Composition of the School

The School of Nursing, hereafter referred to as "the School" is an integral part of the Faculty of Medicine, American University of Beirut. It is composed of the officers and academic personnel of the School.

Section 2 - Officers of the School

Officers of the School shall include the following:

1. The President of the University.
2. The Provost.
3. The Vice President of Medical Affairs and Dean, Faculty of Medicine and Medical Center.
4. The Associate and Assistant Deans, Faculty of Medicine.
5. The Director of the School.
6. The Registrar of the University, ex officio.
7. The Director of Admissions, ex officio.
8. The Medical Librarian, ex officio.

Section 3 - Academic Personnel of the School

The academic personnel of the School shall consist of:

1. Professors (including clinical).
2. Associate professors (including clinical).
3. Assistant professors (including clinical).
4. Senior lecturers (including clinical).
5. Lecturers (including clinical).
6. Instructors (including clinical).
7. Assistant instructors (including clinical).
8. Clinical associates.
9. Research associates.
10. Research assistants.

Section 4 - The School

The School is an academic unit of the Faculty of Medicine, as defined in article IV, section 1 of the by-laws of the Faculty of Medicine.

Section 5 - Standing Committees of the School

The following shall be the Standing Committees of the School:

1. Academic and Curriculum
2. Admissions and Recruitment
3. Advisory
4. Graduate Studies
5. Research and Continuing Education
6. Student Affairs

ARTICLE II**THE SCHOOL****Section 1 - Prerogatives and Duties**

1. Subject to the provisions of the Institution by-Laws, Rules and Regulations and the established general policies of the University, the School through its internal organization shall determine its own academic policy and shall have authority to direct its own affairs. The Director shall refer actions by the School that may affect either the financial commitments of the University, or the academic policy of the University as a whole, to the President, Provost and Dean of the Faculty of Medicine, for consideration.
2. The faculty of the School of Nursing shall have the right to review any action by any committee of the 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 School itself to take action.
3. It shall vote to recommend to VP / Dean for Medical Affairs and then to the Senate candidates for degrees in the School.
4. It shall elect representatives to the Faculty of Medicine, Senate and University Committees.
5. It shall act on other matters referred to it by the Director.

Section 2 - Meetings

1. The director shall call regular meetings of the faculty of the School at least three times a year. A written notice with a stated agenda shall be sent to faculty members at least four working days prior to the date of the meeting.
2. Special meetings shall be called by the Director, at her/his discretion, or at the written request of three voting faculty members, with a stated agenda.
3. The Director or her/his designate shall chair all faculty meetings.
4. The Director shall appoint a secretary for meetings of the faculty, on a yearly basis.
5. The voting faculty shall consist of all non-visiting full-time academic and clinical faculty members of professorial ranks.
6. Voting in faculty meetings shall be limited to faculty members actually present at the meeting.
7. A majority of the voting faculty, exclusive of those on leave, periodic paid research leave 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 any lapse of time at which voting members present shall constitute a quorum, provided that all members of the faculty shall have had a notice in accordance with the call for regular meetings.

ARTICLE III**OFFICERS OF THE SCHOOL****Section 1 - The Vice President for Medical Affairs and Dean of the Faculty of Medicine**

Refer to Article III Section 1 of the Faculty of Medicine by-laws.

Section 2 - The Director of the School

1. The Director of the School shall be appointed by the President of the University upon recommendation of the Dean and after consultation with the voting members of the faculty of the School and the Advisory Committee. The appointment is normally for a period of three years, subject to renewal. The Director shall normally be of the rank of Associate Professor or Professor. The Director may appoint one or more members of the School to assist her/him as deemed necessary, subject to approval by the Dean.

2. Duties and prerogatives of the Director shall include at least the following:
 - a. Responsibilities for the administration and academic development of the school.
 - b. Ensure the proper teaching of the programs of study, and prepare the teaching schedule in consultation with voting faculty members.
 - c. Appoint academic advisors to students majoring in the School.
 - d. Prepare the budget proposal of the School in consultation with the voting faculty for submission to the Dean.
 - e. Ensure that course description and related material are prepared for the University Catalogue.
 - f. Present to the Dean, in accordance with established University procedures, recommendations on all matters pertaining to appointment, reappointment, promotion, appointment to indeterminate status, sabbatical leave, leave of absence, and advancement in remuneration of academic personnel.
 - g. Co-ordinate and approve expenditures within the budget of the School.
 - h. Prepare the annual and research reports of the School for transmission to the Dean.
 - i. Appoint ad hoc committees as may be deemed necessary.
 - j. Recommend to the Dean the appointment of an Acting Director during the absence of the Director.
 - k. Represent the School on the University Senate.
 - l. Chair faculty and advisory committee meetings and be ex-officio on other committees.

ARTICLE IV

ORGANIZATION OF THE SCHOOL

Section 1 - Organization of the School of Nursing

The School shall consist of all appointed academic personnel.

The School shall have an appointed Director. The Director shall appoint coordinators for Research, Post Graduate Nursing Education, the BSN, RN-BSN and MSN programs. The term of appointment of coordinators is three years.

Section 2 - Decisions on Personnel Matters

1. Established University policies and procedures shall govern actions on faculty recruitment and promotion.
2. Requests for leave (both sabbatical leaves and leaves of absence for one semester or more) shall be discussed and voted on by the Advisory Committee of the School. The Director shall transmit the results of the vote to the Dean together with her/his recommendations. Evaluation of candidates for appointment, reappointment or non-reappointment shall be restricted to the voting faculty members of ranks equal to or higher than that of the faculty member whose contract is being considered. In the case of full-professors, all 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 at in a meeting of the voting faculty of the School. The Director shall express her/his opinion in all cases.

Section 3 - The Director of the School

Refer to Article III section 2 of these by-laws.

ARTICLE V – STANDING COMMITTEES**STANDING COMMITTEES OF THE SCHOOL**

- Section 1- The Academic and Curriculum Committee
Section 2- The Admissions and Recruitment Committee
Section 3- The Advisory Committee
Section 4- The Graduate Studies Committee
Section 5- The Research and Continuing Education Committee
Section 6- The Student Affairs Committee

The School shall have representatives on the University and Faculty of Medicine Committees below:

1. Financial Aid Committee
2. Library Committee
3. Research Committee
4. Senate
5. Graduate Studies Committee of the Faculty of Medicine
6. University Unified Admissions Committee
7. Institutional Review Board

Standing Committees of the School

Members of all standing committees, unless otherwise specified to the contrary in these by-laws, shall be elected from the voting faculty for a term of two years. If a member is unable to complete her/his term, a substitute shall be elected to complete the remainder of the term. If this remainder is one year or less, the elected substitute shall be eligible for re-election to two more consecutive terms. Unexpired terms shall be filled by special elections for that purpose. 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. All committee actions shall be recommendations to the Director.

Section 1 - The Academic and Curriculum Committee

1. Composition

The Academic and Curriculum Committee shall consist of:

- a. The Director or her/his representative as chairperson.
- b. Three elected members from different nursing specialties.
- c. Two student representatives: one BSN and one RN-BSN (non-voting; excluded on academic matters).

2. Functions

The committee shall advise the Director on matters related to:

- a. General academic development of the School.
- b. Review of the curriculum of the School, including introduction, revision, integration, coordination or discontinuation of academic programs.
- c. The Committee shall approve, upon the recommendation of the faculty concerned, new courses, discontinue existing courses, and modify courses as to their length, content and number of credits assigned.
- d. Policies on academic rules and regulations.
- e. Academic status of students.
- f. Revision of affiliation proposals and making recommendations to the Director.

Section 2 - The Admissions and Recruitment Committee

1. Composition

The Admissions and Recruitment Committee shall consist of:

- a. The Director or her/his representative as chairperson.
- b. The Director of Admissions or his/her representative, ex-officio.
- c. The School representative to the University Unified Admissions Committee.
- d. Two faculty members elected for a term of two years from undergraduate programs.
- e. One student representative (non-voting).

2. Functions

- a. The Admissions Committee shall recommend admission for approval by the School, as well as any changes in the requirements.
- b. It shall select and recommend from among applicants those who should be admitted as undergraduate students to the School.
- c. It shall evaluate admission policies and recommend any changes therein to the School.
- d. It shall be responsible for recruitment activities in collaboration with AUB Admissions office.

Section 3 - The Advisory Committee

1. Composition

The Advisory Committee shall consist of the Director as chairperson and three full time members elected for a term of two years. Every year, one or two members shall be elected, each member serving for a term of two years. Normally, full professors or associate professors who have served in the University for at least a period of three consecutive years shall be eligible to serve on the Advisory Committee. Not more than one committee member can be elected from one specialty.

2. Functions

The Advisory Committee shall act in an advisory and consultative capacity to the Director on:

- a. All matters submitted to it by the Director or any of its members.
- b. Appointment, promotion, reappointment or non-reappointment, leaves of absence of three months or more, of faculty members.
- c. Appointment of course coordinators/co-coordinators.
- d. The Advisory Committee shall act on matters of unprofessional conduct and make recommendations to the director.

Section 4 - The Graduate Studies Committee

1. Composition

- a. The Director or her/his representative as chairperson.
- b. The Registrar or her/his representative.
- c. The Director of Admissions or her/his representative.
- d. The School of Nursing representative on the Graduate Studies Committee, Faculty of Medicine.
- e. Three elected faculty members.
- f. A representative from the Faculty of Medicine Graduate Studies Committee (ex-officio).
- g. One graduate student (non voting).

2. Functions

- a. The Graduate Studies Committee shall act on admission to graduate work of all applicants.
- b. It shall approve all courses and tracks of study proposed by graduate faculty members.
- c. It shall recommend to the Director the appointment of the examining committee and thesis topic of students working towards a Master's degree.
- d. It shall rule on all recommendations for exceptions to existing regulations concerning graduate work at the master's level.
- e. Upon the recommendation of the advisor the Graduate Studies Committee shall act on cases of graduate students whose work is unsatisfactory.

- f. It shall periodically evaluate the graduate program as a whole and recommend changes to the Faculty and subsequently the Board of Graduate Studies.

Section 5 – The Research & Continuing Education Committee

1. Composition

The Research & Continuing Education Committee shall consist of:

- a. The Director or her/his representative as chairperson.
- b. Three elected faculty members.
- c. One graduate student (non voting).

2. Functions

- a. It shall stimulate, encourage and promote research in the School.
- b. It shall review all research proposals for further recommendation to the Director and other appropriate University bodies.
- c. It shall promote communication between researchers within the School and within the University.
- d. It shall keep the faculty members informed of all available sources of research support whether from the University or from granting agencies.
- e. It shall promote dissemination of nursing knowledge and research utilization.

Section 6 - The Student Affairs Committee

1. Composition

The Student Affairs Committee shall consist of:

- a. The Director or his/her representative as chairperson.
- b. The Dean of Student Affairs or her/his representative, ex-officio.
- c. Four faculty members who are the three undergraduate class advisors and the Nursing Student Society advisor.

- d. Two student representatives; one undergraduate and one graduate (voting; excluded on disciplinary matters).

2. Functions

- a. It shall deal with any aspect of student life referred to it by the Director.
- b. It shall work with faculty and students to enrich the School cultural activities.
- c. It shall consider and recommend action to the Director on all disciplinary matters involving students in the School.

ARTICLE VI

AMENDMENTS

Recommendations to the Senate for amendment of these by-laws require a two-third majority of the members of the faculty members of the School 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

Procedural matters, which are not covered by the by-laws above, shall be in accordance with the latest edition of Robert's Rules of Order (latest version of which can be found at the Jafet Library).

Last updated and Approved by the faculty of the School of Nursing on January 2006