

FACULTY HANDBOOK FALL 2015

Academic Bylaws, Faculty Senate Bylaws, And the QU Academic Policies and Procedures

Preface

The Faculty Handbook is designed to complement the Human Resources policies and procedures found in the Personnel Handbook. The Faculty Handbook shall be used as further clarification and support to the General Academic Bylaws, which are designed to outline the nature of the relationship between Qatar University as an employer and its faculty members. This handbook is organized in four parts: (1) The QU General Academic Bylaws as approved by the Board of Regents in June 2005, and the updated Organizational Structure approved by the Board of Regents in June 2007, and revised by the Board of Regents in February 2014; (2) The Faculty Senate's General Bylaws approved by the Board of Regents in June 2008; (3) Key academic policies and procedures, and (4) A summary of key policies related to the teaching responsibilities of a faculty member. Additional administrative policies and procedures regarding personnel can be found in the QU Personnel Handbook.

As this handbook is updated frequently, all QU faculty members are requested to refer to the most recent version of this document. The English version is the original and binding document of this handbook.

Important Notice:

This handbook is provided for the purpose of giving general information only and should not be considered as a statement of contractual obligation. Therefore, Qatar University reserves the right to change or discontinue, without notice, any policy or condition set forth herein.

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QU FACULTY SENATE BYLAWS

Approved by the QU BOR on June 2008



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QU FACULTY SENATE BYLAWS

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ABBREVIATIONS



LIST OF ABBREVIATIONS

Acronym	Description
QU	Qatar University
QUFS	Qatar University Faculty Senate
EMC	Executive Management Committee
SESRI	Social and Economic Survey Research Institute
VP	Vice President
VP/CAO	Vice President and Chief Academic Officer
VP/SA	Vice President for Student Affairs
VP/CFO	Vice President and Chief Finance Officer
VP/Research	Vice President for Research
VP/IPD	Vice President for Institutional Planning and Development
AVP	Associate Vice President
AVPFA	Associate Vice President for Faculty Affairs
FTE	Full-Time Equivalent
OFID	Office of Faculty and Institutional Development
APLOA	Office Academic Programs and Learning Outcomes Assessment
CCP	Core Curriculum Program
FCRC	Faculty Conduct Review Committee
HR	Human Resources
BOD	Business Operations Department
COO	Chief Operations Officer
ITS	Information Technology Services
CIO	Chief Information Officer
SLSC	Student :Learning Support Center
CSC	Career Services Center
ANNS	Arabic for Non-Native Speakers
ESC	Environmental Studies Center
GPC	Gas Processing Center
CLU	Central Laboratories Unit
CAM	Center for Advanced Materials
LARC	Laboratory Animal Research Center
BRC	Biomedical Research Center
R&D	Research and Development
OAR	Office of Academic Research
OQM	Office of Quality Management
BLD	Bylaws Document
CH	Credit Hour
ARC	Appeal Review Committee
TTO	Technology Transfer Office

DEFINITIONS



DEFINITIONS

In Implementation of provisions of these Bylaws, the following terms and expressions shall have the meaning shown opposite to each of them.

Term	Definition
The University [QU]	Qatar University
The Senate	Qatar University Faculty Senate [QUFS]
Senate Management	Senate Chair, Senate Vice-Chair, Senate Secretary, supported by administrative team and a legal committee
Electing Unit	An academic unit or department established upon a decision by QU Administration to offer academic programs, or training, and graduate studies, that is not administratively attached to any college or academic department.
Electing Unit	An academic unit or department established upon a decision by QU Administration to offer academic programs, or training, and graduate studies, that is not administratively attached to any college or academic department
Periodic Election	A general election for QUFS involving all electing units.
Election Year	The year in which a periodic election for QUFS is held.
Replacement Election	A localized election for QUFS in a certain electing unit to replace a prematurely leaving QUFS member.
Election Committee	A Committee the Senate agrees to set up in its last meeting of the respective election cycle, and is approved by QU Administration, whose members are non-Senate members assigned to oversee the upcoming Faculty Senate elections
Appeal Committee	A three-member committee appointed by QU Administration to resolve any challenges raised against the electoral process provided that one of its appointed members shall be from QU College of law.
Officer, Chair, Vice Chair, Secretary	An officer, chair, vice chair, secretary of QUFS
The VP/CAO	The Vice President and Chief Academic Officer of QU.

MISSION

Faculty Senate is an elected body representing Qatar University faculty. It aims to represent and allow for the maximum and direct contribution of QU faculty. It is one of the means through which information about QU policies and procedures is debated and disseminated. The Senate encourages faculty to submit proposals which, thereafter, Senate discusses and comes up with recommendations accordingly. The Senate, in particular, acts as an advisory entity to QU President. It studies and reviews proposed or existing policies and regulations that govern the business of University legislative and administrative authorities. Discussion outcomes and recommendations shall be reported to QU President.

FUNCTIONS

1. Reviewing policies regarding faculty hiring, retention and promotion, so as to ensure that they reflect faculty interests and concerns
2. Reviewing policies pertaining to academic programs, degree requirements, admission policy, grading system and criteria and procedures for the evaluation of programs in addition to proposals concerning the addition or elimination of colleges, departments and/or academic programs
3. Increasing the interaction within QU and between QU and the various circles of society
4. Contributing to deepening the rigor of the intellectual culture and community of QU by developing conferences and seminars that will bring faculty together across disciplines
5. Facilitating in the establishment of programs and research studies with other research institutions (from both the academic and private sectors of society).
6. Devising activities and events that increase faculty participation and investment in the extra-curricular life of the university
7. Contributing to the efforts to enhance the overall performance and the assets of the university and create a teaching and learning environment conducive to the realization of the university goals

MEMBERSHIP & ELECTIONS

1. Membership to the Senate shall be achievable by means of a periodic election or a replacement election in an electing unit
2. A member of the faculty shall be eligible to run for a seat in the Senate in a periodic or a replacement election, if he/she satisfies all of the following conditions:
 - o Be a regular full-time faculty member for at least one year before the time of the nomination
 - o Belong to an electing unit
 - o Not holding an administrative position in QU
3. An electing unit shall be any academic department, the Foundation Program and any other academic unit declared by the VP/CAO to be as such
4. All regular full-time faculty members in an electing unit shall act as unit electors
5. Each electing unit shall elect one member to represent it in the senate from its eligible faculty
6. For the purpose of senate elections, faculty in academic departments shall be professors, associate professors and assistant professors
7. For the purpose of senate elections, faculty in the foundation unit shall be all instructors holding a master or higher degree
8. The term of membership of the senate shall be two senate years, each starting in the first of January
9. If, for any reason, a member is not able to finish his/her term, or if his/her membership is terminated by the senate, a replacement election in the concerned electing unit shall be held within one month
10. The membership of a member shall be terminated automatically if:
 - o The member is appointed to an administrative position within the university

- o The member ceases to be a full time faculty member
 - o The member ceases to belong to the unit, which he/she has been elected to represent
 - o The member resigns
 - o The member fails to attend a total of four regular meetings within a senate year
11. Whenever a membership is terminated, the Senate shall notify the university President to arrange for a replacement election within the concerned unit
 12. The university President shall form a Senate Election Committee and an Election Appeal Committee by the second week of November of a periodic election year
 13. A periodic election for the Senate shall be held in all electing units at the same time on the first working day of December of a periodic election year The election results shall be announced on the same day on which the election takes place
 14. The nomination period and the preparation of the election lists shall start in the second week of November of a periodic election year
 15. Challenges to the election results shall be forwarded to the Appeal Committee within four working days after the announcement of the election outcome
 16. The Appeal Committee shall hold a special meeting within the first five working days of December to consider the challenges to the election results, if any. The committee decision regarding the merit of an appeal shall be final
 17. Any repeat of an election in an electing unit shall take place within three working days from the meeting of the Appeal Committee. The result of any such repeat of an election shall be announced on the same day
 18. When an election is repeated in any electing unit due to a tie, only the individuals involved in the tie shall be permitted to compete in the rerun
 19. The Election Committee and the Appeal Committee shall hold a joint meeting to endorse the final results of the election within the first nine working days of December and forward the endorsement to the university President
 20. The new senate shall be formed following the university President's endorsement of the election results by December the 20th
 21. If in a given academic year, any or some of the dates mentioned in articles 3.12 to 3.19 happen to be days in which the corresponding senate events cannot take place, the date of the first event of any sequence of these events shall be moved to the first following working day, trailed, in the same order by the rest of the sequence, such that the lengths of all grace periods are reserved

OFFICERS OF THE SENATE

1. The Senate shall elect three officers; a Chair, Vice Chair and Secretary.
2. The officers shall be elected at the first meeting of every senate term by a secret ballot with simple majority in the presence of two-thirds of the senate. Each of the officers shall be voted separately.
3. The Chair shall have the following duties:
 - o Serve as a liaison between the Senate and the university President
 - o Conduct a monthly meeting with the university President
 - o Prepare the agenda for the Senate meetings
 - o Call the Senate meetings
 - o Preside over the Senate meetings
 - o Prepare the yearly report
 - o Represent the Senate
 - o Any other duties delegated by the Senate
4. The Vice Chair shall have the following duties:
 - o Substitute for the Chair, when warranted, regarding any of the duties mentioned in article 4.3
 - o Serve temporarily (until a new Chair is elected) as the Chair in the case when the Chair is not able to finish his/her term

- o Cooperate with the Secretary in the preparation of the minutes of the Senate meetings and publication of the agenda and minutes
 - o Any other duties delegated by the Senate
5. The Secretary shall have the following duties:
- o Record the minutes of Senate meetings
 - o Cooperate with the Chair in preparing and publishing the agenda of the meetings
 - o Cooperate with the Vice Chair in preparing and publishing the minutes of Senate meetings
 - o List the names of Senate members requesting to speak during the meetings, and assisting the presiding officer in implementing the rule of the order of addressing the Senate by its members
 - o Manage the Senate Office
 - o Any other duties delegated to him/her by the Senate
6. The Senate shall retain the right to relieve a Senate officer of his/her position, when severely failing to honor his/her duties. A decision to that effect requires the following:
- o A petition for the motion signed by half the Senate
 - o The vote for the motion by two-thirds of Senate
 - o A maximum of one petition to relieve a certain officer of his/her position may be considered within a single Senate term
 - o An attendance of less than two-thirds the Senate, in two consecutive meetings dedicated to the matter of relieving a certain officer of his/her position shall be considered as a vote of "No" to the motion

MEETINGS

1. The Faculty Senate shall conduct eight regular meetings: four meetings in each of the fall and spring semesters.
2. The Senate shall have its regular meetings at a fixed time and date each semester, which must be announced by the Chair in the beginning of the semester
3. Special meetings of the Faculty Senate may be called by the Chair or upon request by a third of the Senate. In this case, the Chair, through the Secretary, shall make sure that every member of the Senate is informed about the meeting. The minutes of the special meeting shall be submitted for approval in the following regular meeting
4. All faculty members may attend Senate meetings (with no voting privileges), except when the Senate is in a closed session
5. A quorum, for the purpose of conducting a meeting, shall be equal to half the members of the Senate
6. A meeting of the Senate is valid only on the presence of either the Chair or the Vice Chair
7. A simple majority vote shall be sufficient to approve an action
8. If a vote not involving the presiding officer results in a tie, the presiding officer shall vote to break the tie
9. Whenever a vote involving the presiding officer results in a tie, the presiding officer's side shall prevail
10. In every regular meeting of the Senate, the procedure of approving the agenda of the meeting and the minutes of the foregoing meeting shall precede the deliberations of the new agenda, the reports by the Senate officers and the committees' coordinators
11. The request by members to address the Senate shall be by raising hands. The Senate Secretary shall list the name of the member requesting to speak to the Senate. The order by which members address the Senate shall follow the order in the list.
12. The Senate may declare a session closed
13. The Senate may invite any individual to attend a meeting

AGENDA & MINUTES

1. The Senate shall set an annual plan at the beginning of the academic year
2. The Chair shall meet with the university President prior to commencement of the academic year to discuss topics of mutual concerns to be included in the annual agenda of the Senate
3. The Secretary, with the cooperation of the Vice Chair, is responsible for transmitting the agenda prepared by the Chair, for the meetings to the members of the senate within, at least, five days before the meeting's date
4. A member may request (in writing or by e-mail) the Chair, at least ten days before a regular meeting, to place an item on the agenda
5. The Secretary, with the cooperation of the Vice Chair, is responsible for keeping and transmitting both the preliminary and the approved minutes of the meetings to the members of the Senate
6. The minutes of the Senate meetings shall specify the means by which a decision is arrived at
7. All documents relevant to the minutes of a meeting and presented in the meeting in either hard or soft forms shall be referred to in the minutes and attached to the minutes document in both its hard and electronic forms
8. All minutes and attachments of minutes of a meeting shall be indexed, using the following system:
 - o A minutes document of a meeting shall have an indexing of the form:
o QUFS-M[Number of the meeting (3digits)]-Date(6 digits).
9. An attachment to the minutes document of a meeting shall have an indexing of the form:
 - o QUFS-M([Number of the meeting (3digits)]-A[Number of the attachment(2digits)]
10. Copies of each approved minutes of the meetings shall be sent out to the university President. The minutes shall also be openly available to any faculty

COMMITTEES

1. The Senate shall form standing and ad hoc committees. All functions of the Senate shall be attended to, through these committees
2. Every member shall have the privilege of serving in any committee, to which he/she wants to contribute
3. If the number of members wishing to join a certain committee exceeds the limit of practicality, a practical number of committee members shall be chosen by vote
4. A practical upper limit of membership of a committee shall be five. The Senate may raise that limit to seven, when appropriate
5. A committee shall have a Coordinator and a Secretary chosen by members of the committee
6. The Coordinator of a committee shall have the following duties:
 - o Prepare the agenda for the committee meetings
 - o Call the meetings
 - o Preside over the meetings
 - o Cooperate with the Secretary of the committee in preparing and submitting the minutes of the meetings to the Senate
 - o Cooperate with the Secretary of the committee in submitting written periodic reports and an integrated yearly report of the committee activities to the Senate

7. The Secretary of a committee shall have the following duties:
 - o Record the business of the committee and prepare and publish the minutes of the meetings
 - o Cooperate with the Coordinator in submitting written periodic reports and an integrated yearly report of the committee progress to the Senate
8. Every standing committee shall meet at least once a month
9. Committee meetings, committee meeting minutes and the system of indexing the committee minutes documents shall be subject to the same rules as those for the Senate meetings and Senate meetings minutes
10. No member shall be the coordinator of more than one standing committee
11. A standing committee may seek the help of any party, provided the Senate is informed
12. A standing committee may form a subcommittee to do a job within the domain of the functions of that committee. A subcommittee may include faculty members who are not members of the Senate
13. The Senate may form other ad hoc committees whenever a need arises
14. The Senate may not form an ad hoc committee to do a job within the domain of the functions of a standing committee
15. All standing committees shall be formed at the second meeting of every new senate and serve until the end of the senate term

BUDGET

1. Officers of the Senate shall be responsible for overseeing the Senate budget
2. All financial and budget plan proposals shall require the approval of the Senate prior to being endorsed by the university President.

AMENDMENTS AND MODIFICATION OF THE SENATE BYLAWS DOCUMENT

1. The Senate may amend an article or a group of articles of the BLD, when deemed necessary
2. Any amendment proposal shall be sent to the members no less than fifteen working days before the meeting at which the proposal is to be considered
3. Any amendment of the BLD shall require two-thirds of the Senate
4. Any amendments should be approved by the Board of Regents

