

Lebanese American University

April 6, 2006
Approved as amended

Memo to: Members of the Accreditation Committee (Standard Five)
Subject: Minutes of the Accreditation Committee Standard Five held on Thursday, April 6, 2006 at 2:00 P.M. in Irwin Conference Room A.
Present: R. Bahous, Gh. Dibeh, H. Harmanani, C. Issa (Chair), A. Kabbani, and N. Semaan

- The minutes of March 16 were approved as amended.
- C. Issa distributed copies of the *Evidence Guide: A guide to using evidence in the accreditation process: a resource to support institutions and evaluation teams*.
- N. Semaan distributed a summary of what should be included in the document according to Standard 5.

Discussion of the description part:

- Bottom of page 2: (to be rephrased) faculty compensation packages are basic salary and fringe benefits. Therefore, adjustment salary may be granted.
- The average salary of associate professor level has decreased from 2004 to 2005. This point should be addressed in the appraisal section.
- Ask N. Semaan to send tuition increase for the past five years.
- On page 3 (paragraph discussing high cost of living) make sure to mention \$800 per year.
- Paragraph 2 page 2 and paragraph 5 on page 3 should be combined together.
- The issue of workload was discussed. It is unfair for a faculty to teach 8 different courses per year. There should not be more than 6 different courses per year. This is only for purely teaching faculty; however, it is recommended to teach three by three. Every university should develop a unified workload: number of students in class, committee involvement, research, difficulty of courses. LAU treats all faculty/courses the same way. (as per AAUP standards)

- Delete the word 'careful' page 3 paragraph starting with promotion guidelines.
- Make sure to discuss the faculty manual in the appraisal section as it is not comprehensive and not up to the international academic standards.
- Merit raise should be discussed in the appraisal section.
- Delete the sentence, faculty evaluation take place on a yearly basis (page 3).
- Guidelines of faculty evaluation have changed more than 4 times in the past 9 years.
- There is no process to evaluate part timers
- Page 3 last paragraph delete the word critical... (add) in order to promote ...
- Page 4 first paragraph: the last few lines should be changed: the numbers are different.
- Page 4 last paragraph: delete that actively encourages substantive dialogue among faculty as well as between faculty and administration.
- The description part needs to be more detailed and should be discussed at length in every single point.

Discussion of the appraisal part:

- Peer committee decisions should be discussed
- Are faculty conducting research for research purposes or for promotion purposes?
- Assess the academic leadership.
- Ask for the following data (articles published in journals, books, chapters in books, etc., i.e. faculty published research) from Chairs
- There is an urgent need to have an office for research

The meeting was adjourned at 4:00 P.M.