

FACULTY H A N D B O O K



USEK
HOLY SPIRIT UNIVERSITY OF KASLIK

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INTRODUCTION: A SUMMARY OF THE HANDBOOK AND ITS OBJECTIVES

USEK Faculty Handbook is a comprehensive guide designed to support and empower you in your role as a faculty member at USEK. Within these pages, you will find invaluable resources and information to help you navigate the various aspects of academic life and teaching responsibilities. It is designed to present general information about the Holy Spirit University of Kaslik (USEK), and some of the more important University policies and practices as they apply to the Faculty of the University. Content is intentionally brief where possible, more expansive when necessary, and provides resources for additional information including relevant links.

Whether you are a new hire embarking on your academic journey with us or an experienced faculty member, we encourage you to utilize this handbook as a reference and a source of inspiration as you embark on your journey of academic excellence at USEK.

We emphasize that it is the responsibility of all faculty members to familiarize themselves with the contents of this handbook and to adhere to the policies and procedures outlined within. The University may periodically update this handbook, and we will ensure that significant changes are communicated to faculty members when applicable. Therefore, we urge faculty to regularly refer to the most current version to stay informed.

Thank you for your commitment to academic excellence, and we wish you continued success in your endeavors as a valued member of the USEK Faculty community.

*Associate Provost for Faculty Affairs
Ghada R. Karam*

Welcome ONBOARD

Welcome to the Holy Spirit University of Kaslik (USEK), where every journey begins with faith, celebrates learning, and promises transformation.

Founded and still sustained by the Baladites, USEK derives its identity and strength from the Catholic Intellectual Tradition. The unity of faith and reason, the search for truth and meaning, the centrality of ethical behavior, and the support of religious and cultural diversity are foundational values.

We invite you to join our community of scholars, innovators, pragmatists, and visionaries. Many of us are pioneers, the first in our families to pursue higher education. We come from many backgrounds, but we share in common our dedication to learning and growth.

USEK inspires and nurtures hope. We provide an environment in which diverse voices are respected and encouraged. Our faculty are catalysts of change who inspire us every day as they help to illuminate the paths we seek to travel.

Every academic journey is undertaken in the company of others who provide guidance and inspiration, who challenge us to achieve excellence, and who affirm the value of our collaborative adventure. We are here to help one another fulfill our potential.

Again, welcome to the Holy Spirit University of Kaslik. We share your enthusiasm for learning, and we will do everything we can to ensure that your time with us is eminently rewarding.

With warm regards,

Father Dr. Talal Hachem
President

Prof. Joseph Saliba
Provost



1.

INTRODUCTION TO THE UNIVERSITY

1.1 Our History

USEK was founded in 1938 as an independent private Catholic institution, by the Lebanese Maronite Order (hereafter referred to as the "OLM") who serves higher education in monasteries since the 18th century. The University was founded before the first Lebanese Law of Higher Education promulgated in 1961, and by that date, the Lebanese State recognized USEK as a private Higher Education Institution in Lebanon, according to the Law of Higher Education in Lebanon. Since 1997, the university has adopted the North American credit system, to facilitate students' credit transfer and recognition and to move toward an American Style institution.

1.2 Our Mission

Since its founding, USEK seeks, and in accordance with the Article 92 of the Constitutions of the OLM (ed. 2012) and the social teaching of the Catholic Church on universities, to contribute to the development of all its students through quality educational programs and research in various fields of study. By providing a high quality American-style education to its students, USEK intends to prepare future leaders for innovation, professional growth, and life-long learning, in Lebanon, within the Middle East and throughout the world. USEK is committed to a faith-based educational development of its students rooted in the Catholic tradition whereby spiritual values and ethics as well as respect for cultural and religious pluralism are promoted.

1.3 Our Vision

The vision of this strategic plan is to become a transformative institution renowned for exceptional academic excellence, preparing the next generation of leaders in Lebanon.

1.4 Our Core Values

These values shape our educational character and drive us towards excellence in all aspects of our university community.

Excellence in Teaching
and Learning

Excellence in
Quality Service

Creativity and Continuous
Improvement

Integrity and
Accountability

Cooperation and
Diversity

Stewardship and
Service to Society

1.5 Our Campuses

Explore our numerous destinations, united by a shared vision!

Committed to providing higher educational opportunities for students who would otherwise not have access to it, USEK's 3 regional university centers (RUCs) in Zahle, Chekka, and Rmeich act as instructional locations offering courses for students who want to earn a degree within their communities and achieve their educational and career goals. Students can benefit from studying in a small learning environment, developing meaningful relationships with faculty attentive to their needs in a convenient location.

1.6 Accreditation

1.6.1 Institutional Accreditation

NECHE Candidacy

The Holy Spirit University of Kaslik has been granted Candidate for Accreditation status by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.). Candidacy for Accreditation is a status of affiliation with the Commission which indicates that the institution has achieved initial recognition and is progressing toward accreditation. Candidacy is not accreditation, nor does it assure eventual accreditation.



evalag European Institutional Accreditation

The European Institutional Accreditation was initially granted to USEK in December 2012 for a five-year period. Re-accreditation visits were conducted in 2017 and 2023, thus re-awarding the evalag international label for Institutional Accreditation until 2029.



MATRIX Accreditation for Student Support Services

USEK became the first university in Lebanon and the region to gain accreditation for its student support services, which aims to ensure its commitment to offer high quality services to its students for their welfare on campus, and ultimately for supporting them in their



learning, career and life goals. The accreditation was initially obtained in July 2015. Two reaccreditation visits were successfully completed in July 2018 and July 2021, resulting in an accreditation renewal until July 2024.

1.6.2 Accredited Programs

Applied and Natural Sciences

In 2017, two science programs were accredited by the Applied and Natural Science Accreditation Commission of ABET (<http://www.abet.org>), the global accreditor of college and university programs in applied science, computing, engineering, and engineering technology. The accredited programs are:

- Faculty of Arts and Sciences: Actuarial and Financial Mathematics (BS)
- School of Medicine and Medical Sciences: Nursing Sciences (BS)



Computing Programs

In 2016, two computing programs were accredited by the Computing Accreditation Commission of ABET (<http://www.abet.org>), the global accreditor of college and university programs in applied science, computing, engineering, and engineering technology. This accreditation, renewed in 2022, includes the following programs:

- Faculty of Arts and Sciences:
- Computer Science (BS)
 - Information Technology (BS)



Engineering Programs

In 2016, seven engineering programs were accredited by the Engineering Accreditation Commission of ABET (<http://www.abet.org>), the global accreditor of college and university programs in applied science, computing, engineering, and engineering technology. In 2018, the civil engineering program was also accredited by the ABET EAC. The accreditation for all engineering programs, listed below, was renewed in 2022. School of Engineering:

- Agricultural Engineering (Engineering Diploma)
- Biomedical Engineering (BE)
- Chemical Engineering (BE)



- Civil Engineering (BE)
- Computer Engineering (BE)
- Electrical and Electronics Engineering (BE)
- Mechanical Engineering (BE)
- Telecommunications Engineering (BE)

Architecture

The School of Architecture and Design has received the International Certification designation from the National Architectural Accrediting Board for the following professional degree program: Master of Architecture degree (193 semester credit hours) – 2019. Information about International Certification can be found on <https://www.naab.org/international/>.



The Diploma of Master of Architecture awarded has been recognized as being equivalent to the French Diploma in Architecture, by decision of the French Minister of Culture on April 24, 2018. This recognition, effective starting the academic year 2015-2016, was renewed on April 14, 2021, for a period of five years until 2014-2025.

Social Sciences and Humanities

In June 2017, Social Sciences and Humanities programs received the International Accreditation by the Accreditation Commission of evalag, EVALUATIONSAGENTUR BADEN-WÜRTTEMBERG <http://www.evalag.de>.

This recognition was renewed in June 2023.

Faculty of Arts and Sciences:

- Education - Basic Education (BA)
- Journalism and Communication (BA)
- Language and Literature (BA)
- Modern Languages and Translation (BA)
- Philosophy (BA)
- Psychology (BA)
- Social Sciences (BA)



Medical Education

In 2019, the undergraduate medical education program offered by the School of Medicine and Medical Sciences was granted full accreditation for six years, effective from January 2019 until December 2024, after being successfully evaluated by the Association for Evaluation and Accreditation of Medical Education Programs (tepdad). This accreditation follows the basic medical education: World Federation for Medical Education (WFME) global standards for quality improvement awarded in 2015.



2.

ACADEMIC GOVERNANCE AND ADMINISTRATION

2.1 The President

The President shall exercise authority over all the affairs of the institution and bring such matters to the attention of the Board to keep the BOT fully informed to enable it to exercise its responsibilities. The President shall have power on behalf of the BOT to lead the University and to perform all actions necessary for sustaining both the academic and fiscal affairs of the University and for implementing decisions made by the BOT.

All the information regarding the functions and duties of the President can be found in ARTICLE XVII of the USEK bylaws.

2.2 The Provost

In accordance with the provisions outlined in [ARTICLE XXII of the USEK bylaws](#), the President appoints a University Provost who shall be the Chief Academic Officer of the University.

This officer shall be responsible for the development, implementation, and administration of the academic affairs of the University; take initiatives in proposing plans and actions in academic matters, in reviewing and implementing educational programs policies. The President shall officially inform the Supreme Council and the BOT of the provost nomination decision.

The Provost serves at the pleasure of the President.

For more information about the Provost's duties, please refer to [USEK Bylaws](#).

2.3 University Executive Committee

As per [ARTICLE XXV of USEK Bylaws](#),

the Executive Committee comprises the following members:

- The President (President of the Executive Committee)
- Vice-Presidents and
- Provost
- Deputy-Presidents

Furthermore, in accordance with [ARTICLE XXV of the USEK bylaws](#), the duties, and competences of the Executive Committee are outlined as follows:

- Developing the University's strategic priorities and resource allocations, including the Annual Financial Plan and Budget.
- Promoting and reviewing the University institutional effectiveness and annual reports.
- Elaborating and reviewing annual reports.
- Developing bylaws related to faculty members and Human resources, in conjunction with the Academic and Research Council

2.4 The Academic and Research Council

As per [ARTICLE XXVII of USEK Bylaws](#), the University Academic and Research Council comprises the following members:

- The President (serving as President of the council)
- Vice-Presidents and the Provost
- Deans of Faculties
- Dean of the Doctoral College
- Deputy-Presidents
- Librarian
- Two full-time faculty members designated by the President after consultation with the University's full-time faculty.

Furthermore, in accordance with [ARTICLE XXVIII of the USEK bylaws](#), the duties, and competences of the Academic and Research Council are outlined as follows:

- The University Academic and Research Council "ARC" shall meet at least four times per year.
- The University Academic and Research Council approves the standards for the credentialing of for the various Faculty and determines the policy and criteria of the students' admission to the University.
- The ARC approves the propositions of updating curricula and academic rules.
- The ARC approves academic policy and framework related to general education.
- The ARC approves propositions of establishing or amending curricula requiring the approval of the Lebanese State. Substantial changes in program structures and framework need the approval of the Board of Trustees.
- The ARC approves the academic regulations.
- The ARC gives its opinion on proposals for creating new Academic Units, and updates on Faculty bylaws; proposals for the creation of new research centers; proposals for offering programs in RUC.

A complete listing of the University's academic executive officers appears online at [Holy Spirit University of Kaslik | Governance \(usek.edu.lb\)](#)

2.5 The Provost Council

The Provost's Council (PC) *raison d'être* is academic excellence and the education of students in a holistic way to develop leaders instilled with a strong foundation of ethics and Catholic thought who will make a positive impact on society. This *raison d'être* adheres to USEK's educational mission and aims at its achievement.

The (PC) plays an advisory role as its members share with the Provost their thoughts, opinions and recommendations on strategic matters pertaining to academic affairs, faculty affairs and graduate studies. Thus, the PC offers intellectual leadership to the academic community and plays a key role in the development of vision and strategy for the academic enterprise. Accordingly, the PC supports the Provost in the development of the University Strategic Plan in line with USEK's mission and core values and in the definition of the related major academic goals.

In addition to the Provost, the PC includes the Associate/Assistant Provosts and all the Deans. The Provost serves as Chair of the PC and has the right to invite specific people to partake in the council's discussions if he/she deems it necessary.

The council has the following responsibilities:

- Development, implementation, and assessment of the University Strategic Plans.
- Development, revision, and approval of academic policies and procedures.
- Review and approval of new academic programs.
- Assessment and Evaluation of ongoing academic programs.
- Ensuring the alignment of USEK policies, processes, and procedures as well as of the educational programs' quality with international standards and requirements.
- Development of students' admission and retention strategies and management of students' enrollment.
- Enhancement of students' educational experience through empowering ethically minded students to reach their leadership potential both globally and locally.
- Development and implementation of Faculty recruitment and retention strategies.
- Fostering faculty professional leadership development, engagement, and service to community.
- Management of budget and resources allocation related to academic programs.

Each of the council members has the responsibility to:

- communicate with the PC any updates regarding their units/duties.
- share all PC's related information, decisions, and outcomes with their concerned faculty/staff.
- work in a timely and appropriate manner.

For more information about the Provost Council, please refer to the [Provost Council bylaws](#).

2.6 University Faculty Senate

In accordance with USEK bylaws, and in response to faculty concerns, needs and initiatives, USEK's internal governance shall provide appropriate participation of its faculty members by founding a University Senate promoting communication, and effectively advancing the quality of the institution. USEK's University Senate shall act as the advisory body that represents and engages faculty in the governance of the institution.

For more information about [University Senate Bylaws](#)

2.7 University Committee of Peers

The UCP, which stands for the University Committee of Peers, is a standing committee at USEK. Its primary responsibility lies in the evaluation of all submissions for academic promotion, ensuring strict adherence to USEK faculty bylaws and all associated policies and procedures. Additionally, the UCP shall assess the rank and the remuneration of selected candidates for Full-time and/or Part-time faculty position in accordance with their qualifications as set forth in Article 2 of USEK faculty bylaws and the faculty salary grid.

For more information please check [University Committee of Peers](#)



3.

SCHOOLS/FACULTY GOVERNANCE

3.1 Academic Units

USEK comprises various academic units, which include Schools and Faculties. These academic units are as follows (listed in alphabetical order):

- Business School
- Faculty of Arts and Sciences
- Pontifical School of Theology
- School of Architecture and Design
- School of Engineering
- School of Law and Political Sciences
- School of Medicine and Medical Sciences.
- School of Music and Performing Arts.

For more information about our programs and degrees, please refer to our [Catalog](#)

3.2 Schools/Faculty Officers

3.2.1 Dean

Chief Executive Officer. The dean is the chief executive officer of the school/faculty. Their duties are performed in accordance with their job description as defined by USEK policies and procedures. In the dean's absence, the dean may designate an associate dean to act on their stead.

Appointment of the Dean. The university president appoints the dean from the rank of associate professor in accordance with USEK bylaws.

3.2.2 Associate Deans

Associate Dean for Undergraduate Studies. The associate dean for undergraduate studies assists the dean in managing undergraduate academic programs, curriculum, and policies within the school. Their duties are performed in accordance with their job description as defined by USEK policies and procedures. For [more info](#)

Associate Dean for Graduate Studies and Research. The associate dean for graduate studies assists the dean in managing graduate academic programs, curriculum and policies with the school. Their duties are performed in accordance with USEK policies. For [more info](#)

Appointment of the Associate Dean(s). At the suggestion of the dean, associate deans are appointed by the university president. The associate deans must be full-time faculty members from the rank of associate professor and above.

3.2.3 Assistant Deans

Appointment of Assistant Deans. At the suggestion of the dean, assistant deans are appointed by the university president. They must be full-time faculty members from the rank of assistant professor and above.

Prerogative and Duties. The prerogative and duties of these officers shall be defined by the dean.

3.2.4 Heads of Department

Head of Department. The head of department oversees and coordinates specific department activities including academic programs, research, and service activities. Their duties are performed in accordance with their job description as defined by USEK policies and procedures.

Appointment of Head of Department. At the suggestion of the dean, heads of departments are appointed by the university president. They must be full-time faculty members from the rank of assistant professor and above.

Prerogative and Duties. The head of department is expected to provide leadership, set departmental goals and priorities, and evaluate faculty performance. They are also involved in curriculum development, student recruitment and retention, and outreach to alumni and the community.

3.2.5 Heads of Program

Head of Program. The head of program is responsible for managing a specific academic program within a department or across multiple departments. Their duties are performed in accordance with their job description as defined by USEK policies and procedures.

Appointment of Head of Program. At the suggestion of the dean, heads of programs are appointed by the university president. They must be full-time faculty members from the rank of assistant professor and above.

Prerogative and Duties. The head of department oversees curriculum development, faculty management, student recruitment and retention, and ensures that the academic program meets the standard set by the school and accredited bodies.

3.2.6 School Administration

The dean may suggest hiring the non-faculty administrators of the school, subject to university policies and procedures.

3.2.7 School Committees

School committees are advisory bodies to the dean of school/faculty and accomplish missions and tasks at their request. For more details about each school/faculty committees, please refer to School/faculty bylaws.



4.

THE FACULTY

4.1 Faculty Titles and Ranks

Faculty members are divided into five categories, according to the nature and the duration of their engagement:

- Full-time
- Part-time
- Research
- Visiting
- Emeritus Faculty members

Only the titles defined below may be used for faculty appointments.

4.1.1 Professorial Titles

The basic qualifications and standards established to identify the degree and types of achievement expected in each rank vary among the University's Schools/ Faculty. The general descriptions are as follows:

- **Lecturer:** A lecturer normally holds a minimum of a master's degree and/or proven professional experience. They are expected to demonstrate effectiveness primarily as a teacher.
- **Assistant professor:** An assistant professor should hold a doctorate or the terminal degree appropriate to their field or its equivalent, plus some teaching experience. They should be well-qualified to teach at the undergraduate or graduate levels, and exhibit commitment to research or scholarship.
- **Associate professor:** An associate professor should hold a doctorate or the terminal degree appropriate to their field or its equivalent. They should demonstrate considerable successful teaching experience, and promising accomplishment in scholarship or in research.
- **Professor:** A professor should hold a doctorate or the terminal degree appropriate to their field or its equivalent. They should hold: 1) a record that, taken as a whole, may be judged to be excellent; 2) a record of significant contribution to graduate and/or undergraduate education; and 3) a record since receiving promotion to Associate Professor that indicates substantial, significant, and continued growth, development, and accomplishment in teaching, scholarship/research, service, and leadership.

4.1.2 Clinical titles

The prefix *Clinical* identifies appointments that primarily provide practical instruction and application of practical knowledge. The Clinical Track applies mainly to Medicine, Pharmacy, Nursing, Nutrition, Health, and Social Sciences. The duties, terms of appointment, and salaries (if any) of such persons are specified in the letter of appointment. In general, the applicable rank and any subsequent promotions should be determined by the relevant academic achievements, professional accomplishments, and demonstrated effectiveness of the appointee. The titles used to designate such positions are the following:

- **Clinical Lecturer:** A clinical lecturer normally holds a minimum of a master's degree or equivalent, has completed most or all of the requirements for the doctorate or the terminal degree appropriate to their field or its equivalent, and is expected to demonstrate effectiveness primarily as a teacher. At the School of Medicine and Medical Sciences, lecturer is the entry level rank for those who have recently completed their post-doctoral training, residency, or fellowship training.

- **Assistant Clinical Professor:** The appointee should hold a doctorate or the terminal degree appropriate to their field or its equivalent, with training and experience in an area of specialization. There must be clear evidence of a high level of ability in clinical practice and teaching in the departmental field, and the potential for clinical and teaching excellence in a subdivision of this field. The appointee should also have demonstrated scholarly and/or administrative ability.

- **Associate Clinical Professor:** The appointee should hold a doctorate or the terminal degree appropriate to their field or its equivalent, with an extensive successful experience in clinical or professional practice in a field of specialization, or in a subdivision of the departmental field, and in working with and/or directing others (such as faculty members, graduate students, and residents or interns) in clinical activities in the field. The appointee must also have demonstrated superior teaching ability and scholarly or administrative accomplishments.

- **Clinical Professor:** The appointee should hold a doctorate or the terminal degree appropriate to their field or its equivalent, with an outstanding experience in clinical practice and teaching sufficient to establish a reputation of excellence among colleagues. The appointee shall also have demonstrated extraordinary scholarly competence and leadership in the profession.

4.1.3 Researcher and Senior Researcher Titles

These titles may be awarded to an appointee whose primary responsibilities are obtaining research funding, performing research, and providing assistance in directing graduate student thesis projects. When remunerated, these positions are funded through grant or contract sources. The duties, terms of appointment, and salaries (if any) of a researcher or a senior researcher are specified in the letter of appointment. They may serve as the co-director for graduate students and as the principal investigator on USEK research proposals. The appointment of a Researcher or a Senior Researcher is contingent upon the availability of funds and would be terminated upon the completion of the project, subject to their contract. Senior Researcher normally holds a PhD degree or equivalent; Researcher hold the master's or bachelor's degree.

4.1.4 Adjunct Instructor and Adjunct Senior Instructor

These titles are used to describe faculty members who are appointed to give instruction on a part-time basis. They are engaged on a course-by-course, semester-by-semester basis, contingent upon sufficient need and resources within the hiring department. Part-time faculty may serve as the co-director for graduate students (PhD students), but may not serve as primary director, or may they serve as the principal investigator or co-principal investigator on USEK research proposals.

The title of Senior Instructor may be given to part-time faculty members who are equivalent in their qualifications to an Associate Professor or Full Professor.

4.1.5 Visiting Faculty Members

The title "visiting" coupled with the rank attained at their home institution is used to describe faculty members who normally teaches at another institution or possesses other professorial qualifications and is appointed to give instruction for a stated term on a part-time basis. Therefore, their status is equivalent to that of a part-time faculty member.

4.1.6 Emeritus Professor

The Emeritus designation is intended to recognize professors for lifetime contributions to the university, to their field, or to both, upon their retirement. The titles of "Emeritus Professor" and "Emeritus Clinical professor" are conferred by the President, upon recommendation by the School/Faculty Council, to a

Professor eligible for retirement, due to the significance of his/her career and his/her dedication to USEK. As a rule, a nominee will have held a position as Professor or Clinical Professor at USEK for a minimum of five years and do not hold an Emeritus title from another university.

This distinction is a token of appreciation from the University that enables him/her to retain certain functions, notably advising in terms of teaching, supervision, and research.

Emeritus professor is appointed for a stated term on a part-time basis. Therefore, their status is equivalent to that of a part-time faculty member.

4.2 Fundamental Tenets and Expectations of Faculty

4.2.1 Professional Standards

Faculty are expected to comply with the University fundamental tenets and policies promoting values of integrity, excellence, accountability, and respect. Accordingly, Faculty members shall:

- Uphold the highest standards of intellectual honesty and integrity in the conduct of teaching, research, service, and leadership. (Please refer to Ethical and Professional Standards Statement).
- Act as good stewards of the resources and information entrusted to our care.
- Perform assigned duties and professional responsibilities in such a manner so as to further the USEK mission.
- Refrain from discriminating against, harassing or threatening hours. (Please refer to Discrimination and Harassment Policy).
- Comply with all applicable laws, rules, regulations, and professional standards.
- Respect the intellectual property rights of others. (Please refer to the Intellectual Property Policy).
- Comply with all applicable laws, rules, regulations, and professional standards.
- Protect human health and safety in all USEK operations and activities. (Please refer to Child and Safety Protection Statement)
- Report wrongdoing to the proper authorities; refrain from retaliating against those who report violations; and cooperate fully with authorized investigations.
- Disclose and avoid improper conflicts of interest. (Please refer to Conflicts of interest and Conflicts of Commitment Policy)
- Refrain from accepting any gift or thing of value in those instances prohibited by law or Institutional gift acceptance policy (Please refer to Institutional Gift Acceptance Policy)

4.2.2 Academic Freedom

USEK is a Catholic university dedicated to offering higher education while adhering to Catholic principles and values. USEK is deeply committed to delivering exceptional teaching, scholarly research, and professional training, as well as providing pastoral care to its students. Its educational programs reflect its commitment to the Catholic intellectual tradition and incorporate relevant material derived from centuries of Catholic academic thinking (in healthcare, education, business, law, the arts, and other disciplines).

As a Catholic University, USEK acknowledges that freedom in research is fundamental for the pursuit of truth and knowledge, guided by the Catholic church's faith, tradition, and teaching authority. In this context, fostering an environment of academic freedom requires respecting freedom of conscience, enabling the scholarly community to engage in teaching, research, communication, and publication in accordance with established academic standards, without unreasonable interference or restriction.

The University's commitment to academic freedom finds expression as follows:

• Freedom of Research:

- All Faculty members are entitled to freedom in conducting their research both on campus and off, as well as in the dissemination, publication, discussion, and interpretation of the results.

• Freedom of Teaching:

- All Faculty members are entitled to conduct their teaching, fostering an open classroom environment focused on their subject matter, while avoiding unrelated or persistent introduction of controversial material.

• Freedom of Public Expression:

- All Faculty members have the right to engage in public discourse and participate in public forums and debates within their expertise without fear of censorship or institutional discipline.
- They have the right to express opinions, even unpopular or controversial ones, without harassing, vilifying, or intimidating others.
- They have the right to join professional and representative organizations, including industrial associations, and to participate in community service, all without the specter of harassment or intimidation.

However, the right to free intellectual inquiry and expression consistent with scholarly standards is accompanied by responsibilities:

- Faculty members must approach any issue in a balanced, open, fair, and academically rigorous way.
- Faculty members engaging in public discourse have responsibilities to do so in good faith, to declare conflicts of interest where they exist, and to make sure that the expression of views does not implicate the University in any way, especially when these views are expressed beyond their areas of professional expertise and/or when they are speaking for themselves individually.
- While enjoying their academic freedoms, Faculty members should avoid indulging in, or encouraging partisan activities.
- They must adhere to the professional and ethical standards of their discipline, the ethical obligations and responsibilities of the University community, the Faculty's Code of Conduct, University policies, and applicable laws and regulations.

4.2.3 Roles and Responsibilities of Faculty members

Full-time faculty members at USEK have three distinct but essential duties: to teach, to engage in research, and to serve the University by engaging in activities such as committee work, recruiting events, student life, and the like.

4.2.3.1 Teaching

Faculty members who teach on multiple campuses during the same semester may divide their on-campus time and their office hours proportionately among different campuses as appropriate. As teachers, faculty members are expected to model integrity, honesty, rational thinking, and open-mindedness toward new and unfamiliar educational experiences. Faculty must not only transmit information, but also guide students into becoming self-learners, and engage students in the greater conversation of research. Faculty must evaluate student work fairly and with sufficient evidence upon which to base those evaluations.

4.2.3.2 Research

As researchers, faculty members are expected to present evidence of their endeavors as witnessed by publication and proposals submitted for external funding. As faculty-researchers, they are expected to be involved in student research activity, serve on graduate student committees, and direct graduate

student research. Supervision and direction of undergraduate research projects and theses are also part of their responsibilities.

4.2.3.3 Service

As community members, faculty are expected to serve, over the course of their careers, actively and productively on standing or ad hoc committees; and to attend and contribute to school/faculty, the Faculty Senate, and University meetings, including Commencement, faculty training sessions, orientations, and workshops. Faculty members are encouraged to volunteer for admission events and to sponsor student clubs and activities. Special or outstanding service above and beyond that which is typical may be considered during the review of a faculty member, but service alone will not reduce the expectations of quality teaching and scholarly activity.

4.2.2.4 Other Faculty Duties

Advising

Full-time faculty members are expected to serve as Advisors to students who major in their discipline. Academic advising is an important faculty responsibility. Although the University's policy is that the final responsibility for meeting graduation requirements rests with the student, faculty advisors have an obligation to help direct the studies of advisees and answer questions they may have, including questions about the Core Curriculum and degree requirements. To this end, all full-time faculty members are expected to stay informed on current policies and procedures, have knowledge of their discipline's program requirements in a major/minor, be familiar with available University student services, and refer students to the appropriate office when necessary. Advisors are also expected to be available to advisees during regular office hours and by appointment (see Advising Policy) Course Syllabi and Teaching Responsibilities.

For comprehensive information regarding academic advising, please refer to [USEK academic advising Policy](#)

Course Syllabi and Teaching Responsibilities

Faculty must meet their assigned classes at the scheduled times. Changes in the schedule requested by the instructor are approved by the head of department and communicated by the head of department to the Registrar. If, for some valid reason, the instructor cannot meet a class, they notify the head of department and the students of the cancellation of the class. If an instructor must cancel more than one class, they notify the head of department and dean to ensure

that arrangements, satisfactory to assuring student progress, are made. A period of final examinations is scheduled at the end of the semester by the Registrar's Office. No examinations are to be administered to classes during the last regular week of scheduled classes in lieu of the final examination. Final examinations, if given, must be administered at the date and time specified by Registrar (See Rules Governing Mid-Term & Final Examinations). Faculty members are expected to provide students with course syllabi at the beginning of the semester (also to provide copies to the dean) and to maintain adequate records of student progress and attendance.

Evaluating and Grading Students

Given USEK firm commitment to individualized attention to student development, creating assignments for grading, developing criteria for grading, and evaluating student progress, providing meaningful feedback on assignments, and grading itself are time consuming but vital functions within a faculty member's spectrum of responsibilities each semester. Given the importance of timely feedback to students, all faculty members are expected to submit grades by the required deadlines set by the Academic calendar in each semester.

Maintaining Office Hours

Faculty shall be regularly available in their departmental offices for consultation with students, colleagues, or head of department according to the needs of department/program, courses, and advising. Faculty members shall post a schedule of their office hours and submit a copy of their hours to their head of department. Faculty members are typically expected to maintain at least 5 office hours a week (to be deducted from the weekly workload as defined in Article 8 of the Faculty bylaws). Faculty members who teach on multiple campuses during the same semester may divide their on-campus time and their office hours proportionately among different campuses as appropriate.

Attending to Academic Integrity in the Classroom

Faculty members have a responsibility to ensure and promote academic honesty and integrity in their classrooms (Please refer to Ethical and Professional Standards Statement)

Serving on Faculty and University Committees

All regular faculty members are expected to further USEK's academic mission and the goals of their departments, School/Faculty, or University through service on committees and task forces.

Academic Calendar Integration

Full-time and part-time faculty are required to keep themselves informed of the dates and timetables of the USEK Academic Calendar, as approved by the University Council. They can find this information on the University Intranet MyUsek, on the USEK website and/or by directly consulting the Secretariat of the unit to which they are affiliated.

Stay informed, align your activities with the calendar, and actively engage. Efficient planning and collaboration with colleagues are key aspects of your role, ensuring a cohesive and well-coordinated academic experience!

4.2.4 Faculty Workloads

4.2.4.1 Faculty Workload Procedures and Responsibilities

Workload for all faculty members at USEK is defined as a combination of teaching, the performance of research and engagement with professional development activities and service opportunities to the School/Faculty or the University as defined in USEK Faculty bylaws.

For full-time faculty members, the weekly workload shall be 30 hours, for faculty in the rank of Assistant Professor and above, and 35 hours for faculty in Lecturer rank.

Faculty workload is normally divided over the 5 working days of the week according to a predefined schedule and effort distribution set in accordance with the Dean.

Faculty members, in consultation with the department head and after approval of the Dean, have the possibility to personalize their workload distribution according to the below tracks:

Track 1- Normal Workload Track

- Teaching 60%– undergrad & graduate (24 cr.)
- Research 30%– significant productivity (12 pt.)
- Service 10%– advising, other duties (4 pt.)

Track 2 - Teaching Intensive Track

- Teaching 75%– undergrad & graduate (30 cr.)
- Research 15%– appropriate to role (6 pt.)
- Service 10%– advising, other duties (4 pt.)

Track 3 - Research Intensive Track

- Teaching 30%– undergrad & graduate (12 cr.)
- Research 60%– heavy productivity (24 pt.)
- Service 10%– advising, other duties (4 pt.)

Track 4 - Personalized Track

- Teaching 30-60%– undergrad & graduate (12-24 cr.)
- Research 30-60%– significant to heavy productivity (12-24 pt.)
- Service 10%-20%– advising, other duties (4-8 pt.)

4.2.4.2 Workload Assignment

Workload assignments are primarily the responsibility of the School/Faculty and its departments.

Department heads within their programs will develop a workload plan in accordance with their school priorities. Departments plans should respect the minimum expectations for teaching, research and service as defined in USEK Faculty Bylaws.

Workload assignments must ensure that all necessary classes are covered primarily by full-time faculty members; adjustments to individual faculty workloads can occur only after this threshold is met.

All consideration should be taken by the Head of Department not to assign a teaching load exceeding 12 Credit Hours per semester. Exceptions must be approved by the School/Faculty Dean.

At the end of each academic year, faculty members are required to fill in appropriate forms showing their achievement in each of the 3 components of their chosen track. Not meeting the track requirements for 2 consecutive years will lead to contract termination (Faculty Bylaws - Art. 4).

4.2.4.3 Workload Calculation tables

• Faculty Teaching Activities Workload

	Course Designation	Type of Instruction	Credits	Workload
1	C	Course	2	2
			3	3
2	CTP	Course & Practicum	2	2.34
			3	3.34
3	TP	Practicum	1	1.34
			2	2.67
4	S	Internship	3	3
5	SM	Seminar	3	3
6	TH	Thesis	6	1
7	P	Project	3	0.5
			4	0.67
			6	1

✓ Course, Internship = Full workload

✓ TP = Contact hours *2/3

✓ CTP = Course credit + contact hours *2/3

e.g., CTP of 3 cr. (Course 1 cr. + TP 2 cr. *2 = 5) *2/3 = Workload: 3.34

N.B: FYP, Master, Ph.D supervision are computed under Research Workload

• Faculty Research Activities Workload

The standard expectation for research per academic year is set at a minimum of 15% (6 Cr.).
Productivity Points for Research Activities for Faculty: 1 point = 1Cr.

Category 1: Scholarly outputs <i>Track 15% research > minimum 3 pts required.</i> <i>Track 30% research > minimum 6 pts required.</i> <i>Track 60% research > minimum 12 pts required.</i>	Points
Publication or Proceedings in a Q1 Scopus journal	6
Publication in a Q2 Scopus journal Or Proceedings SNIP=1	5
Publication in a Q3 Scopus journal or other peer reviewed journals (Rank1) Or, Proceedings 0.5<SNIP<0.99	4
Publication in a Q4 Scopus journal or other peer reviewed journals Or, Proceedings SNIP<0.5	3
Scopus Proceedings Without SNIP	2
Academic book indexed in Scopus	8
Academic book published by a well-known and recognized publisher (List to be established)	6
Introduction, a chapter, or a conclusion in an academic book indexed in Scopus. Or, Patent (A1: Published but not granted in Scopus) Or, Patent and IP related to inventions: WIPO, Spacenet, UPSTO, etc.	3
Patent (B1: granted: Published and accepted in Scopus)	6
<ul style="list-style-type: none"> • 1st or co-1st author, corresponding or co-corresponding author, senior or co-senior author: full point. • The official supervisor(s) as listed on banner gets full points. • 2nd author: 50% of the points. • 3rd author: 25% of the points. • Others: 10% of the points. 	

Category 2: Student Research Supervision <i>Track 15% research > minimum 3 pts required.</i> <i>Track 30% research > minimum 4 pts required.</i>	Points
Supervision or co-supervision of a PhD student - Co-supervision according to the % on Banner - 6 semesters max	2 /semester
Supervision or co-supervision of a Master or FYP student - Co-supervision according to the % on Banner - 2 semesters max	1 /semester
PhD thesis defense jury President or reviewer	2 /student
FYP, Master defense jury President or reviewer	1 /defense

Category 3: Research Grants <i>Track 30% research > minimum 1 pt required.</i>	Points
HCR grant: PI or Co-PI	2
HCR grant: Others	1
External grant: < 10000 \$ (submitted but not granted: 1 pt)	2
External grant: > 10000 \$ < 25000 \$ (submitted but not granted: 2 pts)	4
External grant: > 25000 \$ < 50000 \$ (Submitted but not granted: 3pts)	6
External grant: > 50000 \$ < 100000 \$ (Submitted but not granted: 4pts)	8
External grant: > 100000 \$ (Submitted but not granted: 5pts)	10

Category 4: Academic Events <i>minimum 4 pts required for all tracks</i>		Points
International Congresses/ Conferences/ Symposia/ Meetings	Keynote speaker (Invited)	4
	Oral presentation *	2
	Poster *	1
<i>Maximum 4 pts required for all tracks in the below activity</i>		
Editor/Reviewer in a peer reviewed journal	Editor in Scopus indexed journals	2
	Editor in non-Scopus well known peer reviewed indexed journals	1
	Reviewer in Scopus indexed journals	2 pts/article
	Reviewer in non-Scopus indexed journals	1 pt/article
* Oral presentation or poster • 1 st or co-1 st author, corresponding or co-corresponding author, senior or co-senior author: full credit. • The official supervisor(s) as listed on Banner get full credit. • 2 nd author: 50% of the credit. • 3 rd author: 25% of the credit. • Others: 10% of the credit.		

• Faculty Service/Leadership Activities Workload

Productivity Points for Service/Leadership Activity for Full-time Faculty (per academic year)

Item	Points	
Committee Chair/Member (School or University)*	1	
Faculty/Educational Development- Instructional**	2	
Faculty/Educational Development activity - attendance at workshop, attendance at conference, attendance at short course**	1 non-cumulative	
Undergraduate/ Graduate advising	1-40 students	2
	41+ students	3
External grant (not related to research): < 10000 \$ PI or Co-PI (Submitted but not granted: 1pt)	2	
External grant (not related to research): > 10000 \$ < 25000 \$ PI or Co-PI (Submitted but not granted: 2pts)	4	
External grant (not related to research): > 25000 \$ < 50000 \$ PI or Co-PI (Submitted but not granted: 3pts)	6	
External grant (not related to research): > 50000 \$ < 100000 \$ PI or Co-PI (Submitted but not granted: 4pts)	8	
External grant (not related to research): > 100000 \$ PI or Co-PI (Submitted but not granted: 5pts)	10	

- 1pt=1cr/15h.
- 3 cr.=7.5%
- The standard expectation for service per academic year (Fall, Spring & Summer semesters) is set at a minimum of 10%.

*Extra points will be given for committees with significant demands. Assigned points are determined by the Head of Department in consultation with the Dean based on demands and the payoff of the activity.

**For items with variable points, assigned points are determined by The LTEC based on demands and the payoff of the activity.

4.2.4.4 Teaching Workload reduction

Faculty members who serve in a senior administrative position are granted a load teaching reduction according to the following:

Administrative position	Credits release
Presidents, Provost, Vice Presidents	All
Deputy Presidents, Associate Provosts, Deans	12
Associate Deans, Assistant Deans	6
Head of Departments, Directors (with academic rank)	3

Academic Administrators will not be entitled to teaching overload compensation. Faculty who are granted load reduction will only be entitled for overload compensation if teaching above the 24 Credit Hours load for the academic year.

4.2.4.5 Summer Teaching

Teaching load for summer semester is reserved to compensate any deficiency in teaching load or overall workload during Fall and Spring semesters. Exceptions must be approved by the School/Faculty Dean and are limited to a maximum of 3 Credit Hours. In compliance with the extra compensation for teaching extra academic courses policy, when the summer teaching load generates an extra compensation, prior consideration of the Provost and approval of the President are required.

For comprehensive information regarding USEK Extra Compensation for teaching Academic Courses, please refer to the Policy

4.2.5 Annual Evaluation

USEK is committed to fostering excellence in teaching and curriculum development, research and scholarship, university service and community outreach among its faculty members. To ensure a comprehensive assessment of faculty performance, an annual evaluation is conducted, taking into account their contributions in the areas of teaching and learning, research and scholarly activities, as well as services to USEK and the community.

4.2.5.1 General Evaluation Considerations

- All faculty shall undergo an annual evaluation in each of the three areas: teaching and learning, research and scholarship, and services.
- Each faculty member's unique combination of accomplishments shall be considered, respecting academic fields, specialized interests, and varying professional responsibilities.
- Although relative weights may vary according to the chosen track, all faculty members are expected to maintain productivity in each of the three areas over time.

4.2.5.2 Teaching and Learning Evaluation

Through their teaching, faculty members play a crucial role in transmitting knowledge, fostering critical thinking, and engaging students in the learning process. The evaluation of teaching effectiveness includes considerations such as:

- Quality presentation and effective communication tailored to specific subject areas and student demographics.
- Clearly stated course objectives and evidence of employing appropriate teaching and learning methods to achieve these objectives.
- Relevance of subject matter, approach, and evaluation methods.
- Proactive involvement in creating a meaningful learning environment and providing counseling and guidance to students.
- Utilization of student evaluations and other mechanisms to assess teaching performance and enhance educational outcomes.
- Innovative course development and the use of technology to improve learning outcomes.

4.2.5.3 Research and Scholarly Activities Evaluation

Faculty members are expected to engage in research activities that contribute to their respective disciplines and earn recognition in their fields. The evaluation criteria encompass a range of scholarly contributions, including:

- Publications in esteemed journals and conferences
- Creative works in the arts and humanities, fine arts and design, and media.
- Recognition through awards, grants, contracts, and patents.
- Adherence to professional standards and ethics governing research activities.

4.2.5.4 Service Evaluation

Faculty members play an essential role in the University's development and the wider community.

The evaluation of service activities includes:

- Administrative duties within the University, including committee work and contributions to school/faculty development.
- Participation in professional events, seminars, and workshops relevant to the individual's academic interests or the educational process.
- Involvement in community projects, consulting, and collaborations with external stakeholders.

4.2.5.5 Evaluation Process and Criteria

- Faculty members shall submit an annual report detailing their teaching activities, research output, and service contributions.
- The Department Head and school/faculty Dean shall conduct the faculty's evaluation based on their performance in the three areas.
- The Annual faculty evaluations will be used by Schools/Faculty as formal accounting for workload assignments.
- Special considerations, such as administrative appointments, may influence the evaluation.

4.2.5.6 Peer Review of Teaching

Peer Review of Teaching, consisting of a series of classroom visits, is another effective mechanism to evaluate faculty teaching performance, and to guide the professional development of faculty in the area of teaching and instructional effectiveness. The Peer Review of Teaching does not have to be conducted annually. However, it should be conducted for newly appointed faculty during their first year of service, and for faculty applying for promotion. For all other faculty, the evaluation is conducted every 3-2 years. Both faculty annual performance evaluation and peer evaluation of teaching provide useful mechanisms to guide the professional development of faculty and for decisions pertaining to promotion and renewal of contract of faculty members.

Please refer to the [Peer Review form](#).



5.

ACADEMIC PROMOTION

An academic promotion is an upward change in rank based on the guidelines set forth in Article 10 of the Faculty bylaws.

5.1 Academic Promotion Eligibility

- Faculty shall be considered for academic promotion in rank as defined in Article 10.3 of the Faculty bylaws.
- Faculty ranked as lecturer can apply for an academic promotion at any time if they fulfill the requirements of Assistant Professor rank.
- A Full-time Faculty ranked as assistant professor cannot stay in the same rank for more than eight years. After this period, faculty will be placed on an annual contract and subject to annual review.
- A Full-time Faculty ranked as associate professor cannot stay in the same rank for more than ten years. After this period, faculty will be placed on an annual contract and subject to annual review.
- Faculty with extensive administrative responsibilities maybe eligible to a promotion cycle extension approved by the President following the recommendation of the faculty hierarchy superior to whom he/she is reporting.
- Faculty with constraining health conditions are eligible to promotion deadlines extension approved by the President following the recommendation of the faculty hierarchy superior to whom he/she is reporting.

5.2 Academic Promotion application

Faculty members are required to apply for academic promotion in compliance with the annual schedule for academic promotion.

The following documents should be included in the academic promotion file submitted by the applicant to the Office of the Provost:

- A Cover letter including a personal statement on teaching and learning, on research and on services (and on Leadership when applicable).
- An updated CV.
- Assessment of teaching and learning report (students' feedback, peer review, etc.).
- Assessment of research report (HCR feedback, Scopus report, etc.).
- All required documentation as specified in the correspondent rubrics related to teaching, research, services, and leadership.
- Dean and head of department appraisal report (or Peer Appraisal Form selected by the UCP if the Dean or the head of department are applicant for promotion).

5.3 Promotion Procedure at the University Level

- The Provost shall convene the University Committee of Peers to deliberate on all academic promotion cases as defined in the yearly annual schedule for academic promotion.
- The committee of Peers sends a written evaluation report for each candidate to the Provost. If the UCP's recommendation is negative, the Provost should share the report and give the candidate an opportunity to respond. The UCP shall reassess the candidate's file and communicate its final recommendations to the Provost.
- The Provost presents the University Committee of Peers final recommendation to the President for confirmation.

5.4 Faculty rank and academic promotion requirements *

Each candidate for Promotion is evaluated individually based upon his/her strong commitment to the University mission and academic maturity; sustained and distinguished accomplishments in education, scholarship, and service; and distinction in leadership roles.

You can check the specific requirements for promotions to the positions of assistant professor, associate professor, and professor concurrently.

5.4.1 Academic Promotion to the Rank of Assistant Professor

The rank of Assistant Professor is exclusively limited to Faculty who hold a PH.D., a doctorate or a terminal degree in accordance with the relevant field.

Academic promotion from lecturer to assistant professor requires:

- A minimum of 3 years teaching at USEK.
- Records showing the fulfilment of all required qualifications as specified in the correspondent rubrics related to teaching, research, services, and leadership.

**The President, after consultation with the Executive Committee, may grant a promotion in rank, to a faculty member based on services rendered to the University.*

5.4.2 Academic Promotion to the Rank of Associate professor

The rank of Associate Professor is exclusively limited to Faculty who hold a PH.D., a doctorate or a terminal degree in accordance with the relevant field.

Promotion from assistant professor to associate professor requires:

- An assistant professor rank for a minimum of six years at USEK.
- Records showing the fulfilment of all required qualifications as specified in the correspondent rubrics related to teaching, research, services, and leadership.

5.4.3 Academic Promotion to the Rank of Professor

The rank of Professor is exclusively limited to Faculty who hold a PH.D., a doctorate or a terminal degree in accordance with the relevant field.

Promotion from associate professor to full professor requires:

- An associate professor rank for a minimum of eight years at USEK
- Records showing the fulfilment of all required qualifications as specified in the correspondent rubrics related to teaching, research, services, and leadership.

6.

FACULTY DISCIPLINE AND GRIEVANCE

6.1 Disciplinary measures

The Faculty member is responsible for maintaining the highest virtuous principles through promoting USEK's Catholic tradition and mission welded with values, ethics, respect, and pluralism. The Faculty member, who may commit any violation of policies, regulations or decisions in effect at USEK, will be subject to a disciplinary measure according to the provisions below.

6.1.1 Definitions of Misconduct

Academic Misconduct: Includes but is not limited to plagiarism, fabrication of data, cheating, and other forms of dishonesty in scholarly activity.

Professional Misconduct: Involves behaviors that are inconsistent with the ethical standards and professional conduct expected of faculty members, including conflict of interest, inappropriate use of university resources, unexcused absences without proper notification, and failure to comply with university policies and procedures.

Personal Misconduct: Refers to actions that negatively impact the university community, which are specifically addressed by existing university policies. This includes, but not limited to, discrimination, harassment, and any behavior that violates Lebanese laws.

6.1.2 Reporting Faculty Misconduct

Any member of USEK community, including students, staff, and faculty, may report allegations of faculty misconduct.

Any allegation of misconduct should immediately be brought in a written form to the attention of the Dean of the relevant School/Faculty, who in turn will notify the Provost of the existence of the allegations. The complaint must be specific as to the nature and the circumstances of the alleged offense.

Initial allegations of misconduct that are found to be false and maliciously motivated may themselves become the basis of a disciplinary action. But no allegations made in good faith, however incorrect, will be the basis for discipline against a complainant, and efforts will be made to assure that no retaliatory actions occur over the good faith reporting of alleged misconduct.

6.1.3 Informal Resolution at the School/Faculty Level

When an allegation of misconduct is initiated against a faculty member, an effort shall be made to resolve the matter informally under the direction of the Dean of the faculty member's school, including an opportunity for the respondent to respond to the allegations.

The Dean may enlist the Head of Department of the concerned faculty member or other appropriate individuals to assist in informal resolution efforts. Where the charge is against the Dean as a faculty member, the informal effort shall be under the direction of the Provost.

The Provost has discretion to approve informal resolution efforts if she/he deems this to be appropriate. If informal resolution efforts are concluded to the satisfaction of the Provost, the Provost may close the case.

If the matter cannot be resolved informally, disciplinary proceedings will ensue.

6.1.4 Disciplinary Proceedings

• Initiation

The Provost shall convene on his own initiative the Faculty Disciplinary Council (FDC) for an in-depth investigation. Hearings will commence no later than ten (10) days after the FDC is constituted. The FDC should issue its final report within thirty (30) days of the initial hearing.

In the event of serious allegations, a faculty member under investigation may be promptly suspended from their academic and administrative duties by the President, pending the conclusion of the disciplinary proceedings.

• Confidentiality

Faculty misconduct investigations are confidential proceedings; anyone who has or receives information about, or participates in, an investigation should keep that information confidential.

The University takes breaches of confidentiality seriously, especially when there is an indication that an individual has attempted to interfere with an investigation or improperly influence witnesses. An individual who breaches the duty of confidentiality in connection with faculty misconduct investigations may be subject to sanctions.

• Composition of the Faculty Disciplinary Council

The Faculty Disciplinary Council comprises five members as follows:

- The Provost or their designated representative as Chair.
- The Chair of the University Senate.
- A Dean from a School/Faculty not associated with the case at hand, chosen by the Provost.
- Three faculty members of equal or higher rank than the individual subject to disciplinary review, appointed by the Provost from distinct Schools or Faculty.

• Disciplinary Process

The FDC has the authority to request relevant information and documents, conduct interviews with the respondent, and consult with any other members of the USEK community who can provide insights into the matter.

The Provost or their designated representative oversees the process, providing guidance and support as necessary, while maintaining a record of the process, findings, and decisions.

The FDC will decide by majority vote whether a preponderance of the evidence supports the allegations or the disciplinary measures against the faculty.

The FDC shall prepare a written report of its findings, including reasons and any dissent, forwarded to the President within ten (10) days after the hearing.

6.1.5 Resolution

Within ten (10) days of receiving the FDC's recommendation, the President shall make a final written determination on the matter and the disciplinary measure to be implemented, when necessary. The decision will be communicated in writing to all involved parties, including the Dean of the concerned Faculty/School and the Provost's Office. The President's decision will be based on the findings, conclusions, and recommendations of the FDC.

The President's decision on the matter shall be final and not subject to appeal elsewhere.

6.1.6 Disciplinary measures

Disciplinary actions for confirmed misconduct may include:

- a. Administrative warning.
- b. Administrative warning with a period of suspension, with or without salary deduction.
- c. Administrative warning without a period of suspension, with salary deduction.
- d. Administrative warning with termination of academic or administrative missions.
- e. Academic rank demotion with corresponding reduction in salary
- f. Termination of contract.
- g. Or other appropriate sanctions within this range.

For comprehensive information regarding USEK Faculty Conduct and Discipline Policy draft, please refer to [\(link\)](#)

6.2 Faculty Grievance

Faculty members who believe they have a legitimate grievance should first consider discussing the matter informally with their respective head of department and/or Dean. Alternatively, faculty members can proceed directly with initiating a formal grievance procedure.

6.2.1 Filing a Grievance

Faculty are expected to begin the grievance process by completing and signing a «Notice of Faculty Grievance» form and submitting it, along with any supporting evidence, to their Head of Department within thirty (30) days from the date in which he/she first knew, or could reasonably be expected to know, of the alleged violation or within thirty (30) days from the most recent incident in a series of related incidents.

If the Head of Department is the subject of the grievance, the form and documentation shall be submitted to the Dean.

In cases where the Dean is the subject of the grievance, the form and documentation shall be submitted to the Provost office.

6.2.2 Grievance Procedure

Upon receipt of the complaint, the Associate Provost for faculty affairs shall convene within a period of five (5) days the Faculty Grievance Committee for a more in-depth investigation. Hearings will commence no later than ten (10) days after a committee is constituted. The Committee should render its final report within a period of sixty (60) days from the date of the first hearing.

6.2.3 Faculty Grievance Committee:

The Faculty Grievance Committee is composed of five members, as follows:

- The provost or their designated representative as a Chair.
- An academic Dean from a faculty unrelated to the dispute, selected by the Provost.
- The Chair of the University Senate.
- Two faculty members, chosen by the Provost, hold equal or higher rank than the person filing the grievance. These two panelists are selected from different faculties/Schools, one affiliated with the dispute and one uninvolved.

6.2.4 Grievance Hearing

The process for addressing a grievance is confidential. The parties, witnesses, members of committees involved in the process who are informed of the grievance on a need-to-know basis, are expected to preserve confidentiality at all stages of the process.

The Faculty Grievance Committee has the authority to request relevant information and documents and conduct interviews with the grievant and any other members of the USEK community who can provide insights into the matter.

6.2.5 Deliberations and Findings

The Committee will determine by majority vote whether or not a preponderance of the evidence presented supports the allegations made by the faculty that a decision or action was unfair or wrong or that an action was taken, or a decision was made in a manner that violated a University policy, procedure, standard, or established practice.

6.2.6 Recommendations

The Committee shall prepare a written report for the Provost of its findings, including the reasons for the findings and any dissent. The report shall be forwarded to the President within ten (10) days after the conclusion of the hearing.

6.2.7 President's Decision

The President shall make a final determination in writing on the decision in the matter, and what remedy, if any, will be implemented. The decision will be communicated in writing to all involved parties, including the Dean of the concerned Faculty/School and the Provost Office.

The decision of the President shall be final.

Should the President decide that the grievance is justified, and a remedy should be implemented, the grievant shall, before receiving any such remedy, enter into a written agreement recognizing the remedy to be satisfactory and waiving any claims to causes of action arising out of the grievance.

For comprehensive information regarding USEK Faculty Grievance Policy, please refer to [\(link\)](#)

7.

RESEARCH, SCHOLARSHIP AND PROFESSIONAL DEVELOPMENT

USEK nurtures a favorable environment for research development and sustainability, recognizing research as a primary objective. Comprehensive support is provided to faculty and students, encompassing research projects, groups, publications, and patents, among others.

Several units support the advancement of research at USEK.

7.1 Office of the Deputy President for Research (ODPR)

The Office of the Deputy President for Research (ODPR) at USEK cultivates and advances a culture of research excellence and innovation. By supporting high-quality, interdisciplinary research across various disciplines, the ODPR aims to address societal challenges, drive knowledge advancement, and foster collaborative efforts among researchers, academics, and industry partners. The office is committed to upholding the highest ethical standards in research, protecting human subjects, and ensuring that all research activities align with USEK's core values and mission.

The ODPR positions USEK as a leading research-oriented university recognized for its contributions to scientific discovery, technological innovation, cultural heritage, and societal impact. Through a dedicated focus on interdisciplinary collaboration, ethical conduct, and the dissemination of research findings, the ODPR aspires to create a nurturing and dynamic research ecosystem that promotes the well-being of society and the advancement of global knowledge.

The ODPR core values guide our research activities, ensuring we maintain the highest standards and contribute positively to society. These values include:

Ethical Conduct: Adherence to the highest ethical standards in all research activities.

Transparency and Accountability: Clear, open, and responsible research practices.

Social Responsibility: Commitment to research that benefits society and addresses critical global challenges.

Integrity and Diversity: Promoting honesty, fairness, and inclusivity in research endeavors.

Adaptability: Flexibility to respond to emerging research trends and societal needs.

Confidentiality: Protection of sensitive information and respect for participant privacy.

Stewardship: Responsible management of resources and support for sustainable research practices.

Service to Society: Dedication to using research outcomes to improve community well-being and drive positive change.

7.1.1 Higher Center for Research (HCR)

The center serves as a hub for interdisciplinary research, promoting collaboration, creativity, and the pursuit of breakthrough discoveries. One of the primary objectives of the Higher Center for Research is to support and facilitate high-quality research across a wide range of disciplines. From natural and social sciences to humanities and engineering, the center provides a nurturing ecosystem that encourages researchers to pursue their passions and explore new frontiers of knowledge.

The following 7 research units operate within the Higher Center for Research (HCR), each producing remarkable research output to boost the University's arbitrated scientific credit on the global level.

7.1.1.1 Research Unit 01 (RU 01)

Priorities | Health, Sciences, and Technologies

This unit empowers clinicians, scientists, and engineers with the right skills, knowledge, and tools to harness the combined power of science, engineering, and medicine to translate research findings into clinical practice, as well as into medical devices to treat, diagnose, and prevent diseases and to improve human health.

7.1.1.2 Research Unit 02 (RU 02)

Priorities | Patrimony and Identity: Education, Heritage, and Memory Diversity, Theology, and Ethics

This unit empowers researchers and professionals with the right skills to reveal the importance of heritage and memory in dynamically changing communities and to forge a shared understanding of heritage conservation and management, especially in a globalized context. Its work highlights all the research findings pertaining to cultural identity and diversity from an aesthetic, literary, historical, scientific, spiritual, psychological, and social approach.

7.1.1.3 Research Unit 03 (RU 03)

Priorities | Artificial Intelligence (AI), Internet of Things (IoT) and Dynamic Data Analysis

Advancement of Information and Communication Technologies
This unit empowers scientists and engineers with the right skills to keep up with the rapid development of modern technologies in the digital information era. In addition to following up on local market developments in the field of information and communication technology (ICT) and relevant concentration areas, it

undertakes probing scientific research in the field of ICTs, computer science, and related topics, such as the Internet of Things (IoT), Artificial Intelligence, and big data.

7.1.1.4 Research Unit 04 (RU 04)

Priorities | Sustainable Development and Entrepreneurship

This interdisciplinary unit aims to develop the skills needed to investigate sustainability and increase livelihoods within the local community. Particular attention is paid to regional environmental challenges with critical facets encompassing water quality and quantity, clean energy solutions, and eco-friendly agricultural practices, among others. As we recognize that sustainable solutions are often intertwined with entrepreneurial opportunities, entrepreneurship is woven into the fabric of this unit's mission. The objective is to empower individuals and communities with the expertise to develop and implement sustainable strategies that not only preserve the environment, but also create economic value. Research, education, and hands-on training are our tools to bridge the gap between sustainable development and entrepreneurship, enabling individuals to seize environmentally conscious business opportunities.

7.1.1.5 Research Unit 05 (RU 05)

Priorities | Architecture, Urban Planning, and Design

This unit empowers scientists and engineers specializing in research and practical fields in architecture, urban planning, and design. The research themes are driven by the conviction of the need to promote humane and sustainable forms of urban development, understand rapid urbanization, and encourage innovative policies, design, planning, and management in response to the economic, social, and environmental development of cities and regions.

7.1.1.6 Research Unit 06 (RU 06)

Priorities | Law, Policies, and Security

This unit empowers scholars and scientists working on groundbreaking research on the vital legal, policy, and strategic questions that will shape human security for years to come. From geopolitical developments to rapid technological advances and the latest legal and judicial conundrums on national and regional levels, this unit encompasses all private and public dimensions of the law, encouraging interdisciplinary cooperation, focusing on human/ethical approaches and political sciences, and covering a wide array of policy and security concerns, such as national and regional security in a shifting geopolitical context.

7.1.1.7 Research Unit 07 (RU 07)

Priorities |Business Sustainability and Social Impact

This unit is dedicated to advancing knowledge and understanding of the intersection between business practices, sustainability, and social impact. Its primary objective is to conduct cutting-edge research that addresses the complex challenges faced by organizations in the pursuit of sustainable and socially responsible business practices. Through interdisciplinary collaboration and engagement with industry partners, it aims to provide evidence-based insights and practical solutions to promote sustainable development, ethical decision-making, and positive social change by focusing on the integration of environmental, social, and governance considerations into business strategies.

7.1.2. Human Research Protection Program (HRPP)

The HRPP ensures the ethical conduct of research involving human subjects, aligning with Lebanese laws and international ethical standards. The Institutional Review Board (IRB) under HRPP reviews and approves research protocols to protect participants' rights and well-being.

7.1.3. Review and Dissemination Center (RDC)

The RDC aims to enhance USEK's research culture by producing high-quality reviews and research syntheses. It supports faculty and students in conducting systematic reviews, meta-analyses, and other research syntheses, providing guidance and training in research methodologies and publication processes.

7.1.4. Publications of USEK (PUSEK)

PUSEK is responsible for publishing and disseminating the research outputs of USEK, ensuring wide reach and impact of the university's research activities.

7.2 Technology and Transfer Office (TTO)

The Technology Transfer Office (TTO) at USEK acts as a crucial link between academic research and the commercial sector. Its mission is to turn academic innovations into products and services that benefit society. The TTO helps the researcher in assessing intellectual property, developing partnerships, and supporting the commercialization of research findings through licensing or spinouts.

USEK-TTO team works closely with researchers, faculty, and students to identify promising inventions, secure intellectual property rights, and form licensing agreements with businesses. Its aim is to enhance the impact of our research on society and the economy by ensuring that our innovations can reach the market and make a difference.

USEK-TTO is dedicated to fostering a culture of innovation and entrepreneurship at the university, providing the guidance and tools needed to bring research discoveries to the marketplace and to make an impact.

To learn more about their services, check their website on the following link:

[Holy Spirit University of Kaslik | About Us \(usek.edu.lb\)](#)

7.3 Research Funding Opportunities

7.3.1 Internal Funding Opportunities

As part of its robust research strategy, USEK provides vital support for all research activities by offering various internal funding opportunities to its faculty and students through its Higher Center for Research (HCR).

Research Projects Form

In accordance with the new USEK Research Strategy, the Higher Center for Research (HCR) team receives your research projects, including Master and PhD students' research work, via the link (form) below.

You can also submit your research by email at: csr@usek.edu.lb.

Payment Request e-Form for Article/Book Processing Charges (ABPC)

If you have a paper to publish, preferably in a Scopus-indexed journal, do not hesitate to complete the Payment Request Form for Article/Book Processing Charges (ABPC). The HCR can contribute to the processing charges.

Kindly complete the provided form and submit it by email at: csr@usek.edu.lb.

Payment Request E-form for Conference Registration

If you wish to participate in a conference indexed in Scopus and publish your article in the corresponding journal, kindly complete the Payment Request E-form for Conference Registration and submit it by email at: csr@usek.edu.lb.

7.3.2 External Funding Opportunities

The Grants and Projects Unit (GPU) encourages faculty and staff to seek external funding to support the mission of USEK. The GPU supports faculty and staff throughout the sponsored project lifecycle, from preparing the proposal and budget development to assisting with project implementation and management.

The Grants and Projects Unit (GPU) provides broad services in the following areas:

- Proposal development and submission
- Contracting
- Post-award management
- Administrative guidance

Please note that prior to applying for a funding opportunity, faculty need to fill out a form and submit it to the Grants and Projects Unit. For further information, please contact the Unit at gpu@usek.edu.lb

7.4 Research Laboratories & Facilities

7.4.1 University Library

The USEK Library provides you with outstanding resources and services. Its 2 reading rooms and study spaces equipped with modern tools and digital resources operate for 40 hours per week, ensuring that collections are continuously updated based on student usage patterns. It is fully automated, granting remote access to a wide range of digital resources and reference services. Since 2006, we have proudly established centers devoted to the preservation of Lebanese cultural heritage, allowing researchers seamless access to invaluable archives.

To access our resources, kindly click on this link: [USEK Library | Home](#)

7.4.2 Research Laboratories

USEK Research laboratories are equipped with cutting-edge technologies to support up-to-date and advanced research. Some of the research facilities available include infrastructures (labs and equipment) for a variety of fields such as Health (basic and translational research), Engineering (Civ-Mech-Elec-Com-Chem-Biomed, automation, and robotics), Nutrition & Food Sciences, Agriculture, Environmental Sciences (quality control for soil-water-air), and Information Technology (cloud computing, cybersecurity, hardware & software development). These research facilities empower researchers to conduct groundbreaking research, fostering innovation and excellence in scientific endeavors.

7.5 Professional Development

7.5.1 Purpose and Objectives

The purpose of Professional Development Leave (PDL) is to make it possible for members of the Full-time Faculty to take time off from normal academic duties for scholarly research and study. The use of Professional Development Leave must demonstrate the faculty commitment and contribution to the University research policy and teaching development.

7.5.2 Duration and Compensation

The plan for Professional Development Leave is based on the normal expectation of a one term (up to 6 months including one academic term calendar only) leave. The faculty is therefore exempt for one academic term of teaching duties. Period extension for no more than additional six months can be authorized by the President in special and limited cases.

Faculty will receive full basic salary for the first six months and half retribution for the remaining Professional Development Leave period. Missions' retribution supplement(s) will be normally suspended during Professional Development Leave period. The faculty cannot claim retribution for summer and extra teaching hours within the year of Professional Development Leave.

University contributions normally made to Faculty insurance programs and any other benefit programs shall be continued during the Professional Development Leave.

The Professional Development Leave retribution policy is made to encourage Full-time Faculty apply for external funding and scholarship.

7.5.3 Eligibility

Eligible Full-time Faculty members for Professional Development Leave should have at least the rank of Assistant Professor, at least six years of full-time service and be engaged in research activities. Years of service beyond the six-year requirement cannot be counted toward qualification for subsequent PDLs.

A Full-time Faculty member is not eligible to apply for Professional Development Leave if he/she is subject to processes relating to unsatisfactory conduct, unsatisfactory performance, or misconduct or serious misconduct as prescribed by USEK Faculty Bylaws.

7.5.4 Application

Faculty members must submit a formal proposal for Professional Development Leave at least 6 months in advance of the suggested leave date.

For comprehensive information on the [Professional Development leave](#) and the application requirements, please refer to the Policy



8.

FACULTY RECRUITMENT, APPOINTMENT, AND TERMINATION

8.1 Faculty Recruitment

Faculty recruitment should comply with the recruitment procedures in force at USEK, whereby full-time and part-time positions are advertised, and the selection process is based on merit and qualifications, the availability of vacancy and the budget of the University.

The request for search process is initiated by the Dean based on a need assessment report. The request of the Dean is submitted to the Provost who assesses the recruitment need and approve the initiation of a search process. The search process is then instigated by the Provost office.

Schools/faculty shall conduct preliminary interviews and selected candidates shall attend a final interview with an ad hoc committee. Following this interview, the committee sends a written evaluation report of the interviewed candidates to the Dean of the school/faculty and the Provost. The Dean of the school/faculty shall send a hiring request to the Provost who approves it and convene the University Committee of Peers to assess the rank and the remuneration of the selected candidates in accordance to their qualifications (article 2) and the Faculty salary grid. The final appointment shall be confirmed by the President.

For more information on the Faculty Recruitment and Hiring Guidelines, please check [\(link\)](#)

8.2 Faculty Appointment, Re-Appointment, and Termination of Full-time Faculty Contract

- Full-time faculty will initially be appointed on a one-year contract with an option for renewal.
- All reappointment decisions are pending faculty performance review and mutual agreement.
- At the expiration of the one-year contract, and based on faculty performance, the contract shall be either substituted by a new three-year term contract or terminated.
- Full-time faculty members will be notified in writing two months before the end of the contract if their contracts are not going to be renewed for the following academic year.

- In the event of contract defection or termination by the Faculty member, the latter will pay a non-negotiable amount, equivalent to three times their last monthly salary, to USEK, for damages caused to the University (Article 266 of the Code of Obligations and Contracts).
- The appointment and re-appointment of a full-time Faculty member is carried out through a contract of appointment in duplicate signed by the faculty member and the President for a term (one-year contract, or three years' contract).

8.3 Resignation of a Full-time Faculty Member

In accordance with Article 5 of the Faculty bylaws, resignation by a faculty member on a term appointment (one-year contract, or three years' contract), is normally effective at the end of an academic term (Fall and Spring semesters or Summer session). To allow the academic unit to prepare for the loss of the faculty member, the faculty should notify the Dean of the intended resignation at least two months prior to the end of the current academic term.

8.4 Termination of Appointment for Cause

- Termination of any appointment by the University, other than by expiration of term, may be made for cause. The university reserves the right to dismiss and discontinue, or to suspend, the appointment of any member of its faculties, on reasonable notice and after giving such member an opportunity to be heard, for misconduct or failure to perform the duties required of the position he or she holds.
- When allegations of misconduct have been made against a faculty member, the allegations shall be investigated using the procedures set forth in the University's Faculty Code of Conduct.
- When allegations of sexual misconduct or harassment have been made against a faculty member, the allegations shall be investigated using the procedures set forth in the Discrimination, Harassment, and Sexual Misconduct Policy. (Please Refer to USEK Discrimination, Harassment, and Sexual Misconduct Policy)

8.5 Retirement

In accordance with Article 16 of the Faculty bylaws, full-time Faculty members retire at the end of the academic year in which they reach 65 years. However, the faculty member, who reaches this age, may be kept in service by the President. In this case, the retiree receives his/her end of service indemnities, and his/her renewal will be managed by a new full-time faculty contract.



9.

COMPENSATION AND BENEFITS

Faculty 's contracts are subject to the provisions of the Lebanese Obligations and Contracts Law.

Compensation assignments will be made according to educational and professional qualifications without regard to race, color, religion, sex, age, disability, national origin, or marital status, and in accordance with USEK bylaws.

9.1 Compensation for Full-Time Faculty Members

The University provides compensation to full-time faculty members in the form of salary and other benefits as listed below.

9.1.1 Basic Salary

The University applies a Faculty Basic Salary Scale. The Scale is subject to yearly adjustments.

The basic salary is the monthly compensation paid by the University to faculty for their teaching, research, and service activities as defined in Article 8 of the faculty bylaws.

Initial faculty basic salaries are determined based on a combination of factors, including but not limited to the academic discipline, faculty rank at the time of appointment, highest degree earned, previous professional expertise and teaching experience, and research achievements.

9.1.2 Basic Salary Increase

The University has evolved a step system by which longevity of service overall and within ranks is recognized through biannual increases of one step for full-time faculty, effective starting the month of September of the following year. If financial reasons prevent the University from awarding step increases in any given year, increases will accrue for that year and will be included in the awarding of a step increase in the following year. Step increases in salary do not accrue during leaves of absence and periods of absence from teaching of USEK other than for professional development (see Professional Development Leave policy) or other approved academic leaves.

9.1.3 Administrative Supplements

Administrative supplements are paid to faculty who take on significant administrative duties that are outside their usual faculty responsibilities or committee work.

An administrative supplement shall be given when the faculty member is expected

to contribute considerably more time to the University, to set aside his or her research to take on administrative tasks, and/or to assume greater responsibility on behalf of the University.

Administrative roles for which administrative supplements shall be paid, are head of program or department, assistant deans, associate deans, deans, associate Provost, Provost, Deputy President, and Vice President but not limited to. The amount of the administrative supplement reflects the level of commitment and complexity of the administrative role.

Faculty member shall not take on more than one administrative role unless otherwise authorized by the President.

9.2 Benefits and Indemnity / Severance pay

Full-time faculty members are eligible to receive or participate in the benefits outlined hereunder:

9.2.1 Medical Insurance

All full-time faculty members and their dependents (spouse and children) are entitled to benefit from a first-class group medical insurance coverage (Class A) on a voluntary basis. The terms and provisions of the group medical insurance policy will be communicated by the Human Resources Department to the University community at the beginning of each academic year.

The medical benefits shall continue to full-time faculty and dependents after retirement or death, provided the faculty has served the University for more than ten continuous years.

No medical benefit shall continue if a dependent child has completed undergraduate education, attained age 21 and is not studying, got married, or become employed.

9.2.2 Educational Benefits to Dependent Children

• Elementary, Intermediate & Secondary Education

Dependent children of all full-time faculty members are entitled to educational benefits for a period not to exceed 13 school years. A fixed amount per dependent child will be determined on a yearly basis by the Vice-President for Finance and communicated to the University community at the beginning of each academic year.

The starting date for eligibility shall commence when the dependent is placed in KG3/GS (12eme) by his or her school and shall end by the terminal year of the schooling system.

• University Educational Scholarship

The children of active, retired, or deceased Faculty members of the age of less than 28 are fully exempt from tuition fees at USEK.

9.2.3 Severance Pay

Upon termination of their activity, full-time Faculty members receive a severance pay calculated on the same basis of that stipulated in the Lebanese Labor Law. The severance pay covers only the years after their appointment as full-time Faculty member.

9.3 Extra Compensation for Teaching Academic Courses

In special circumstances, the University allows full-time faculty to receive additional compensation from the University in excess of their Base Salary for teaching courses that are in addition to their normal «load» as defined in USEK faculty bylaws (see Article 8) and in response to a special or urgent need that can best be satisfied by the faculty as determined by the appropriate Head of Department, Dean and the Provost, in accordance with the Policy on extra Compensation for Teaching academic courses .

9.3.1 Guidelines for Extra Compensation for Teaching Academic Courses

To ensure quality course delivery and balanced faculty responsibilities in areas of teaching, scholarship/research, and service, the following course overload guidelines are recommended:

1. When a Full-time Faculty member agrees to teach a course not included as part of their teaching assignment that is offered by their current department or program, and the course is to be taught during a fall, spring or summer semester, ordinarily their teaching assignment should be modified to include that course as part of the Faculty Member's normal teaching load (as defined by USEK Faculty bylaws, Art.8).

2. In special circumstances, and where it is impossible to include a special teaching assignment during a fall, spring or summer semester within a Full-time Faculty Member's normal teaching load and the academic unit would like to provide Additional Compensation for that special teaching assignment in an Overload Status, request should be submitted by the Head of Department and Dean to the Provost office for consideration. Based on the Provost recommendations, the President will grant his approval or dismiss the request.

3. All teaching for extra compensation must be approved on a case-by-case basis according to the following guidelines:

- Course limitations. Faculty members who hold full-time appointments may be permitted to teach one course for extra compensation during the fall, spring, or summer semester; not to exceed two total courses taught for extra compensation during the academic year.
- Special circumstances. Faculty members will be compensated for teaching on an overload basis only in exceptional, one-time circumstances, such as a sudden resignation or illness of a faculty member and/or when no qualified part-time faculty are available in a specific subject area to cover a course for which there is demonstrated enrollment demand.
- Compensation. The overload will be compensated at the Part-time faculty rate/credit or be offset with a reduced teaching load of the same number of credits in a future semester, as negotiated.

4. Approval is granted for academic year teaching overloads using the Faculty Academic Year Teaching Overload Request Form. Faculty must complete the form prior to accepting an overload assignment.



10.

LEAVES AND ABSENCES

10.1 Paid Parental Leaves

10.1.1 Paid Maternity Leave

In accordance with Article 14.1 of the Faculty bylaws, a faculty member is eligible for a fully paid leave for one semester during the semester in which the faculty member welcomes a child.

Additionally, faculty member who are on maternity leave may elect to extend the timeline of their promotion review process for one academic year.

10.1.2 Paid Paternity Leave

In accordance with Article 14.2 of the Faculty bylaws, a faculty member is eligible for a fully paid leave for five working days during the semester in which the faculty member welcomes a child.

10.2 Annual Leaves

In accordance with Article 9 of the Faculty bylaws, after six months of appointment, Full-time faculty benefit from 20 days annual leave per year in addition to the holidays defined in the academic calendar.

The 20 days annual leave are supposed to be taken by the end of December of each year. A maximum of 10 days of annual leave is subject to cumulation for the next academic year.

The annual leave will be organized according to the University requirements, with the consent of the Dean. Any leave/absence request should be presented to the Dean in advance according to the terms and conditions of submitting a leave request.

10.3 Sick Leave

Faculty members are entitled to sick leave with full pay for the duration specified in the submitted medical report.

11.

SUPPORT SERVICES AND OFFICES

11.1 Office of the Provost

The Office of the Provost supports USEK's mission, values, and goals by providing essential academic leadership and guidance.

The Provost is the Chief Academic Officer at USEK. He works closely with deans, faculty, and other administrators. With the support of Associate-Provosts, he directs the development, review and implementation of academic policies and educational initiatives to foster University's excellence in teaching, research, and service.

The Provost's Office primary responsibilities include, but are not limited to:

- Providing guidance and support to school deans, administrators, and academic support units.
- Overseeing all academic programs to ensure every student enjoys a high-quality and engaging learning experience.
- Recruiting and retaining talented and diverse faculty members, making decisions about their promotions and tenure, advocating for faculty needs, and fostering diversity, equity, and inclusion throughout these processes.
- Promoting a culture of shared governance and facilitating dialogue between faculty members to drive institutional excellence.
- Engaging in strategic planning to shape the University's academic future effectively.

11.2 Learning and Teaching Excellence Center

The Learning and Teaching Excellence Center (LTEC) Usek is dedicated to the development of the professional qualifications of educators in teaching and learning through the promotion of teamwork, innovation, self-reflection, and the efficient use of instructional technologies, and through sharing best practices to enhance the student learning experience.

LTEC serves USEK and non USEK faculty members by engaging and supporting them in their research-based teaching and learning concepts and bringing them into intentional daily practice both inside and outside the classroom.

The LTEC provides a number of tools that can improve and enhance the online teaching and learning process, and also offers training on emerging digital platforms (such as e-learning) that can be used in both distance and face-to-face classrooms.

For more information about LTEC and offered programs, please refer to [Holy Spirit University of Kaslik | Learning and Teaching Excellence \(usek.edu.lb\)](https://usek.edu.lb)

11.3 Institutional Research and Assessment Office

The Institutional Research and Assessment supports USEK to achieve its mission through various initiatives such as planning, assessing, and improving administrative and academic performance in alignment with international accreditation standards, where applicable. The office collects and analyzes data that are disseminated for decision making and reporting purposes.

The Institutional Research and Assessment Office supports International Institutional Accreditation on both European and American levels and promotes and provides support for program accreditation by being an assessment resource, for the academic units, on matters pertaining to assessment and curricular and program improvement.

For more information about IRA office, please refer to [Holy Spirit University of Kaslik | Institutional Research and Assessment \(usek.edu.lb\)](https://www.usek.edu.lb/Institutional-Research-and-Assessment)

11.4 Human Resources

The Human Resources Department serves in cooperation with the Office of the Provost as a focal department within the educational institution, ensuring the effective management of personnel-related matters. Its primary objectives are to support faculty and staff, foster a positive work environment, and align human resources strategies with the institution's academic mission. The HR Office assists the Office of the Provost in the hiring process of Faculty members in terms of administering compensation and managing benefits programs including health insurance, schooling, end of service, discount on USEK tuition fees and supplementary teaching payments. The Office actively supports the Associate Provost for faculty affairs throughout the onboarding process of new hires by ensuring a smooth integration into the academic community.

11.5 IT Office

The USEK IT Office delivers modern and reliable technology to better facilitate teaching, learning, research, and services.

The IT Service serves the University through the adoption of the strategic application of technology.

The IT unit serves the campus effectively; the IT unit is ethical and visionary.

The USEK IT Department continuously strives to maintain its exemplary reputation and provide excellent IT Services to the USEK Community, by adopting the latest cutting-edge technologies and investing in the personal development of its staff.

Faculty, Services provided are:

11.6 Green Spaces

In 2016, the USEK Green Committee was created to advance the environmental management of the institution, increase its environmental and social performance, and engage the university community as a whole in sustainable development. Within a year of the creation of the committee, USEK ranked 1st Green University in Lebanon and in the top 10 'Greenest' Universities in the Arab World by GreenMetric World University Ranking in 2017 and sustained the ranking for a further two years. In 2020, it continued its success by ranking 1st Sustainable and Green University in Lebanon and 6th Most Sustainable and Green University in the MENA.

The committee continues to transform the campus environment into a greener setting, remodel infrastructure, improve water management, increase education and research in sustainability to encourage and embed sustainable behaviors. More recently it has worked hard to expand the university's goals by demonstrating and spreading good environmental practice on a national level.

It remains USEK's top priority to continue growing a culture of sustainability among students, faculty, and staff, empowering them to be green actors in helping reduce environmental footprints through their actions and initiatives.

11.7 Sports Facilities

The Sports Department at USEK offers a diverse range of sports classes tailored to meet the fitness needs and interests of the community. These classes include Basketball, Football, and Fitness training sessions. They are open to all members of USEK community, including staff and faculty members, providing them with an opportunity to engage in physical activities that promote health and well-being. These classes are designed and conducted by experienced instructors who are dedicated to helping participants achieve their fitness goals in a safe and supportive environment.

11.8 Parking

The Holy Spirit University of Kaslik offers its faculty on-campus parking spaces. A parking card will be provided for every faculty member.

11.9 Restaurant

The University Restaurant is a lively and inviting dining establishment on campus that caters to the various tastes of students, faculty, and staff. Designed to offer a comfortable and welcoming atmosphere, it serves as a hub for socializing, nourishment, and relaxation.

The Restaurant provides a mix of self-service options for quick meals, perfect for those in a hurry between classes or meetings, and a sit-down area for a more relaxed dining experience. It focuses on fresh, seasonal ingredients and promotes healthy and sustainable food habits.



12.

DIRECTORY

UNIT	PHONE NUMBER	EMAIL
Office of the Provost	+961 9 600 908	provost@usek.edu.lb
Learning and Teaching Excellence Center (LTEC)	+961 9 600 203	ltec@usek.edu.lb
Institutional Research and Assessment Office	+961 9 600 357	oira@usek.edu.lb
Higher Center for Research (HCR)		csr@usek.edu.lb
Office of the Deputy President for Research		dp.research@usek.edu.lb
Library		library@usek.edu.lb
Technology and Transfer Office	+961 9 600 948	technology.transfer@usek.edu.lb
The Grants and Projects Unit (GPU)	+961 9 600 319	gpu@usek.edu.lb
Human Resources	+961 9 600 185 +961 9 600 181	hr@usek.edu.lb
IT Office	+961 9 600 414	It.servicedesk@usek.edu.lb
USEK Kaslik Campus	+961 600 000	usek@usek.edu.lb
Zahle RUC	+961 8 932 132	zahle@usek.edu.lb

13.

COMPREHENSIVE LIST OF POLICIES FOR USEK FACULTY MEMBERS

Comprehensive List of Policies & Forms for USEK Faculty members

POLICY NAME	RELATED FORM
Academic Advising Policy	
Conflicts of Interest and Conflicts of Commitment Policy	<i>Conflicts of Interest and Conflicts of Commitment Form</i>
Discrimination, Harassment and Sexual Misconduct Policy	<i>Discrimination, Harassment and Sexual Misconduct Form</i>
Extra-Compensation for Teaching Academic Courses Policy	<i>Teaching Overload Request Form</i>
Faculty Bylaws	
Faculty Grievances Policy	<i>Faculty Grievances Procedure</i>
Full-time Professional Development Policy	<i>Professional Development Leave Form</i>
Honorary Degree Policy	<i>Honorary Degree Form</i>
Institutional Gift Acceptance Policy	
Intellectual Property Policy	
Workload Policy	<i>Faculty Workload Form</i>