ACADEMIC STAFF POLICIES

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ACADEMIC STAFF RECRUITMENT AND SELECTION POLICY

The LU-FMS medical school has a clear recruitment and selection policy which conforms to the recruitment policy of the Lebanese University:

1. *Organizing the work of the academic staff faculty at the LU - Law No. 6 dated 1970: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=244093*
2. *Organization of the Lebanese University - Law No.75 dated 1967: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=166998*
3. *Hourly Contracting Conditions for Academic Staff at LU-FMS - Decree No. 4710 dated 1994: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=196918*
4. *LU Technical Staff Appointment Conditions - Decree No. 5715 dated 2001: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=182412*

The policy includes recruitment of all academic staff: professors, associate professors, assistant professors, instructors/lecturers, and teaching assistants.

The academic staff at LU-FMS is categorized into two categories: **Full-time professors and part-time professors.**

- Part-time professors include tenured faculty, as well as those with hourly or annual contracts. Hourly contractual professors hold various academic titles, including Professor, Associate Professor, Assistant Professor, and Instructor/Lecturer. To earn each title, certain criteria related to educational qualifications, experience in university teaching, and research publications must be met. Professor and associate professor are esteemed academic designations, which typically come with tenure. Assistant professor is an entry-level position, which can lead to higher titles. On the other hand, lecturers/Instructors are typically lower-ranked title with no potential for tenure. The tenured faculty can be assigned research and investigation tasks, in addition to their teaching hours.

The academic staff at the LU-FMS can also be divided into two distinct categories: **academic professors and clinical professors.**

- Academic professors are primarily responsible for teaching and conducting research in the basic sciences related to medicine, such as anatomy, physiology, biochemistry, pharmacology, and pathology. They typically hold doctoral degrees (Ph.D. or equivalent, or MD Degree) and have expertise in their respective fields. They are also responsible for developing and updating the medical school curriculum, including the design and delivery of lectures, seminars, and other educational activities.
- In contrast, clinical professors are medical doctors who are primarily responsible for teaching and supervising medical students during their clinical training, such as in hospitals, clinics, and other healthcare settings. They typically hold medical degrees (MD or equivalent) and have extensive experience in their respective specialties, such as cardiology, neurology, surgery, etc. They are also responsible for providing clinical care to patients and conducting research related to clinical practice and patient care. Both categories of professors work together to provide a well-rounded educational experience for medical students.

RECRUITMENT PROCESS OF ACADMIC STAFF

The LU-FMS medical school staff recruitment, selection and promotion policy addresses criteria for scientific, educational, and clinical merit:

1. *Organizing the work of the academic staff faculty at the LU - Law No. 6 dated 1970: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=244093*
2. *Organization of the Lebanese University - Law No.75 dated 1967: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=166998*
3. *Different provisions related to some of the regulations of the LU - Law No.12 dated 1981: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=244093*
4. *Hourly Teaching Contracts at LU Principles and Rules - Decree No. 9084 dated 2002: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=203134*
5. *Amendment of Decree No. 9084 dated 11132002 - Decree No. 17988 dated 2006: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=215324*

The process for determining academic contract assets involves the following steps:

1. Monitor vacancies in the faculty to determine if new professors are needed, then the Head of Department must submit a report to the Faculty Council.
2. Announce the vacant positions, their eligibility requirements, and the application submission process through the university's website.
3. Receive nomination applications from candidates, record the applications inGeneral Secretary registry or in Human Resource Department, and refer them to the scientific committees.
4. Form scientific committees consisting of three to five members to evaluate candidates' files and report on educational needs and specifications.
5. Study candidates' files by evaluating their documents, educational background, clinical work, and their experience, matching between the candidate specialization and the specification of the vacant position, published research, language proficiency, and interpersonal skills.
6. After scientific committees finish studying candidates' files, the dean receives the reports, which are referred to the Faculty Council for final recommendations.

7. Performance of candidate is evaluated through a personal interview conducted by the dean of the faculty, either with or without the presence of the head of the department in question. The performance of a candidate refers to the evaluation of qualifications, experience, fluency in oral communication, teaching and presentation skills, attitude, and ethics. The interview process also evaluates the candidate's understanding of the faculty's teaching philosophy, their approach to teaching and learning, and their potential contributions to the institution.
8. After the interview, the accepted candidates' files are referred to the university presidency for a final decision.
9. Proposals for contracts are presented to the Council of Ministers for approval.
10. Notify owners of the approved applications and prepare the contract.

When recruiting teaching assistants, instructors, lecturers, assistant professors, associate professors, and professors, they have to submit curriculum vitae, their certificates and many other documents required by the university corporation such us published research and some personal documents.

Instructors' files are all available within the human resources' office.

In the process of appointing or promoting faculty members at the LU-FMS, their prior experience in higher education, technical expertise, research, and publications, both before and after earning a doctoral degree, will be considered. The assessment of these publications and research will be based on relevant principles.

RECRUITMENT CRITERIA OF ACADMIC STAFF

The criteria taken into account for staff recruitment and selection policy are defined by:

1. *Article 21 of Decree No. 1118 dated 12/10/1983 - Establishment of LU-FMS:* http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=193023
2. *Decree No. 4419 dated 20/10/1981 - Teaching Staff Appointment and Promotion at LU's Faculty of Public Health:* http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=193111

The appointment, promotion, and contracting of academic staff members will adhere to the conditions and regulations specified by the Faculty of Public Health at the Lebanese University in Decree 4419 dated 20/10/1981.

RESPONSIBILITIES OF ACADMIC STAFF

LU-FMS staff recruitment and selection policy specifies the responsibilities of its academic staff/faculty as per:

1. *Organizing the work of the academic staff faculty at the LU - Law No. 6 dated 1970: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=244093*
2. *Decree No. 132 dated 16/09/1983 - Amending some provisions of the organization of the Lebanese University: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=194117*
3. *Internal law for the LU dated 1962: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=258276*
4. *Law No. 66 dated 04/03/2009 - Organizing academic Councils at the Lebanese University: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=246322*

The roles of all academic and clinical faculty members of the LU-FMS are defined and delivered to each department and they are monitored by the head of departments and head of divisions. However, they are granted the freedom to choose their teaching methods and express their scientific views as long as they maintain scientific objectivity, abide by applicable laws and regulations of the Lebanese University, and avoid any form of propaganda. Each department determines the role of each faculty member depending on the curriculum. Each curricular component is well communicated with each department by syllabus.

According to Article 2 of the Law No. 6 dated 23/2/1970, the permanent academic staff members of the university may engage in certain activities beyond their regular university duties. These activities include:

1. Serving on advisory councils of public interest which assume university specializations, subject to the recommendation of the faculty council and the approval of the university council.
2. Providing scientific, legal, literary, artistic, and other types of advice, provided that it is not ongoing and after informing the faculty administration.
3. Performing general tasks entrusted to the university by the state or its institutions.
4. Engaging in non-ignorant authorship.
5. Teaching in universities and higher education institutions on an exchange basis, in accordance with university traditions and within Lebanon, for a maximum of one hour per week without receiving any payment.

Regarding the lessons taught by faculty members to their students, the university is flexible in meeting the needs of students upon the request of the professor who taught the lesson, following the regulations of public and private faculties.

PROMOTION OF ACADMIC STAFF

Recognition of meritorious academic activities is accomplished through promotion and/or remuneration. The promotion is based on the duration of service, teaching and research. Academic staff members of the university are promoted by the same standard set by the university policy of promotion. The University policy for promotion is detailed as per:

1. *Articles 10, 11, 12, 13, 14 and 19 of Law "Organizing the work of the academic staff faculty at the LU" - Law No. 6 dated 1970: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=244093*
2. *Decree No.1984 dated 25/9/1971- "Determining the system for benefiting from the seventh-year leave for members of the teaching staff of the Lebanese Technical University": http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=205499*
5. *Articles 4, 5 and 6 of Law "Different provisions related to some of the regulations of the LU" - Law No.12 dated 1981: http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=244093*
3. *Decree No.6011 dated 28/11/1994 – "Determine the allowance for correcting competitions and monitoring exams at the Lebanese University": http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=196402*
4. *Decree No.447 dated 6/10/2008 –" Modifying the conditions for promoting members of the teaching staff who hold a doctorate degree - second category in the various units of the Lebanese University": http://legiliban.ul.edu.lb/LawView.aspx?opt=view&LawID=220841*
5. *Decision 3002 dated 30/12/2010.*