

# **Bylaws of the Board of Tenured Instructors and Researchers**

## **of the Saint Joseph University of Beirut**



## 1. OBJECTIVES AND MISSIONS

The Board (hereinafter referred to as the “Board”) of the Tenured Instructors and Researchers (hereinafter referred to as the “TIR”) is an advisory body whose mission is to listen to the concerns and feedback of the TIR members at the Saint Joseph University of Beirut (hereinafter referred to as the “University”), and to provide guidance to the governance of the University. It plays a significant role in promoting a harmonious work environment and strengthening participatory governance by fostering an atmosphere of dialogue and engagement in service to the institution, in accordance with the University’s Vision, Mission, Bylaws, regulations, procedures, and all current and future statutory texts.

Its objectives include:

- **Facilitating communication** between the TIR and the Central Administration to ensure that TIR concerns are addressed and relevant information is effectively communicated.
- **Contributing to the development and implementation of policies** directly affecting the TIR, by providing informed and constructive advice and proposing solutions to identified issues.
- **Promoting the well-being and working conditions of the TIR** through constructive recommendations. However, the Board shall not call for actions that may disrupt the University’s academic or administrative operations.
- **Fostering a collaborative and inclusive work environment** where TIR members feel valued and heard.


## 2. COMPOSITION

The Board is composed of representatives from the USJ TIR and the Central Administration to ensure equitable and diverse representation:

1. The Rector
2. Ex officio members:
  - The Secretary-General;
  - The Vice-Rector for Administration;
  - The Vice-Rector for Academic Affairs;
  - The Vice-Rector for Research;
  - One Jesuit Vice-Rector;
  - The Director of the Human Resources Office;
3. 16 members forming the Office: 15 instructors representing the TIR from the 5 Beirut campuses (3 TIR members per campus) and one instructor representing the 3 regional campuses.

## 3. ELECTION PROCEDURES

1. **Eligibility:** Full-time TIR members with at least five years of service are eligible to submit their candidacy.
2. **Submission of Candidacies:** Candidacies are submitted to the Secretary-General by the deadline communicated by the Central Administration. Each institution may nominate only one candidate.
3. **Election Process:** TIR representatives are elected by their peers at each campus through a single-round, secret, and personal ballot, conducted in person or online, and organized across all campuses on a date set by the Central Administration. Proxy voting is not permitted. In-person elections are organized by the administration of each campus; online elections are organized by the Central Administration. Ballots are counted on each campus in the presence of the candidates or directly online. Results are submitted to the Secretary-General, who communicates them to the TIR members. Each representative is elected by relative majority of votes cast by peers from the same campus.
4. **Term of Office:** The term of office is two years, renewable once. It ends on August 31 of the second year following election.



**5. Democratic Nature of the Election Process:** Elections are conducted neutrally, without political orientation or confessional affiliation, and remain independent of any internal or external pressure.

#### **4. RESIGNATION, VACANCY, AND REPLACEMENT PROCEDURE**

A TIR representative is considered to have resigned in the following cases:

- Any TIR representative absent from two consecutive regular meetings without a valid prior excuse.
- A TIR representative who wishes to resign and submits a written resignation to the Rector.
- Any TIR representative who lost their tenured status at the University.
- Any representative from the University's Central Administration who resigns from the University or whose term of office has expired.

Any vacancy within the Office must be filled within fifteen (15) working days by the substitute (the candidate who ranked fourth for the Beirut campuses or second for the regional campuses). If the substitute is absent, unable, or unwilling to serve, a new election must be held at the concerned campus to fill the vacancy.

If the resigning member held a specific responsibility, the Office must elect a replacement from among its members at the first meeting following the vacancy.

#### **5. OPERATION**

- Following the elections, the Secretary-General invites the Office to elect the President and Secretary of the Board within fifteen (15) working days following the publication of results.
- The President and Secretary of the Board are elected by a relative majority for a consecutive two-year term. Their responsibilities include leading meetings, liaising with the Central Administration of the University, and preparing meeting agendas and minutes in consultation with Bureau members. Agendas are submitted to the Rector for approval prior to distribution to Board members.
- The Rector schedules the Board's inaugural meeting within one (1) month of the Bureau's formation.
- The Secretary-General handles the distribution of meeting invitations, agendas, and minutes, and maintains all relevant documentation.
- The Board holds regular sessions twice per year, convened by the Rector. Extraordinary sessions may be called by the Rector or upon request by an absolute majority of the Office. Meeting dates are determined in consultation with the President and Secretary-General.
- Board meetings are typically conducted in person but may be held online when necessary.
- A meeting proceeds when an absolute majority of representatives from each of the two categories (University Administration and TIR representatives) is present. If this quorum is not met, the meeting is rescheduled under the same conditions.
- The Rector may invite individuals deemed qualified to specific agenda items during Board meetings, in an advisory capacity.
- Post-meeting, the Secretary drafts a report and forwards it to the President, who then submits it to the University's Secretary-General for approval and dissemination to Board members.
- The Office may establish subcommittees to address topics such as professional development, work environment enhancement, and internal communication. Subcommittee coordinators present their findings, reports, projects and recommendations during Board meetings.
- Upon the expiration of the Board's term, a transitional committee composed of the President, the Secretary, and the two representatives to the University Board (in accordance with item 6 below) is established until new elections.



## 6. RELATIONS WITH THE CENTRAL ADMINISTRATION

- **Close Collaboration:** The Board works in close coordination with the Central Administration to align institutional goals with the concerns of instructors.
- **Participation in Decision-Making Processes:** The Board may be consulted on decision-making processes related to the working conditions and well-being of the TIR.
- **Communication:** The Central Administration is committed to keeping the Board informed of any planned measures and actions.
- **Representation on the University Board:** The Bureau submits six nominees to the University Board, three from the medical sciences, science and technology fields and three from the social sciences and humanities fields, excluding the President and Secretary of the Bureau.

From these nominees, the University Board elects two tenured instructor representatives, one from the medical sciences, science and technology fields and one from the social sciences and humanities fields, to serve a two-year term, in line with Articles 62 and 63 of the University Bylaws. During the transitional period following the expiration of the Board's term and after the elections of new members, these two representatives will attend the first University Board meeting in October, during which the Board will elect the two new representatives.

## 7. AMENDMENT

Proposals to amend these Bylaws require the approval of at least 75% of the Board before being submitted to the Rector and the approval of the University Board.

## 8. ENTRY INTO FORCE

These Bylaws take effect upon approval by the University Board.