

Qatar University Faculty Senate
Fifth Cycle
2016-2017

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Introduction

This report is a summary of what was discussed and completed at the fifth session of the Faculty Senate (FS) in the fifth session held in (Spring 2016-Fall 2017.)

Objectives and Capacity

The Faculty Senate is an elected board of faculty members of Qatar University, where a member is elected from among the members of the faculty in each department to be their representative in the Senate, which is the link between the faculty and higher administration of the university. A president, vice-president, and secretary are elected by the Senate members. The Senate shall consist of permanent and temporary committees to carry out the tasks and functions as defined in the FS bylaws. The FS shall have a term of two years, which shall serve as an advisory body to the Vice President for Academic Affairs.

The purpose of the FS is to represent QU faculty members and allow them to contribute by submitting their proposals and reaching the appropriate recommendations through these discussions.

The FS reviews and modifies the proposed or existing policies and legislation of the University's legislative and administrative authorities and suggests improvements or needed modifications.

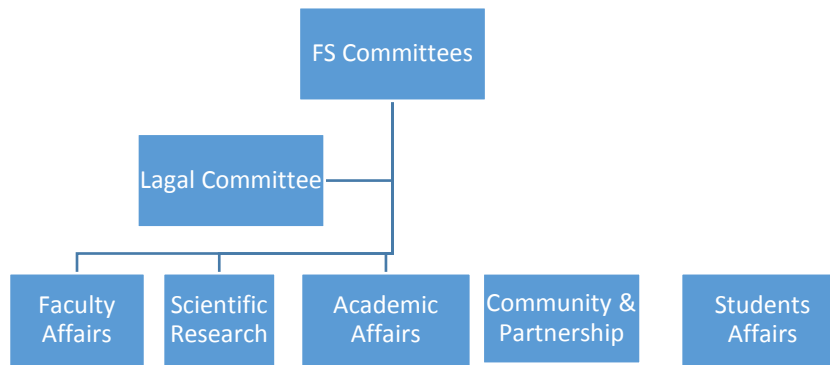
The first scientific basis for the formation of the FS is to move towards the realization of the principle of transparency and shared responsibility as indispensable means of achieving the vision of the University.

It is a duty of the FS members to use it as a key driver to achieve the vision of Qatar University towards improving its academic level and to become a model for the university, which is based on the axis of quality higher education in a suitable educational environment.

In order to become an FS member, the faculty member must be eligible to run for the FS membership in periodic or replacement elections if he meets all the following conditions:

1. To be a full-time faculty member for one academic year before applying for candidacy.
2. To belong to an electoral unit.
3. Not have an administrative position at the university.

The FS is composed of several committees, which are administratively divided according to the organizational structure to standing committees.



1 Figure 1

Summary of the FS and its Committees

Students Affairs Committee:

It was suggested that different students' clubs in the colleges should be invited and asked for assistance in the awareness campaign. However, since clubs are not active in all colleges, this may be an obstacle to reaching a large number of students.

Also, to let students be aware of the Collective Integrity Charter as one of the activities of the orientation meeting for new students.

Community Outreach and Partnership Committee:

The Community Outreach and Partnership Committee is new, so there is no previous documentation or information from the former Senate sessions to refer to. An action plan for the collection, analysis and subsequent use of information has been developed by the Committee to define its competence and responsibilities

The plan includes the following tasks:

1. Collect models of similar committees from Gulf universities and other international universities.
2. Check the annual reports of the colleges and departments at Qatar University to summarize activities and efforts related to community participation and partnership.
3. Verify the University's policies and resources relevant to the work of this Committee.
4. Verify the existing activities of the Center for Continuing Education and the activities of alumni related to the work of this committee.

The main proposals for discussion at subsequent meetings are:

1. Organizing a conference of faculty members' senates in other universities to exchange experiences.
2. Benefiting from projects such as Al-Bayraq project, trying to generalize and develop them, and coordinating a meeting with Communications and Public Relations Directorate

Academic Affairs Committee:

The Academic Affairs Committee submitted a study of several files and formally submitted two proposals which were discussed by the FS in its sessions and deliberations, approved by them, and were submitted after the legal advice to the university administration.

The proposals are:

*** Reviewing the proposal for academic guidance**

The Academic Affairs Committee held several meetings about shouldering of the academic guidance to the faculty members, and collected information from the colleges that formed the sample of the experiment within the university, namely the college of Engineering and the college of Education.

Based on the data and feedback received by the Academic Affairs Committee, the proposals were discussed and ideas were developed through the review process. At the end of the session, the Committee submitted a proposal to the FS, which adopted the proposal and submitted it to the University administration.

Reviewing the proposal of the college of law

After reviewing the proposal on the college of law at Qatar University, the Committee welcomed the establishment of three new departments in the college. In order to successfully begin this restructuring plan, the Committee has made a number of observations and recommendations in the hands of the Senate.

The Committee reviewed the evaluation system of the faculty member and other documents that fall within its duties.

Faculty Members Committee:

The Committee met seven times during its full term. At the beginning, the Committee developed a plan and agenda. Several activities were included like discussing of the possibility of organizing more social activities for faculty members of the university, such as an international night. However, the FS did not consider this a priority and was not discussed again. The main topics discussed and proposals submitted to the FS for approval during this period are set out below:

- 1. Comments on the Joint Appointment Policy:** This draft policy, which was referred to the Committee by the former Chairman of the Senate, was discussed and the Committee made some observations that were sent to the Chairman.
- 2. Terms of reference of the Committee of the faculty members:** The Committee developed a comprehensive proposal that defines all the specialties and functions of the Committee. The proposal was submitted to the Chairman, who made some observations and proposals that were discussed again by the Committee and put it in its final form, which was presented to the Chairman for approval.
- 3. Proposal to Strengthen the Education Policy of Faculty Children:** This proposal seeks to brainstorm issues to address the education of children of faculty members at Qatar University. The proposal was submitted to the FS and was discussed and approved.
- 4. Proposal to review the policy of transportation fees of schools for the children of faculty members:** This proposal seeks to address the issue of the payment of school transportation fees for children, which has recently become a major concern for the majority of Qatar University faculty members. The proposal was submitted to the FS and was discussed and approved.
- 5. Proposal for the revision of the academic promotion system:** This proposal seeks to develop the academic promotion system for faculty members at Qatar University in terms of duration of review, required papers, and transparency. The proposal was submitted to the FS and was discussed in several session, amended, and approved.
- 6. Proposal to cover medical insurance for the children of faculty members who are 18 years of age and above:** This project proposes ideas to resolve issues related to the coverage of medical insurance for the children of faculty members aged 18 and above. The proposal was recently submitted to the FS and has not been discussed yet.
- 7. The Committee worked with only four members during the fall of 2017 due to the end of Dr. Georgios Stillianides's work in the College of Arts and Sciences.**

The Scientific Research Committee

The Committee has set a number of points to be addressed during the term of the Senate. These items are concentrated in the following areas:

- 1. Increasing research funding from within Qatar University.**
- 2. Establishing a center for studies and translation at the University of Qatar whose role is to introduce in Arabic some international books in all disciplines, especially in the social sciences.**
- 3. Encouraging publication in Arab journals and giving them the same academic value as of the foreign journals, so that it will be an attribute to the Arab library.**
- 4. Enabling faculty members to attend conferences and seminars outside the State of Qatar so that the faculty may attend more than one scientific conference in the academic year by obtaining full financial support when participating with a scientific paper, and to receive half the amount of support in case of attendance only.**

The Legal committee

Since the Legal Committee is a service committee that is directly related to the administration of the Senate to provide legal advice regarding the work of the Senate, the Committee has reached some of the proposals that were submitted to the Senate. The most important of which are:

- Directing committee chairmen to present their findings to the Committee for information and benefit.
- Addressing the President of the University to instruct the various departments of the University to provide all the information and data required by the Legal Committee to carry out its tasks.
- Recommending to reject the proposal for the validity of promotion from the date of submission of the application for promotion and to work on the current text in the University's promotion policy for consistency with the correct legal logic.
- Reviewing the two projects submitted by the Committee of Faculty Members regarding the schooling fees.
- Reviewing the proposal to open new academic departments in the college of law and support the results of the Academic Affairs Committee.
- Reviewing the bylaws of the FS: The Committee has reached some of the most important proposals among which are:

- Article 5.10.3 which provides that "if the member is absent from four regular meetings during the year", is proposed to be "if the member is absent without an acceptable excuse for four regular meetings during the year".

- Article 12.3 states that "The President of the University shall form an election committee for an appeals committee. The proposed text is: " The President of the University shall form an Elections Committee of the Appeals Committee composed of a member of the College of Law and two members chosen by the Vice President of the University from other colleges of the University and the Secretary of the Committee from the Department of Legal Affairs of the University in the second week of November of each Election year."

- Article 4-1 states that "the FS shall elect three administrators from among its members ..."; the proposed text is "The first meeting of the FS shall be chaired by a member and a representative of the College of Law if he is not nominated for the Presidency of the Senate. Otherwise, the oldest member shall be elected. The three administrators are: chairman, vice chairman and secretary."

- Article 1.4.4 provides that "if necessary, the functions of the Chairman mentioned in the preceding item shall be fulfilled by; " the proposed text " He shall, if necessary, perform the functions of the Chairman mentioned in the preceding paragraph and call for the election of a Chairman of the Senate if the current Chairman is unable to complete his term of office within

a maximum period of one week, in which case he shall assume the duties of the Chairman until a new Chairman is elected. "

Temporary committees

Other subcommittees such as the Report Writing Committee were held.

Challenges and Opportunities

Challenges:

- The short time frame of the FS with the speed of change of members due to their assuming different positions.
- Some issues must be dealt with in parallel and interrelated rather than sequentially, both internally and externally.

Opportunities:

- Activating the role of the chairman, vice chairman and inviting them to attend the activities and meetings at the University
- Setting up a specific mechanism for discussions at each session and making a general vote on the resolutions and proposals for which votes are to be cast.
- Creating an electronic database for all issues.
- Increasing partnership with best global practices in the region with faculty senates.
- Activating the Executive Committee. This Committee shall consist of the chairman, vice chairman and secretary, and the Chairpersons of the Committees. The Committee shall discuss the proposals before presenting them to the Senate and assist the chairman, in determining the agendas of the meetings of the Senate. The Executive Committee shall follow up the status of proposals submitted by the Senate to the Presidency of the University.
- Recording the minutes of the meetings of the Chairman with the President of the University and his vice-presidents and anybody to meet as a representative of the Senate. These discussions and decisions can be recorded and followed effectively even if the chairman, of the Senate changes, as happened twice during this session.
- Establishing an electronic forum for senate members. This forum aims to give all members of the senate an electronic platform to discuss topics in the form of a blog. This will enhance effective communication among the senate members and will contribute to the better preparation of themes and proposals for final approval during the senate's rather short meetings and will not enable detailed and comprehensive discussions of all the topics at hand. This forum is also used as a reference and database to be used by all successive senates.

- **Developing the senate bylaws so that the duration of the FS session is two consecutive years and only half of the senate members are changed each year. This proposal aims to improve the continuity and effectiveness of the work of the Senate.**
- **Determining the program and agenda of the organizing committee for the elections in the senate bylaws, where the electoral process takes place in December of each year and the new members assume their posts in the beginning of January.**

تجميع أهم القضايا من
أعضاء هيئة التدريس
ووضعها بقاعدة
البيانات

ترتيب هذه القضايا حسب
أهميتها وجدولتها

تشكيل لجان وتوزيع هذه
القضايا

يتم عرض كل اقتراح و
طرح للتصويت في كل
جلسة

بعث نتيجة المقترح
للجهات المختصة بالجامعة

تحديث قواعد البيانات
بشكل مستمر

