



University of Balamand

**UNIVERSITY PROMOTION COMMITTEE (UPC)
Terms of Reference**

Office of the Provost

1. ESTABLISHMENT

The University Promotions Committee has been established to provide recommendations to the University Council as to which applicants should be promoted, or not.

2. FUNCTIONS AND RESPONSIBILITIES

This Committee's functions and responsibilities are to:

2.1 Analyse applications for academic promotion, determine eligibility and assess applications in accordance with the University Promotions Policy and Procedure.

2.2 Make recommendations regarding academic promotions applications to the University Council for final decisions.

2.3 Exercise objectivity and integrity, sound judgement, and confidentiality in all Committee business.

The Committee may seek opinions from external assessors in relation to the candidates' academic outcome or/and the overall portfolio of a candidate.

3. MEMBERSHIP

This Committee shall comprise:

- Provost (Chair)
- Four faculty members assigned by the Provost with the rank of full professor

A faculty member must not be a member of a Faculty Promotion Committee (FPC) and of the UPC for the same promotion period.

4. CONFLICT OF INTEREST

Members are required to declare to the Chair any real, perceived or potential conflict of interest they may have with any item on the Committee's agenda.

If the Chair or Committee deems a member to have a conflict of interest in a matter before the Committee, the member will be excused from Committee discussions and deliberations on that matter.

5. MEETINGS

Committee meetings shall be held as required in order to perform its functions. Committee meetings will be held in accordance with the University Promotions Policy and Procedure.

6. CONFIDENTIALITY

The Committee will maintain confidentiality during and after the academic promotions process.

7. TERM

The term of membership shall be for two years, renewable for one additional year.

Approved by the University Council meeting No. 360 (23-02-2023)