

Faculty Senate Final Report

From 23/1/2008 – 30/11/2009

Preamble

QU President Prof Sheikha Bint Abdullah Al-Misnad called upon Faculty Senate to hold its first meeting on 23/1/2007. The Senate comprises all faculty members as representatives of their Academic Departments which took part in the elections conducted in QU colleges. Senate members were freely elected by their respective Departments under direct supervision of the Elections Committee. Membership tenor lasts for three years for this first particular term being the foundation period, and expires by end of November of each election year. According to Faculty Senate bylaws, QU Vice president Chief Academic Officer (VP CAO) forms an Election Committee and a Challenging Committee to elect new members for Senate's second term on the first working day in September of each election year. Current Faculty Senate members are deemed the founders of the Senate. It holds its ordinary meetings monthly in the evening as stated in its bylaws in addition to meetings of Senate Committees which convene to discuss topics and issues assigned to them. Senate bylaws had been prepared and discussed by Senate members all through the first academic semester. Then, they were approved by QU Board of Regents. In addition, Senate launched its Website, formed its Committees whose respective repertoires were elected by their members. Senate Committees are as follows;

- Faculty Affairs Committee
- Academic Affairs committee
- Public Relations Committee
- Academic Research Committee

Senate Accomplishments:

1. In its first and second meetings, the Senate elected Prof Ibrahim Al-Noaimi as Senate Chair, Dr Rashid Al-Ammari as Vice Chair, and Mr. Redha bin Rajab as Senate Secretary.
2. Many weekly meetings were held during Spring 2007 to discuss and finalize Senate bylaws. On completion, they were referred to VP CAO.

3. Upon the request of the Executive Management Committee (EMC), Senate revised and amended some of its bylaws and sent them back to VP CAO in December 2007 and in May 2008 for further approval.
4. Due to unexpected external assignment, Senate Chair resigned from office; Prof Abdullah Al-Mannaie was appointed Senate Chair by Senate members on 1.1.2008.
5. Senate committees were formed and their respective repertoires were elected. The Committees are:
 - Faculty Affairs Committee (QUFS- FAC)
 - Academic Affairs committee (QUFS-AAC)
 - Public Relations Committee (QUFC- PRC)
 - Academic Research Committee (QUFC- ARC)
6. The Senate applied brain storming technique to raise points and issues relevant to Senate mandate and thereafter, choose the most convenient and appropriate topics to be addressed and studied. It was agreed to discuss and revise the Faculty Handbook as a springboard covering issues and aspects of interest to all faculty.
7. Senate Management received Dr. Victoria Burdick of Georgetown University on 20/2/2008 to discuss means of mutual cooperation.
8. On 25/3/2008 the Senate invited Dr. Victoria Burdick of Georgetown University to deliver a speech on their Faculty Senate mandate in particular and on Faculty Senates mandates in general.
9. An office in the College of Education ,furnished and equipped with necessary office equipment, was assigned for the Senate. An administrative coordinator was recruited to deliver secretarial work. On 8/10/2009, Senate moved to its new location situated in the Men campus - Staircase 3 - Room 230.
10. A detailed plan containing all topics of interest is annually drawn up in addition to topics that need to be addressed by Senate Committees. In addition, Senate meetings calendar is also organized over the academic year and agreed upon by Senate members.
11. Senate holds monthly meeting in the evening time. Notices and meetings agenda are usually sent to members by email in advance enabling them to prepare for the topics to be discussed in such meetings.
12. Senate members revised and approved the topics to be included in its Website.

13. Senate Website <http://www.qu.edu.qa/offices/senate/index.php> has been activated through QU Website on 27/5/2008; contents are subject to regular updates whenever needed.
14. Senate bylaws were approved by the Board of Regents in its third meeting on 30/6/2008
15. The above mentioned Senate committees methodologically prepared proposals and suggestions. In its 2 sessions held on 28/10/2008 and on 4/11/2008 respectively, Senate discussed and approved such proposals after they had been referred to faculty members in their respective Departments. Senate forwarded such proposals both in Arabic and English to VP CAO on 28/11/2008.
16. QU faculty had effectively been involved in raising topics and issues through their Departments representatives to the Senate.
17. Senate published an informative leaflet on its functions, structure, and Website. Copies of the same were sent to QU VPs and other stakeholders in the University.
18. During the academic year 2008-2009, Senate dedicated four sessions to discuss and investigate issues raised by its respective Committees. The topics are very interesting and crucial and need further and in-depth analysis and discussion. Hence, they will be transferred to Senate new members in its upcoming tenor commencing on 20/1/2010.
19. Upon QU President Prof Sheikha Al-Misnad esteemed request, a meeting with Senate members was held on 23/4/2009. She affirmed the importance of the role of the Senate in the development of group work and achievement of QU objectives. Some of the proposals sent by the Senate on 12/11/2008 were discussed.
20. Senate sent a memo on the 2010-2011 academic calendar which was discussed in Senate's 5th meeting held on 31/3/2009 in terms of Faculty return after summer vacation.
21. Comments raised by Faculty Affairs Committee on Faculty Manual were referred to VP CAO on 14/5/2009.
22. Electoral cards and candidacy forms have been printed in preparation for the new Senate elections for the years of 2010-2011.
23. Senate Group Web- page has been launched accessible for Senate members only. The said page requires a password and contains information about the Senate such as meetings agenda, scheduled meetings, telephone directory, and member's attendance sheets.
24. Senate reviewed and discussed QU new vision and mission referred to it by Department of Institutional Planning and Development on

1/10/2009. Comments on the same were sent to VP for Institutional Planning on 18/10/2009.

25. A complete file will be handed over to the new Senate containing the following:

1. Topics and issues identified by Senate Committees and methods and instruments needed for relevant data gathering.
2. Special notes on Senate bylaws.
3. Faculty Appraisal and Assessment documentations
4. Other relevant documents and papers.

Recommendations:

- 1- Promoting the Senate role through activating its proposals sent to VP CAO on 12/11/2008. Those proposals are in compliance with Senate's mandate as stated in the bylaws.
- 2- Implementing Senate proposals that suggest certain amendments to some of the Senate bylaws and regulations.
- 3- Members' attendance, interaction, contributions to the business of the Senate must be rewarded materially or morally or at least included in the Faculty appraisal process.
- 4- Senate must have a certain form of representation in QU respective committees.

Attachments:

1. Senate members' data and the Academic Departments they represented during Senate 3 year-foundation period.
2. Copy of QU vision and mission statements referred to Senate by VP Institutional Planning and Development. Senate Members studied and reviewed the same and sent them back to VP Institutional Planning and Development.

Prof. Abdulla Al-Mannai
Senate President

