



Dhofar University
Foundation Program Unit
2008-09

Article I – Organization of the Foundation Program

Section 1 - Composition of the Foundation Program

The Foundation Program Unit, hereafter referred to as “FP,” is an integral part of Dhofar University. It is composed of officers and academic personnel of the FP.

Section 2 - Officers and Ex-Officio Members of the Unit

The Officers of the Unit include:

1. The Vice Chancellor of the University.
2. The University Academic Overseer
3. The Director of the FP

The Ex-Officio Members of the Unit include:

1. The Registrar and Director of Admissions
2. The University Librarian
3. The Secretaries of the FP

Section 3 - Academic Personnel of the FP

The academic personnel of the FP shall consist of:

1. Lecturers
2. Instructors
3. Assistant Instructors
4. Teaching Assistants

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Section 4 - Academic Units

The FP shall be organized into two units:

- The English Language Unit, and
- The Math & IT Unit

Section 5 - Standing Committees

The following shall be the Standing Committees of the Unit:

1. The Advisory & Academic Committee
2. The Administrative Committee
3. The Rules & Regulations Committee

Article II – the Faculty

Section 1 - Prerogatives and Duties

1. Subject to the provisions of the corporate bylaws, rules and regulations, and the established general policies of the University, the FP, through its internal organization, shall determine its own academic policy and shall have authority to direct its own affairs. The Director shall refer to the Vice Chancellor actions by the FP that may affect either the financial commitments of the University or its academic policy as a whole.
2. The FP, during a regular or special meeting of the faculty, shall have the right to review any action by any committee of the Unit (with the exception of actions concerning individual faculty members and other confidential matters) and, if it deems fit, to refer such action back to the Director.

Section 2 - Meetings

1. The Director shall call regular meetings of the faculty at least twice a semester. A written notice with a stated agenda shall be sent to faculty members at least four working days prior to the date of the meeting.
2. Special meetings with stated agendas shall be called by the Director at her/his discretion or at the written request of at least five voting faculty members.
3. The Director or her/his designate shall chair all faculty meetings.
4. The Director shall appoint from among the voting faculty a Secretary for meetings of the faculty on a semester basis.
5. The voting faculty shall consist of all non-visiting full-time faculty members.

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6. Elected faculty are non-visiting, full-time faculty members elected by the voting faculty members during a meeting of the faculty.
7. Voting in faculty meetings shall be limited to faculty members actually present at the meeting.
8. A majority of the voting faculty, exclusive of those on leave, sabbatical, or duty outside Salalah, shall constitute a quorum. In the absence of a quorum, another meeting to consider the same agenda shall be called within two weeks at which voting members present shall constitute a quorum, provided that all members of the faculty shall have had notice in accordance with the call for regular meetings.

Article III – Officers of the FP

Section 1 - The Director of the FP

1. Appointment

In accordance with the corporate bylaws of Dhofar University, the Director is appointed by the Board of Trustees on the recommendation of the Vice Chancellor. The initiative for the appointment of a Director and his continuation in office rests upon the recommendation of the Vice Chancellor.

For absences of the Director lasting for three months or more, an Acting Director shall be appointed by the Vice Chancellor upon the recommendation of the Director and after consultation with the Advisory & Academic Committee. For shorter absences, the Director shall appoint an Acting Director from the Conveners.

2. Duties, Responsibilities, and Prerogatives of the Director

The Director, as the responsible academic and executive head of the FP, shall have her/his duties, responsibilities, and prerogatives defined by the Board of Trustees and the Vice Chancellor. Within the FP, her/his duties, responsibilities, and prerogatives shall include, at least, the following:

- a. Be responsible for the execution of the Vice Chancellor's directives and the policies and enactments of the FP.
- b. Oversee the performance of the Conveners of the sub-units and ensure the proper teaching of the programs of study.
- c. Be responsible for the development of the FP as regards academic programs, curricula, academic personnel, student body and physical facilities.
- d. Upon consultations with the Conveners and the Co-ordinators, take action or make recommendations to the appropriate authorities in all matters pertaining to appointments, reappointments or non-reappointments, promotions, and leaves of absence.
- e. Prepare the budget proposal for FP after consultation with the Conveners.

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- f. Prepare an annual report, which shall be submitted to the Vice Chancellor and distributed to the Conveners.
- g. Make appointments to all ad-hoc committees other than committees elected by the FP and determine their mandates and terms of reference.
- h. Chair the meetings of the FP.
- i. Have the prerogative of final action on all committee decisions.
- j. Determine which decisions of the committees of the FP shall be in the form of actions and which shall be regarded as recommendations to the faculty.
- k. Appoint a Convener for each sub-unit after consultation with the Vice Chancellor for a period ranging between one to three years subject to renewal.
- l. Make known to sub-units all administrative actions affecting them.
- m. Keep the faculty members informed of university decisions.
- n. Perform any other duties as mandated by the Vice Chancellor.

Article IV – Academic Units of the FP

Section 1 - Academic Units

The FP shall consist of the following academic units each of which is to be referred to as a unit:

1. The English Language Unit
2. The Math & IT Unit

Other units, centers, programs or academic units may also be established as per university policies and procedures.

Section 2 - Organization of Academic Units

An Academic Unit shall consist of all academic personnel of the FP appointed to that unit. Each shall have a Convener appointed by the Director, after consultations with the Vice Chancellor.

Section 3 - Meetings

1. The Academic unit shall meet at least twice a semester upon the call of the Director/Convener. Additional meetings can be held upon the call of the Convener or the

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written request of at least two voting members of the unit. Minutes of all meetings shall be sent to the Director.

2. The voting faculty in an Academic unit shall consist of non-visiting, full-time academic personnel.
3. Voting in an Academic unit is limited to faculty members actually present at the meeting.

Section 4 - Functions

1. The Academic unit shall present to the Director recommendations or proposals of the academic programs to be offered.
2. It shall be responsible for implementing Academic unit requirements and for maintaining professional standards.

Section 5 - Decisions on Personnel Matters

1. Established university policies and procedures shall govern actions on faculty recruitment and promotion.
2. Requests for leave shall be transmitted to the Director who relays her/his decision to the Vice Chancellor. The decision should be in accordance with university regulations regarding academic leave.
3. Evaluation of candidates for appointments, reappointments, or non-reappointments shall be carried out by the Director upon consultations with the Conveners, before being submitted to the Vice Chancellor's approval.

Section 6 - Convener

1. Each Academic unit shall have a Convener appointed by the Director after consultation with the Vice Chancellor. The appointment is normally for a period ranging from one to three years, subject to renewal.
2. Duties and prerogatives of the Convener shall include but not be restricted to the following:
 - a. Being responsible for the academic and administrative affairs of the sub-unit.
 - b. Organize orientation sessions to new students at every level to familiarize them with the general policies of the FP.
 - c. Ensure the proper teaching of the programs of study and preparing the teaching schedule in consultation with faculty members.

- d. Preparing course description and related material for the university catalogue.
- e. Presenting to the Director, in accordance with established procedures, recommendations on all matters pertaining to appointments, reappointments or non-reappointments, promotions, leaves of absence, and advancement in remuneration of academic personnel.
- f. Preparing the annual report of the unit for transmission to the Director.
- g. Coordinate the advising process by reiterating the guidelines to the advisors and clearly communicating them to students (verbally and in written announcements).
- h. Appointing ad-hoc committees as may be deemed necessary subject to the approval of the Director.
- i. Recommending to the Director the appointment of an Acting Convener during her/his absence.
- j. Preparing and submitting to the Director recommendations on library acquisitions, software and other learning resources necessary for the unit.
- k. Perform any other duties mandated by the Director.

Section 7 – Coordinators

1. In the current system, the English Language Unit has Level Coordinators that are appointed by the Director after consultation with the Convener of ELU. The appointment is usually for one year, subject to renewal. A coordinator for each of the following is also nominated: ELU exams, Oral Skills, Resources/Attendance.
2. Duties and responsibilities of the Coordinators shall include the following:
 - a. Call for regular meetings to discuss matters pertaining to the teaching materials, exams, students' performance, etc.
 - b. Decide dates and timings for quizzes and tests in consultation with level instructors.
 - c. Assign question-preparation tasks to instructors after discussing it with them.
 - d. Consolidate quizzes, tests and final exam patterns based on the FP criteria.
 - e. Convey to instructors FP Director's decisions, instructions and guidelines regarding any issues related to the FP language program.
 - f. Ensure instructors reach standards and benchmarks in order to maintain quality in the teaching-learning process at every level.
 - g. Cross- check the marked quizzes and tests of all the sections before they are returned to the students to ensure consistency and conformity I the assessment process. In cases of contention, the issue is referred to the Convener who takes action as necessary.

- h. Ask instructors about students' progress, absences and other issues.
- i. Coordinate the progress report card process with the level instructors.
- j. Apprise the Director & Convener of the progress and performance within the level.
- k. Encourage team work and discussion on issues related to the integration of the language skills and production of supplementary materials.

Article V – Standing Committees of the FP

Members of all standing committees, unless otherwise specified in this manual, shall be elected from the voting faculty and by them for a term of one year. If a member is unable to complete her/his term, a substitute shall be elected to complete the remainder of the term. The elected substitute shall be eligible for re-election to two or more consecutive terms. Unexpired terms shall be filled by special elections for that purpose.

Section 1 - The Academic Advisory Committee

1. Composition

The Academic Advisory Committee shall normally consist of the Director as chairperson, the Conveners, the Coordinators and two faculty members elected by those eligible to vote for a period of one year, subject to renewal.

2. Functions

The Academic Advisory Committee shall normally act in an advisory and consultative capacity to the Director on:

- a. Assessment and recommendation of academic programs and materials used.
- b. Sabbatical leaves and leaves of absence of three months or more.
- c. Review convener's recommendations in connection with the addition, deletion, and revision of courses vis-à-vis contents, depth, and credit hours.
- d. Matters of possible breach of professional conduct and make recommendations to the Director.
- e. All matters submitted to it by the Director or any of its members, such as deliberations and minutes of the committee, are confidential.

Section 2 - The Administrative Committee

1. Composition

The Administrative Committee shall consist of:

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- a. The Director or her/his representative as chairperson
- b. The Registrar or her/his representative
- c. Conveners of units.
- d. The Executive Secretary
- e. Two elected faculty members

2. Functions

- a. The Administrative Committee shall rule on all cases of FP students whose academic status is irregular. It shall also rule on requests and petitions from students concerning academic matters.
- b. It shall have the power in extraordinary circumstances to make exceptions to academic regulations in individual cases. A summary of all such exceptional decisions shall be communicated to the faculty at least once in each academic year.

Section 3 - The Rules & Regulations Committee

1. Composition

The Rules & Regulations Committee shall consist of:

1. The Director or her/his representative as chairperson
2. The Registrar or her/his representative
3. Conveners of the FP.
4. Two elected faculty members.

2. Functions

The committee shall advise the Director on matters related to:

1. General development of the FP.
2. Review of the FP handbooks to ensure alignment of DU policies with those of the FP .
3. Policies on academic and administrative rules and regulations applicable by both faculty/staff and students.

Article VI – Academic Freedom and Responsibilities

Academic freedom and responsibilities aim at ensuring and safeguarding the environment in which high quality education may flourish within the rules and regulations of the Sultanate of Oman and Dhofar University. Included among these freedoms:

- a) The teacher is entitled to freedom in the classroom in selecting the educational material that is consistent with the policies and guidelines of the concerned unit, and discussing the subject being taught, but care must be taken not to introduce controversial matters that have no relation to that subject.

- b) Freedom to conduct research (See URB guidelines)
- c) Freedom to engage in outside scientific and professional consulting, giving lectures, and participating in seminars within the University rules and regulations pertaining to outside consulting activities.
- d) Freedom to discuss within the University all matters related to teaching, research, and student affairs.

Article VII – Appointment Procedures

Advertisements for academic vacancies are placed in newspapers and specialized journals at the request of the unit concerned and approval of the Director and the Vice Chancellor. Applications are sent to the Director whereby they are reviewed and a recommendation based on established criteria adopted by the university. The director shall make her/his final recommendation to the Vice Chancellor after consultations with the Conveners.

Article VIII – Performance Review and Reappointment

Performance reviews of all faculty members by the Director of the FP is required after taking into account the faculty member's performance and the students' course evaluation which is conducted at the end of each semester. The Conveners report to the Director who will discuss it with the Vice Chancellor before a renewal or non-renewal decision is made. These performance review reports are kept in files.

The university is obligated, in case of non-renewal, to inform the faculty member concerned of its decision at least two months prior to the end of the contract. The same applies to a faculty member who does not wish to renew her/his contract to inform the Director of her/his decision at least two months prior to the end of the contract.

A faculty member cannot resign her/his position during the academic year unless it is due to extreme circumstances acceptable to the university.

Article IX – Vacations and Leaves

Academic personnel at Dhofar University are entitled to an annual leave of 60 days. In addition to the annual leave, there are a number of leaves that all require the prior approval of the immediate superior who shall make her/his recommendation in the proper organizational sequence to the University Council.

- a) Research Leave – This leave is granted by the Vice Chancellor on the recommendation of the Director once every five years with full or partial pay for a period not exceeding two months during the summer leave. Such leaves are not granted to faculty members who have less than three years of service at the University.

- b) Leaves to Attend Conferences – This leave is granted by the Vice Chancellor on the recommendation of the University Research Board once a year with full pay for a period not exceeding five days.
- c) Discussion of Scientific Papers Leave – This leave is granted with full pay to faculty member for a period not exceeding five days to discuss scientific papers or supervise examinations held by other universities or scientific institutions.
- d) Sick Leave – A faculty member proved to be sick by presenting a medical report approved by the University is entitled to a sick leave not exceeding a total of ten weeks during a one year period, separately or consecutively. Such a leave shall be granted in the following manner:
 - * First and second week with full pay .
 - * Third and fourth week with three – quarters pay.
 - * Fifth and sixth week with half pay.
 - * Seventh to tenth week with quarter pay.
- e) Emergency Leave – This leave is granted to a faculty member up to twice a year for a period not exceeding three days each time in case of emergency or special circumstances . Proof of the emergency or special circumstances must be presented.
- f) Pilgrimage Leave – The pilgrimage (Hage) leave is granted with full pay to a Muslim employee for a period of two weeks for one time only while in the employment of the University.
- g) Maternity Leave – Granted to a woman who has spent one year or more in the service of the university for a period not exceeding six weeks including the period preceding and following the maternity, provided a medical report is submitted specifying the date of probable delivery.
- h) Mourning Leave – Is granted with full pay for a period of 4 months and 10 days to a Muslim widow who had lost her husband while she is in the employment of the university.
- i) Leave Without Pay – This leave is granted to a faculty member for a period of one semester for personal, family or health reasons. Such a leave may be extended for a maximum period of one more semester.

Article X – Confidentiality

Discussions of personnel matters related to appointment, reappointment, academic leave, academic review, and promotion conducted at any level in the University – whether in the FP, the director’s advisory committee, the university council, or any other committee, are strictly confidential. Breaches of confidentiality can lead to referral of those involved to the University Disciplinary Committee.

Article XI – Voting Procedures

Voting in the FP, its unit, or in the committees shall take place by show of hands in a meeting chaired, respectively, by the Director or by the Convener; the result of such voting on both levels should be included in the recommendation to the University Council. If the chairperson is the subject of the decision, the most senior member of the department will carry out his/her functions in this respect.

Article XII – Academic Responsibilities of Faculty Members

Academic responsibilities include activities that aim at ensuring and safeguarding an environment in which high quality education may flourish within the rules and regulations of the Sultanate of Oman, Dhofar region, and Dhofar University. There are three basic functions of each faculty member at FP which are: (1) teaching and maintaining conditions conducive to learning by encouraging free inquiry and free expression of knowledge by students; (2) keeping abreast with current knowledge in own field, and (3) extending service to the development of FP and various sections of the University.

The duties of a faculty member include but are not limited to:

1. Insuring that all theoretical and practical teaching activities would lead to measurable learning achievements by students according to previously specified learning outcomes.
2. Be actively engaged in the continuous development process of the FP through workshops, committee memberships, and other planned meetings/seminars.
3. Presenting the common Level or subject syllabus to the students at the beginning of the term describing the course and clearly demonstrating the course plan, objectives, the expected learning outcomes, schedule of study, assignments, methods of study, method of learning evaluation, and reading materials.
4. Evaluating students' work in relation to the course learning outcomes and on the basis of evidence of independent learning, mastery of course material, and ability to think and communicate clearly. The course syllabus should clearly include the assessment criteria that will be used for evaluating learning by students and the weighting of each component of students output in determining the final grade in the course. The course instructor is the authority who decides the student's Final grade. However, if a student has strong evidence of unfairness, she/he has the right to submit a petition of grievance to the course instructor within two weeks of announcing the grade. If the student is not satisfied with the instructor's ruling, s/he may appeal to the Director who will give a final ruling on the issue after consulting with concerned faculty members of the unit. If a change of grade is to be made, the Convener will communicate this decision to the Director in writing and the Director will ask the Registrar to do the changes if he approves the change.
5. Producing materials such as handouts and computerized/traditional presentations to organize the learning activities.

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6. Providing adequate time slots for office hours during which the faculty members should be able to meet students in his/her office throughout the term in addition to the regular class time. The office hours should be included in the syllabus, posted outside the office of the faculty member, and in a central place in the unit.
7. Selecting the appropriate method of discussing the subject being taught with care to avoiding controversial matters that have no relation to that subject.
8. Using audiovisual materials, computerized and traditional, to demonstrate concepts and procedures, whenever needed.
9. Making it known to students at the beginning of each term that students are expected to attend all class sessions, and missed class sessions should be cleared by presenting valid reasons such as medical reports from official authorities.
10. Engaging in outside scientific and professional consulting, giving lectures, and participating in seminars within the University rules and regulations pertaining to outside consulting activities.
11. Discussing within the University all matters related to teaching, research, and student affairs.
12. Faculty members are not permitted to miss classes without prior written approval of the Convener and the Director. In all cases, any classes that are missed must be made up for.

Article XIV – Office Hours

In order to attend to their academic duties to the fullest extent, all full-time faculty members are expected to be present in the faculty during the regular working hours of the University, except for official holidays and while on approved leaves. The presence of faculty members is expected during breaks between semesters.

Faculty members are required to have office hours during which they are available to meet with students in their offices. The number of office hours should be at least eight per week, distributed over weekdays, and between the hours of 8 am and 5 pm. Faculty should also be available to meet with students by appointment during this time. The office hours should be posted outside the office of the faculty member.

Article XV – Teaching

Excellence in teaching, which should be the hallmark of every faculty member, entails the following:

- A thorough, up-to-date knowledge of the subject matter;
- An organized and lucid presentation of course material, using illustrations, handouts and audiovisual aids as may be appropriate;

- Motivation of students to learn, to think, and to adopt professional attitudes and traits;
- Comprehensive and meaningful evaluation of student performance through quizzes, examinations, and suitable assignments; and
- Fair and representative grading, based on strictly academic criteria and not on any other considerations.

Article XVI – Teaching Load

Teaching assignments are made by the convener of the unit concerned in consultation with the Director. In the assignment of teaching loads and the scheduling of courses, considerations of the common good of the students and the unit should outweigh any matters of convenience to individual faculty members.

A full time faculty member at the FP has a teaching load of 18 hours per week/semester. Faculty members that have administrative responsibilities, like the Director, the Convener, and the Coordinator, get load reduction as approved by the Vice Chancellor. (Director = 6 hours teaching load; Convener = 12 hours teaching hours; Coordinator = 15 hours teaching load). Special Coordination responsibilities will be assigned by the Director with reduced teaching load (1 or 2 hours) which shall be corresponding to the duties and responsibilities.

Article XVII – Quizzes and Examinations

- 13 Quizzes and examinations should be comprehensive, i.e., cover well all the material on which students are to be tested, and should be designed to test how well the students have grasped the material and are able to relate it to contexts different from the ones in which it was learned.
- 14 Quizzes and examinations should be either closed book, in which students are not allowed to use outside material of any kind, or open book, in which students may bring into the examination room any outside material they wish.
- 15 Proctoring of quizzes and examinations is part of the academic duties of every faculty member. Proctors are expected to spend proctoring time strictly supervising the students throughout the duration of the quiz or examination.
- 16 Feedback on quizzes should be discussed with students.
- 17 Answer booklets and question sheets of final examinations should be kept for at least a period of one month after the date of the final examination, after which they are destroyed.
- 18 Problems and questions from previous quizzes and examinations should be made available for students and should not be repeated in subsequent quizzes and examinations in a manner which may give advantage to students who have access to previous quizzes and examinations.

Article XVIII – Course Files

19. A file should be kept in the FP for every course offered. The Convener of the unit and the faculty member who teaches the course in question are responsible for updating the course file at the end of the term in which the given course is offered.
20. The course file should contain the following:
 1. The course syllabus;
 2. Copies of all course handouts given;
 3. Copies of homework, quizzes, examinations, and other assignments and their solutions;
 4. A class list with the course grades and all grades given for quizzes, examinations, homework and any other assignments;
 5. The final examination answer booklets of students who scored the highest, lowest, and median grades.

Article XX – Evaluation of Faculty Member’s Performance

Performance of faculty members is evaluated from three perspectives:

- 21.1 **Teaching:** The effectiveness of teaching should be related to the expected learning outcomes. In order to evaluate the teaching performance of faculty members and to help them improve their teaching, faculty appraisal by students is conducted at the end of each semester in courses given during the semester. The results of this evaluation are communicated to the faculty member concerned and to the respective chairperson of the department and the dean. These results include comparative statistics for each department and for the college as a whole, as well as transcribed comments by students. A variety of means to evaluate teaching may be used including:
 - 21.1.1. Administering evaluation questionnaires by students;
 - 21.1.2. Students interviews to examine how well they have achieved the objectives and the learning outcomes that were specified by the course syllabus; and
 - 21.1.3. Administering standardized tests to students, if applicable, to verify that the expected learning has taken place.
- 21.2 **Research:** The quality and amount of research work and research publications that were produced by the faculty members since the date of previous review. Heavier weight will be given to publications in refereed academic journals and refereed academic conferences. (Optional for FP faculty)
- 21.3 **Community Services:** How active was the faculty in:
 - 21.3.1. Participating in FP development plans and committees.
 - 21.3.2. Giving lectures to the community within and outside the University; (Optional for FP faculty).
 - 21.3.3. Participating as mentor, advisor, etc. in students activities.

Based on the above criteria, the Director of FP is required to submit a written evaluation report to the Vice Chancellor about each of the faculty member's performance by the end of April each year. The Vice Chancellor will make the final decision about renewal or non-renewal. Copies of the performance review reports are kept in the teachers' files in a strictly confidential manner.

Article XXI – Research (Optional for FP Faculty)

- 22.1 Research is a vital and integral part of the academic duties of every Faculty member and constitutes a major criterion for promotion from one academic rank to another and for merit salary increases.
- 22.2 The URB supports DU faculty research through the funding of short-term development. However, faculty members are encouraged to seek research grants from external funding agencies.

Article XXII – Missed Classes

Faculty members are not permitted to miss classes without the prior written approval of the Convener and the Director. In all cases, any classes that are missed must be made up.

Article XXIII – Change of Grade

- 23.1 Once grades are posted on the SIS, a change of grade is not allowed unless a demonstrable mistake was made in the correction of the final examination or in the calculation of the grade. In particular, if a change of grade would result in a change of the academic status of the student, the supporting evidence for the changes of grade must be presented to the Convener of the unit and the Director.
- 23.2 A student may petition the Director's Office to request that a course teacher review the correction of the student's final examination paper, in case the student has reason to believe that some oversight may have been made in the correction, or that a mistake may have been made in calculating the course grade. Such petitions must be submitted within one week from the date of posting of course grades. The Director's Office will transmit the petition to the teacher concerned.
- 23.3 To change a course grade, the teacher must fill a special form available from the Registrar's Office and submit it to the Convener of the unit, with the supporting evidence, if required in accordance with paragraph above.

If the Convener of the unit approves the change of grade, he will sign the form and transmit it to the Director for final approval.

Article XXIV – Disciplinary Measures

Anyone violating university rules and regulations and/or the laws of the Sultanate may be subject to disciplinary measures commensurate with such violations.

Article XXV – Grievances

Every faculty member has the right to appeal to a higher level than the one directly supervising her/his performance, by submitting a petition. In case she/he is not satisfied with the consequences, she/he may submit a petition to the Director. In exceptional cases, the Vice Chancellor of the university may, if he wishes, form a special committee to review some grievance cases or confirm lower level decisions.

Article XXVI – Amendments

Amendments of the college manual require a two-thirds majority of the members of the faculty present at any meeting at which the quorum exists, provided written notice of the proposed amendment has been circulated to the faculty members no less than one week prior to the meeting. Amendments are subject to the approval of the University Council, the Vice Chancellor and the Executive Committee of the Board of Trustees.

Article XXVII – University Bylaws

This manual is to be read with the University bylaws which shall supersede any contradictions, if any.