

Document 1: Committee Mandate and Governance

1. Establishment

Committee Name: Faculty of Health Sciences Research Committee (FHSRC)

Established: 2013-2014

Parent Institution: Faculty of Health Sciences, Beirut Arab University

First Documented Meeting: September 21, 2016

Institutional Alignment: This committee operates in accordance with BAU institutional policies on research ethics, academic integrity, and ethical conduct.

2. Purpose and Mission

The FHS Research Committee is established to promote, support, and monitor research activities within the Faculty of Health Sciences. The Committee serves as the primary governance body for faculty-level research strategy, quality, and capacity building.

2.1 Core Objectives

8. **Research Culture Development:** Foster a research-oriented environment among faculty members and students across all departments.
9. **Research Quality:** Ensure research outputs meet international standards for indexing, publication, and ethical compliance.
10. **Capacity Building:** Organize training workshops, seminars, and mentorship programs to enhance research skills.
11. **Grant Support:** Facilitate access to internal and external funding opportunities; provide guidance on proposal development.
12. **Ethics and Compliance:** Oversee adherence to research ethics requirements and coordinate with the Institutional Review Board (IRB).
13. **Student Research Development:** Mentor postgraduate students and support undergraduate research exposure.
14. **Visibility and Dissemination:** Promote faculty research achievements through publications, conferences, and institutional communications.

3. Alignment with University Strategy

The FHS Research Committee aligns its activities with:

- **BAU Research Strategy:** Contributing to university-wide research objectives and rankings
- **Accreditation Requirements:** Supporting documentation for AHPGS and other accreditation bodies
- **Sustainable Development Goals (SDGs):** Aligning research subthemes with relevant SDGs

3.1 Research Subthemes (Aligned with SDGs)

Subtheme	Departments	Related SDGs
Illness and Therapy	MLT, PT, Nursing, Nutrition	SDG 3: Good Health and Well-being
Prevention and Health Promotion	Nutrition, PT	SDG 3: Good Health and Well-being
Medical Education	Nursing, PT	SDG 4: Quality Education
Food Technology and Processing	Nutrition	SDG 12: Responsible Consumption
Health Literacy	Nursing	SDG 4: Quality Education

4. Committee Composition

4.1 Membership Structure

Note: Composition shown below is representative based on documented meetings. Actual membership may vary by academic year.

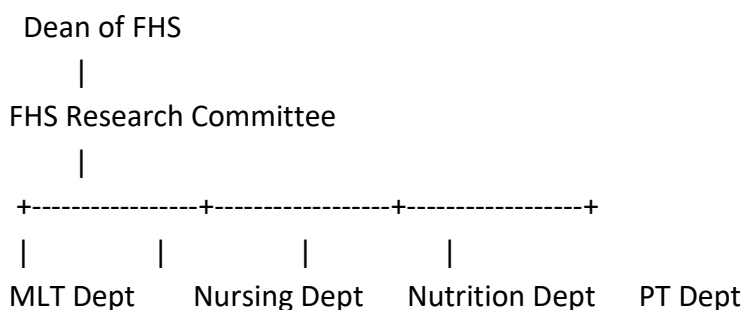
Role	Representative Holder	Department	Responsibility
Chair	Dr. Said El Shamieh	Medical Laboratory Technology	Overall leadership; agenda setting; external representation
Member	Dr. Hiba El Deek	Nursing	Nursing research; journal club coordination
Member	Dr. Nada El Darra	Nutrition and Dietetics	Food science research;

			international collaborations
Member	Dr. Leila Itani	Nutrition and Dietetics	Nutrition research; statistical methods
Member	Dr. Ayman Al Khatib	Physical Therapy	PT research; rehabilitation science
Member	Dr. Sarah Khalife	Medical Laboratory Technology	MLT research; microbiology
Member	Dr. Ahmad El Melhat	Physical Therapy	PT research
Student Rep	Jaafar Tfayli	Medical Laboratory Technology	Student liaison; event coordination

4.2 Membership Criteria

- **Faculty Representatives:** One or more members from each department (Medical Laboratory Technology, Nursing, Nutrition and Dietetics, Physical Therapy)
- **Student Representatives:** At least one postgraduate student representative
- **Term:** Academic year, renewable
- **Quorum:** Majority of members (50% + 1)

5. Reporting Structure



Primary Reporting Line: Dean of the Faculty of Health Sciences

Secondary Liaison: University Research Committee (for university-wide initiatives)

6. Governance Procedures

6.1 Meeting Frequency

- **Regular Meetings:** Monthly during the academic year (September to June)
- **Extraordinary Meetings:** As needed for urgent matters
- **Average per Academic Year:** 8-10 meetings

6.2 Meeting Conduct

15. **Agenda Circulation:** At least 3 working days before the meeting
16. **Minutes:** Recorded by the Chair or designated secretary
17. **Decisions:** By consensus; voting when consensus cannot be reached
18. **Dissemination:** Minutes shared with the Dean and archived

6.3 Decision-Making Authority

The Committee has authority to:

- Approve internal research proposals for submission to IRB
- Recommend faculty publications for recognition
- Approve speakers and events for capacity building
- Establish criteria for publication quality standards
- Nominate candidates for research awards

The Committee recommends (for Dean/Faculty Council approval):

- Research policies and guidelines
- Budget allocations for research events
- Memoranda of understanding with external partners

7. Key Performance Indicators (KPIs)

The Committee monitors the following metrics annually:

Indicator	Description	Tracking
Publications by Quartile	Number of Q1, Q2, Q3, Q4 articles	Annual count
Publications in Top 5 Journals	High-impact journal publications	Annual count
Grant Applications	Submitted vs. funded	Per cycle
Postgraduate Theses	Supervised and completed	Annual count
Research Events	Workshops, seminars, conferences	Annual count



Student Research Participation	3MT, junior research teams	Annual count
International Collaborations	Active partnerships	Active count