

Regulations Number (1) for the year 2019

Regulations Governing the Affairs of Teaching Faculty at PSUT

Issued According to the Bylaw Adopted by the University

Under the Higher Education Council's Resolution (185), dated 16/7/2009

Article (1): These regulations are named 'Regulations Governing the Affairs of Teaching Faculty at PSUT, No. (1) in the year 2016.' They shall be effective as of 17/2/2019.

Article (2): The following terms and expressions shall carry the following meanings wherever used in these regulations, unless the context indicates otherwise:

The University: Princess Sumaya University for Technology (PSUT)

The Council: The Council of Deans at the University

The President: The President of the University

The Committee: The Appointment and Promotion Committee

Research: Academic work accepted for promotion purposes

International journal: A specialized, indexed, scientific periodic journal, international in terms of the editorial board, researchers and distribution, which is accredited in the Clarivate Analytics Citation Indices (formerly Thomson Reuters) or the Scopus Database, whether in hardcopy or online.

Accredited journal: A specialized, refereed, scientific, periodic journal accredited by the Council according to its own criteria.

National journal: A specialized, periodic, refereed, Jordanian scientific journal issued by the Ministry of Higher Education and Scientific Research, Jordan.

International conference: A specialized, refereed internationally indexed conference deemed international in terms of academic committees and contributing researchers.

Funded research: Any research project submitted by a faculty member to an external body and which has received financial support for the purposes of scientific research. Such a project is characterized by the research paper having been sent to a scientific journal stating that the research is supported by the donor. Projects aimed at building infrastructure or involving exchange of students or faculty members are not included.

The Bylaw: The Bylaw Governing the Affairs of Teaching Faculty at the University of Jordan No. (58), 2015, issued under Article 36 (a) of the Jordanian Universities Law No. (20), 2009.

Appointment

Article (3): A committee named the 'Appointment and Promotion Committee', chaired by the President and consisting of six members bearing the rank of professor, shall be formed by the Council to oversee all procedures governing the affairs of faculty members in accordance with the stipulations of the bylaw.

Article (4): The Deans Council may set any conditions it deems necessary to verify the suitability of the candidate for appointment and his ability to carry out university work.

Article (5):

(a) Upon the appointment of a faculty member at the University, the rank held by the faculty member at a previous recognized institution may be accredited, provided that he acquired this rank according to PSUT promotion criteria. His seniority in the rank is considered on a one-to-one year basis if acquired at a Jordanian public university. If seniority has been acquired at any other university, the Committee shall decide which criteria to apply.

(b) In the light of paragraph (a) of this Article, the Committee shall decide whether the candidate's academic production qualifies him for appointment at the rank for which he has applied at PSUT.

Article (6): In order for an instructor to be appointed at PSUT at the rank of assistant professor, the following conditions must be met:

(a) He/she must hold the academic qualification stipulated in Article (7) of the bylaw, provided that he resigns from his work at the University.

(b) He/she must have published, or have received acceptance of publication, subsequent to receiving his/her doctorate, two research works. One of the works should be of Category One and the applicant should be the lead researcher in this work.

(c) Those applicants sent by the University to complete their studies shall be excluded from the publication requirement in paragraph (b) of this Article.

Article (7):

Only members of the teaching faculty who hold a rank equivalent to or higher than that of the position to be filled may vote on the appointment of a faculty member in the University Council.

Article (8): The Head of the Department shall submit the Departmental Council's recommendation to the Dean of the School within two weeks from the date on which he/she receives the application. Should the Dean fail to receive the Department's recommendation within the specified period, he shall submit the matter directly to the School Council.

Article (9):

(a) The appointed faculty member shall commence work starting from the date specified in the document confirming his appointment. If circumstances demand that he commence work prior to that date, his work will be recompensed by the sum determined by the President. The President can, for any acceptable reason, decide to postpone or delay the commencement of the faculty member's work for a period not exceeding two semesters.

(b) The appointed faculty member shall inform his head of department in writing of his commencement of work. The department head shall inform the dean of such, or failure to commence work, in writing, within a maximum of one week. The dean shall inform the President of the matter within a period not exceeding ten days.

(c) If the appointed faculty member fails to commence work within a period not exceeding three weeks from the specified date of his commencement, he is considered to have declined the position. His appointment decision is then considered void, unless he presents a valid excuse to the President.

Article (10):

(a) An amendment to a faculty member's academic rank or salary may be considered if he/she presents an application to do so within six months of being appointed by the University.

(b) An amendment to academic rank shall be made by a decision from the Council based on a recommendation from the Committee upon the recommendation of the concerned School and Department Councils.

(c) The salary is modified by a decision from the President, based on the recommendation of the Committee.

Article (11):

(a) Within two weeks of the end of the second semester of each academic year, each faculty member shall submit to the department head, using the appropriate University form, a report detailing his academic activities regarding teaching, supervision and scientific research, as well as his non-academic activities relating to community service and development, in addition to any committees in which he has participated, etc.

(b) 1. The head of department shall prepare a summary of the department's activities, including his opinion, and submit it to the Dean.

(b) 2. The Dean of the School shall prepare a summary report of the School, including his opinion of the School and the activities of its departments. He/she shall submit this report to the President within one month of the end of the second semester of each academic year.

Article (12): The dean shall forward a list of the names of faculty members who are not permanently appointed within his School to the relevant departments to receive their opinion as to whether the trial period of each such faculty member should be extended, or the employment

should be terminated. This should be communicated through the form (Extending the Trial Period of a Faculty Member), which should be filled by the relevant dean and department head.

Article (13): The Dean of the School shall submit the recommendations of the departmental councils regarding the extension of the trial period to the School Council. The recommendation of the School Council and the documents referred to in Article (12) of these Regulations shall be submitted to the President for referral to the Council to reach a decision on whether or not to extend the probation period.

Article (14): The renewal of contracts is subject to the same procedures and reports used to determine the extension of the trial period.

Article (15): Joint appointments are carried out according to the following guidelines and conditions:

(a) A faculty member who wishes to be appointed to another department within his/her School or to a department in another School shall submit an official application to the head of his/her department.

(b) The joint appointment will be made by decision of the Council upon the recommendation of the Committee, which is based on the recommendation of the relevant department and School councils.

(c) In light of paragraph (e) of this Article, the jointly appointed faculty member possesses all the rights and carries all the duties of the departments in which he is jointly appointed.

(d) The joint appointment of the faculty member in the second department is considered inevitably terminated should the appointment in the original department be terminated for any reason.

(e) All academic, administrative and financial matters related to the faculty member shall be dealt with in his original department.

Article (16): Based on a recommendation from the Committee, with support from the relevant School and departmental councils, the Council may change a faculty member's terms of appointment from contract to permanent staff member if the following conditions are met:

(a) The teaching faculty member should have published, or had accepted for publication, one research paper during his/her period of service at the University, and he/she should be the primary author for that work.

(b) He/she should hold a successful teaching record, meeting at least one of the following two conditions:

1. The student evaluation for the courses that he/she has taught during the preceding four semesters should reflect an average not lower than that of other courses taught in that School.

2. The head of the department and the Dean of the School should evaluate his/her teaching performance as at least 'Very good'.

Full Time Lecturers

Article (17):

(a) A full time lecturer appointed by the University must meet the conditions stipulated in Article (4) of these regulations.

(b) Despite the statement in paragraph (a) of this Article, and in cases deemed extraordinary by the President, full time lecturers who are deemed capable of doing so may be employed in order to carry out teaching and research work in the University's Schools and academic centers, regardless of their academic rank.

(c) Full time lecturers are employed on a contract basis, and all work conditions, salary and other conditions are agreed upon in the contract.

(d) Voting on the appointment of a full time lecturer is carried out according to the academic rank that would have been filled had a faculty member been appointed.

Article (18):

(a) The evaluation of the full time lecturer is carried out in the same way as the evaluation of the faculty member.

(b) It is possible for a full time lecturer currently employed by the University to be appointed as a faculty member provided he/she is a PhD degree holder and fulfils the appointment conditions stated in Article (5) of the bylaw. He/she must also have published, or have had accepted for publication, at least two research papers during his/her period of service at the University. One of those papers should be from Category One, and he/she should be the first author of the paper. His/her period of service and published research during his/her service as a full time lecturer may also be considered for promotion purposes.

Transfer

Article (19):

(a) The transfer of a faculty member from one category to a higher one within the same rank depends upon the fulfillment of the following conditions:

1. Having a salary seniority of not less than five years within his/her category, at the rank of assistant or associate professor.

2. Having a salary seniority of not less than six years within his/her category, at the rank of lecturer.

3. He/she should have published, during his/her service at the University at the rank within which he/she wishes to transfer, two academic research papers. These should be worth at least (4) points. One of the works should be from Category One, be worth (2) points and have the appointee as the main author.

4. He/she should have obtained an average of (3) points minimum on the evaluation forms completed by the department head and the Dean.

(a) The application to transfer from one category to another within the same rank shall be submitted to the department head, supported by an original copy of each published academic paper, to be presented for consideration to the department council. The department head shall submit the opinion of the department council to the dean, to be presented for consideration to the School council. The Dean shall forward the application to the President to complete the transfer procedures.

(b) The conditions that apply to academic production presented for the purposes of transfer are the same as those applied for promotion purposes, except for the procedures followed for academic production evaluation.

(c) The decision to allow transfer from one category to another within the same rank is valid from the date on which the decision is issued by the Council.

Promotion

General Conditions for Promotion

Article (20): In order to gain promotion to a higher rank, the faculty member must fulfill the following conditions:

1. Having a seniority of not less than five years in his current rank. He should have been actively serving for three consecutive years at the University at the time of applying for promotion.

2. Holding a successful teaching record.

3. Holding a successful record in his relationships in carrying out University work.

4. The applicant should be active in community service and development.

5. Having published (or obtained acceptance for publication), while holding the current rank, useful academic work which has increased his knowledge in his particular field of specialization but does not conflict with Articles (24) and (25) of these regulations.

6. At least 60% of academic production presented for promotion must be within his academic, teaching or research specialization.

7. At least 50% of academic work submitted for promotion purposes should have been published, or accepted for publication, during his service at the University, and bear the name of PSUT.

Article (21):

(a) It is permitted for an assistant professor or associate professor to apply for promotion to the higher rank eight months prior to completing the legal period required to enter the higher rank, provided that the other legal conditions required to occupy the rank are fulfilled.

(b) The official date of promotion to the higher rank is considered the date on which the Council's decision regarding the promotion is issued, or the date on which the legal period for promotion ends if the promotion procedures are completed before the end of that period.

Article (22):

(a) The following academic production may be accepted without undergoing primary evaluation:

1. Research papers published or accepted for publication in international or accredited journals.
2. Research papers published in the proceedings of specialized refereed international conferences.
3. Research papers extracted from university theses and published in refereed international, accredited, or national, conferences or journals.
4. Internationally or nationally registered patents.

b) The following works are accepted after a primary evaluation through the Deanship of Scientific Research, based on the recommendation of the departmental and School academic research committees:

1. An authored, translated or investigative book.
2. A chapter in a book.

c) In accepting academic production presented for promotion, the following are considered:

Academic Production	Maximum Limit of Academic Production Accepted for Promotion
Authored, translated or investigative books or a chapter of a book	One book or one chapter

Research papers published in the proceedings of a specialized refereed conference	Two papers
Research papers extracted from university theses for which the applicant was supervisor	One paper from each Master's thesis supervised, and two papers from each Doctoral dissertation
Papers published in a national, not international, journal. For members who work outside the Unit*.	One paper
Papers published in a national, not international, journal. For members who work in the Unit* in the fields of English Language & Literature, and Linguistics.	One paper
Papers published in a national, not international, journal. For members who work in the Unit* in fields other than English Language & Literature, and Linguistics.	No limit
Research papers published in accredited journals	Two papers
Patents	Two
Funded research	Two points

*The Unit refers to the Service Course Coordination Unit

Article (23): Academic production accepted for promotion is classified into two categories, and is weighted according to type, represented by points as follows:

Category	Academic Production	Points
One	Internationally registered patent, listed in the Derwent World Patents Index (DWPI) database	Two points
	Paper published in an international journal	Two points
	Research paper extracted from a postgraduate thesis or dissertation, published or accepted for publication in an international journal	One point
	Papers published in a national journal in the fields of Arabic Language and the Humanities. For faculty members who work in the Unit* in fields other than English Language and Literature, and Linguistics.	Two points
	Distinguished book	Two points
	Other patent	One point
	Paper published in an accredited journal	One point
	Regular book (not distinguished)	One point

Two	Paper published in the proceedings of an international conference	One point
	Chapter of a book	One point
	Paper published in a national journal, not considered Category One	Two points
	Research receiving funding between 10,000 and 50,000 JOD	One point
	Research receiving funding of 50,000 JOD or more, with the applicant as chief author	Two points
	Research receiving funding of 50,000 JOD or more, with the applicant as co-author, not chief author	One point

*The Unit refers to the Service Course Coordination Unit

(b) The faculty member is not considered to be the primary author of a published paper that has been extracted from a student's thesis or project, irrespective of the order in which his name appears on the paper. Joint research carried out with students (including research on graduation projects for undergraduate students) and non-abstracted theses or dissertations for students is considered as ordinary research provided that the names of the participating students are listed.

(c) The minimum accepted number of words for a book is 50,000. It is evaluated through a special form. The book is accredited for promotion purposes if the referees give an average assessment of not less than 70%. The book is classified as 'distinguished' if the referees give an average assessment of 85% or above.

(d) Textbooks are not accepted for promotion purposes.

(e) No more than 50% of the papers presented for promotion purposes should be published or accepted for publication in the same journal, unless that journal is listed in the Clarivate Analytics Database (formerly Thomson Reuters) and has been awarded an impact factor.

(f) Taking into consideration what is stated in paragraph (e) above, the Deans Council may consider in advance cases justified by the nature of the specialization.

Article (24):

To achieve promotion from the rank of assistant professor to associate professor, the faculty member should present an academic production carrying a minimum weight of (8) points. The number of research works submitted for promotion should be at least (5). The following conditions must also be met:

(a) The applicant for promotion must be the primary author for works carrying the weight of at least (4) points, (2) of which should be from Category One.

(b) The applicant's academic production should include at least (6) points from Category One.

Article (25):

To achieve promotion from the rank of associate professor to full professor, the faculty member should present an academic production carrying a minimum weight of (12) points. The number of research works submitted for promotion should be at least (8). The following conditions must also be met:

(a) The applicant for promotion must be the primary author for works carrying the weight of at least (8) points, (4) of which should be from Category One.

(b) The applicant's academic production should include at least (8) points from Category One.

Article (26):

Taking into consideration Article (20), the faculty member may apply for early promotion, one year before the due date for that, providing he meets the following conditions:

- a. Successfully acquiring double the number of points and the number of research papers required for promotion.
- b. The academic production achieved outside the University should not exceed 25% of the required production, and the production should be from Category One.
- c. Not less than 75% of the applicant's academic production should carry the name of PSUT and be from Category One.

Article (27):

(a) Taking into consideration Article (15/a/5), of the bylaw, the applicant for promotion is prohibited from including any research papers or works that have previously been considered for earlier promotion applications, or were used as part of the conditions for receiving an academic degree or rank.

(b) Subject to the provisions of Article (20) of these regulations, research papers or works that are accepted for publication shall be calculated for the purposes of subsequent promotion after the University's decision to carry on with the previous promotion procedures and to submit the request for promotion to external referees.

Article (28): Academic production achieved by the faculty member during any period of leave, sabbatical or delegation, is considered acceptable for promotion purposes.

Article (29):

(a) The application for promotion shall be submitted to the relevant department head, along with six copies of the academic production and the applicant's CV, to be presented to the department council after which the appropriate recommendation is made. The department head shall submit the recommendation of the department council to the dean within a maximum period of three weeks. The dean shall bring the application before the School council within a maximum period

of three weeks to take the appropriate recommendation in this regard, following which the recommendation is submitted to the University presidency within a maximum period of one week to complete the promotion procedures.

(b) In the light of paragraph (a) of this Article, neither the department nor the School is permitted to exceed the maximum time limit given before making the appropriate recommendation.

(c) In any case, should the department council or School council fail to make the appropriate recommendation within the specified time frame without a reasonable excuse, the President shall form a committee from the department and School, headed by the relevant Vice President, to look into the promotion application. This committee shall submit its recommendations to the Committee to take the appropriate decision within a maximum period of three weeks from the date on which the committee is formed.

(d) The concerned dean and department head shall put forward a list of the names and addresses of at least (15) professors in the specialization. The professors nominated to evaluate the academic production should be non-Jordanian and from outside of Jordan. This list shall be treated with complete confidentiality. The Committee may add or remove nominated names from the list. Those nominated as referees should meet the following requirements:

1. They should be renowned for their objectivity and come from distinguished universities of a high academic level, other than the university from which the applicant for promotion graduated.
2. They should represent a number of countries and universities. Preferably, the number of referees from any one university should be no more than one, and from any one country no more than two.
3. The addresses of the nominees should be accurate, including phone number, a fax number and email address.

(e) If the number of faculty members in a department holding a rank which is equivalent to, or higher than, the rank aspired to be promoted to is less than three, the department head shall submit the application to the dean to be presented directly to the School council in the presence of the faculty members from the department who hold the same or higher rank.

(f) In light of paragraph (c) of this Article, if the number of faculty members in the School council who hold a rank equivalent to, or higher than, the rank aspired to be promoted to is less than three, the application shall be submitted to the University presidency to form a committee headed by the relevant Vice President to study the application, make the appropriate recommendation and submit it to the Committee.

(g) In all cases, only faculty members from either the department or School councils who hold a rank equivalent to or higher than that aspired to be promoted to may vote on the promotion of a fellow faculty member.

Article (30): The department head and the Dean shall (regardless of their academic ranks) submit two separate reports about the faculty member applying for promotion on the specified form prepared for this purpose.

Article (31): The Committee shall consider the faculty members' promotion application, including his academic production, the names of the referees, the recommendations of the department and School councils, the report prepared for this purpose, and the disciplinary actions (if any) taken regarding the applicant, in order to determine whether to proceed with, or terminate, promotion procedures.

Article (32):

(a) The academic production is sent to three referees, accompanied by a summary of the promotion applicant's academic history, clarifying the rank to which he wishes to be promoted. The referees are requested to submit their report within a maximum period of two months from the date of their receipt of the academic production. The report should contain a rating for each production on a scale ranging from 1 to 5, as follows:

Weak	1 point
Acceptable	2 points
Good	3 points
Very good	4 points
Excellent	5 points

(b) The faculty member cannot achieve promotion to the rank of associate professor if the assessment of two of the referees return reports with an assessment of less than 3 points.

(c) Should an applicant for promotion to the rank of full professor receive two positive reports and one negative report for his academic production, the Committee shall send this production to a fourth referee. Should the assessment of the fourth referee be less than 3 points, the promotion application shall be rejected.

(d) The faculty member cannot achieve promotion to a higher rank if the average of the assessments of all referees is less than Good (3 points).

Article (33): The Committee shall consider the promotion application from its different aspects after receiving the reports of the referees. The Committee can, after 8 months from the date of an agreement being reached on the list of referees, consider the promotion application regardless of the number of reports received. The Committee shall forward its recommendation to the Council to take the decision to award the promotion or not.

Article (34):

(a) The Council of Deans shall decide whether to grant the faculty member's application for promotion via secret ballot.

(b) Should the Council of Deans decide against the faculty member's promotion, it should determine a minimum period before a new application can be submitted, provided that this period is not less than six months from the date on which the decision was issued. In this case, the faculty member must add new work to his academic production, with the number and type of papers being specified by the Council. The new promotion application is subject to the procedures stated in these regulations.

Article (35):

With reference to the stipulations of Article (16) of the bylaw regarding the bestowal of the title of Honorary Professor:

(a) The President may, should he see fit, make a recommendation to the Council to nominate a faculty member for the title of honorary professor providing that faculty member has spent a minimum of 15 years in the service of the University at the rank of professor and is at the end of his service due to resignation or reaching the age of retirement.

(b) The honorary professor is permitted to keep his office at the School and receive the benefits of scientific research support, library and facility services, as well as other services provided by the University to its faculty members.

(c) The School council can, upon a recommendation from the department council, suggest that the President charge the honorary professor with teaching and/or the supervision of University theses for a compensatory sum to be determined by the President according to the rules, bylaws and regulations in effect at the University.

Granting Tenure**Article (36):**

(a) In light of paragraph (a) of Article (10) and Article (11) of the Bylaw Governing the Affairs of Teaching Faculty at PSUT (Bylaw No. 58 of the Year 2015 Regarding Teaching Faculty at the University of Jordan), the Council may, on the recommendation of the Committee, grant a member of faculty tenure if his case meets one of the following conditions:

1. He has already achieved promotion to a higher rank during his service at the University (to assistant professor or to associate professor).

2. He has been transferred from category (b) to category (a) at the University (for a lecturer).

3. He has been employed at the University as a lecturer for at least two years and during that time has published at least one research paper, for which he is the primary author, from Category One.

4. He has been employed at the University at the rank of full professor for at least three years, and during that time has published at least two research papers from Category One, being the primary author of at least one of those papers.

(b) The faculty member shall submit the application for tenure to the department head to present to the departmental council and give the appropriate recommendation to the dean of the School. The Dean shall present the matter to the School council and present the appropriate recommendation to the President.

If the number of faculty members on any of these councils who hold tenure is less than three, the matter is forwarded to the higher council.

The President shall submit the matter, along with the recommendations of the department and the School, to the Deans Council to take the appropriate decision.

(c) It is not allowed for a faculty member who does not hold tenure, or holds tenure but is of a lower rank than that of the faculty member to be given tenure, to vote on the decision.

(d) The School dean and the department head shall prepare two separate reports about the faculty member, using the specific form prepared for this purpose.

Article (37)

In light of the provisions of Article (10) of the bylaw:

(a) The service of any faculty member shall be considered inevitably terminated if the trial period mentioned in Article (10) of the bylaw ends without him having been given tenure.

(b) A faculty member may not be given tenure if the period specified in Article (10) without him/her having received tenure.

Teaching Load

Article (38):

The teaching load of the full professor is (9) credit hours; that of the associate professor or assistant professor is (12) credit hours; and that of the lecturer is (15) credit hours. One 'credit hour' represents:

1. A lecture at the BSc or postgraduate studies level for one hour per week for the study semester.

2. Regarding practical classes such as laboratories, workshops, training, field work, studios, etc. in some of the Schools where learning takes a practical nature, the meaning of 'credit hour' shall

be determined by the President's decision after consultation with these Schools. In all cases, a credit hour shall not be less than two practical hours per week.

Leave

One: Annual Leave

Article (39): The annual leave of faculty members at the University is determined according to the stipulations laid out in Article (20) of the bylaw.

Two: Sabbatical Leave and Unpaid Leave

Article (40):

(a) Applications for sabbatical or unpaid leave shall be submitted at least 3 months prior to the beginning of the semester when the required leave begins. Each year, the Council of Deans will set the period in which applications should be made.

(b)1. The application for sabbatical leave must include a plan of the research (or book) intended to be carried out by the faculty member and the place where he intends to spend the leave. The main topic of research may not be changed without the approval of the School.

(b)2. The application for unpaid leave should detail the research work to be done by the faculty member during this leave as well as the place in which the leave will be spent.

(c) Any unpaid leave awarded to a faculty member is not considered as part of his period of service at the University for the purposes of granting sabbatical leave, the minimum period required for promotion (3 years), end of service reward, and savings, but it is considered for the purposes of seniority of salary only if the faculty member has spent it at a university or scientific institute accredited by the University.

Article (41):

(a) When granting sabbatical leave or unpaid leave, the number of faculty members remaining in the department must be taken into consideration and it must be sufficient to cover the teaching load and supervision within the department.

(b) At any one time, the percentage of faculty members on leave or seconded shall not to exceed 20% of the number of faculty members employed in the department, with the exclusion of those who occupy ministry posts. This percentage may be exceeded in extraordinary cases where the Deans Council considers it to be in the interests of the University.

(c) In light of paragraph (d) in Article (22) of the bylaw, the faculty member may combine a sabbatical leave and unpaid leave, provided that the total period of leave does not exceed three years and does not conflict with the interests of the University and meeting accreditation

standards. The faculty member must return to service at the University at the end of the period of leave.

(d) Taking into account the provisions of the bylaw and the regulations, it is in no way permissible for the period of leave to exceed two years, whether for sabbatical or unpaid leave.

Article (42):

(a) Upon being granted sabbatical leave, the faculty member should:

1. Submit the academic or technical work carried out by him during his leave to the Dean of the School within two months of the end of the period of leave.

2. Clearly indicate in his academic work(s) that the work was carried out during a sabbatical leave granted to him by the University.

(b) The academic or technical work(s) that the faculty member took a sabbatical leave in order to carry out shall be accredited by a decision from the President based on a report submitted by a technical committee made up of members of the department (regardless of their rank) and a recommendation from the departmental and School councils and a recommendation from the Scientific Research Council University, stating that he indeed completed the work(s) for which he had been granted the leave.

(c) The accreditation mentioned in paragraph (b) of this Article is finalized when the results of the work are published, or accepted for publication, in the form of a research work acceptable for promotion purposes, with the faculty member being the primary author of the work.

(d) In the case of failure to meet the condition mentioned in paragraph (c) of this Article, the accreditation is provisional and the faculty member must work to publish, or have accepted for publication, a research work acceptable for promotion purposes, where he is the primary author of the work, within a period not exceeding two years from the end of the sabbatical leave.

(e) If the final accreditation is not obtained, the faculty member must repay all funds paid to him and he is considered to have used up his sabbatical leave. This leave shall not be counted for the purposes of promotion, end of service award and savings, or for the purposes of completing the period required to obtain a further sabbatical or leave.

Article (43):

(a) A faculty member taking sabbatical leave may be recompensed for one set of return flight tickets for him, his wife, and two children under the age of 18, if his leave is to be spent abroad at a center, institute, advanced research laboratory or a renowned international university, provided that he is fully committed to carrying out the research for which he has been granted the leave. The period of leave period should be a complete academic year, at least 6 consecutive months of which are spent abroad. The travel destination and route shall be determined based

on the decision to grant the sabbatical leave. If the faculty member wishes to change the travel route, resulting in an increase in the cost of the tickets, he should bear the difference of the cost.

(b) The faculty member on sabbatical leave shall be paid:

1. The salaries and allowances which he was paid prior to going on leave, except for mobility allowance.
2. An advance payment of three months' salary if he is going to spend his leave abroad. This advance is paid at the time of travel.

Three: Rules and Procedures Regarding Leave

Article (44):

(a) Responses to all leave applications shall be made in writing.

(b) Leave starts from the day on which the faculty member ends work and terminates on the day prior to his returning to work.

(c) The faculty member should not leave his work before he receives a written notification stating that his leave is agreed upon, except in cases judged to be emergency cases by the relevant dean.

(d) The faculty member shall state in the leave application the start and end dates of the leave, the place where he intends to spend the leave and his address during the leave.

(e) The authorizing party shall specify the period of leave agreed upon, as required by the interest of work.

(f) Should work so demand, the granted leave may be cut short, postponed, cancelled or interrupted, in which case the faculty member shall be duly informed.

Article (45):

(a) Any faculty member failing to return to work directly after the end of the leave shall have an amount equivalent to the period of his absence deducted from his salary and allowances, starting from the day following the final day of his leave, unless he can submit an acceptable excuse to the authorized party that granted the leave.

(b) The faculty member shall be considered dismissed from his post if the period of his absence exceeds three weeks without a valid excuse acceptable to the Council.

Article (46):

(a) The department head must inform the dean in writing about the absence of the faculty member within two days of the start of his absence. The dean must inform the President of the matter within a period of one week.

(b) The procedures mentioned in paragraph (a) of this Article shall be followed when the leaving faculty member (regardless of the type of leave) returns to his post.

Violations and Disciplinary Procedures

Article (47): In light of Article (38) of the bylaw, and in case of a claim against the faculty member or of his committing a disciplinary violation, the President shall form a three-member committee, headed by a faculty member who holds the equivalent rank, or higher rank, than the member in question, to carry out an investigation. The committee shall handle the violation according to the results of the investigation, either by upholding the claim, dropping the disciplinary action, or referring the perpetrator to the disciplinary council.

General Rules

Article (48): It is not permitted for any faculty member to participate in the discussion of, or vote on, any academic matter related to a faculty member who holds a higher academic rank.

Article (49): Cases not covered by these regulations shall be referred for decision to the Deans Council.