

**University of Bahrain Board of Trustees**

**Decision No 1 for 2006**

**for Issuing the Bylaws of Faculty Members of the University of Bahrain**

**The Minister of Education, Chairman of the Board of Trustees of the University of Bahrain,**

After reviewing Decree Law No 12 for the year 1986 for the establishment and organization of the University of Bahrain which was amended by the Decree Law No 18 for the year 1999,

And after reviewing the Regulations of the academic faculty for the University of Bahrain ratified by the University of Bahrain Board of Trustees on 9<sup>th</sup> and 10<sup>th</sup> November 1988,

And after the of the University Council presentation,

And after the approval of the University of Bahrain Board of Trustees

**Has decided:**

**Article 1**

The provisions attached to this decision of the bylaws of faculty members of the University of Bahrain shall be abided by.

**Article 2**

The bylaws of faculty members of the University of Bahrain, ratified by the University of Bahrain Board of Trustees on 9-10 November 1988, shall be deemed null.

**Article 3**

The University President shall publish the decisions required to execute provisions of these bylaws.

#### **Article 4**

This decision shall be abided by from the next day of its publication date in the Official Newspaper.

**Minister of Education**

**Chairman of the Board of Trustees of the University of Bahrain**

**Majid bin Ali Al-Nuaimi**

**Published on 30 Dhu Al-Hijja 1426 H**

**30 January 2006**

# **Bylaws of the faculty members at the University of Bahrain**

## **Chapter 1**

### **General Regulations and Definitions**

#### **Article 1**

These bylaws shall be called the Bylaws of the Faculty Members of the University of Bahrain.

#### **Article 2**

The terms of these bylaws shall be enforced on the permanent faculty members, as well as the contracted faculty members, unless otherwise stated in a special provision in their contracts.

#### **Article 3**

The following terms shall have the corresponding meanings stated, unless otherwise required by the context.

The law	Decree Law No 12 for the year 1986 for establishing and organising of the University of Bahrain, amended by the Decree Law No 18 for the year 1999.
The University	University of Bahrain
University Council	The Council of the University of Bahrain
President	President of the University of Bahrain
Supreme Administrative Body	A body made up of the President, Vice-Presidents and Deans
Dean	Dean of the College or Institute concerned (or representative)
Department Council	The Academic Council of the Department
Department Head	Head of the Department or Institute concerned (or representative)
Competent Authority	Authority or person authorized to take decisions in order to execute these bylaws
Basic salary	The amount paid to the faculty member monthly (excluding bonuses)
Bonus	The extra amounts paid to the faculty member as additions to the basic salary
Month	The month in the Gregorian calendar
Member	Faculty member

## Chapter 2

### Article 4

The faculty members of staff consist of the following:

- a. Professors
- b. Associate professors
- c. Assistant professors
- d. Lecturers
- e. Instructors

### Article 5

The faculty members of staff are divided into the following two categories:

- a- Permanent members: are appointed according to the bylaws of the University of Bahrain system, in order to assume permanent academic responsibilities listed in the framework of academic members of staff, and their salaries are appointed in the University budget.
- b- Contracted members: are contracted for a period that is no less than one renewable academic year, in order to assume the same academic responsibilities of the permanent members.

## Chapter 3

### Conditions for Appointment

### Article 6

**Part 1: The members of staff appointed shall meet the following conditions:**

- a- Having the required graduate degrees, preceded by the first graduate degree or equivalent
- b- Having good conduct, not acquitted in a criminal case, and not dismissed nor whose contract terminated due to academic or ethical reason
- c- Being fit in health according to reports of a medical commission approved by the University

- d- Being able to assume the University work, especially teaching, conducting research, and participating in various university activities.

**Part 2: Every academic rank shall be adhered to according to the following conditions:**

**a- Instructor:**

Must have a Master degree or equivalent from a university or institute recognized by the University.

The instructor may be promoted to the rank of lecturer after four years of work and scientific production.

**b- Lecturer:**

1. Must have a Master degree or equivalent from a university or institute recognized by the University.
2. Must have served the position of instructor for no less than four years, and must have obtained practical and theoretical experience corresponding to this period.

**c- Assistant Professor:**

1. Must have a PhD degree or equivalent from a university or institute recognized by the University.
2. Must have practised university teaching for no less than three years, if not an employee of the University.
3. Must be able to teach in theirfield of specialization.

**d- Associate Professor:**

1. Must have a PhD degree or equivalent form a university or institute recognized by the University.
2. Must have served the position of assistant professor for no less than five years in a recognized university or institute.
3. Must be of a distinguished teaching ability, and an ability to develop courses, curricula and organize research, and must be of an ability to contribute to serve society.

**e- Professor:**

1. Must have a PhD degree or equivalent from a university or institute recognized by the University.
2. Must have served the position of associate professor for no less than five years in a recognized university or institute.
3. Must have the ability to direct scientific and administrative activities in the University.

**Article 7**

The Department Council may form a committee to propose recruitment of faculty members according to set criteria which do not contradict with the provisions of these bylaws. The candidates shall be presented to the Department for ratification. The committee membership shall be restricted to those appointed with a degree at least equivalent to the degree of the candidates.

**Article 8**

- a-** The University Council, after consulting the Department and College Councils concerned, may accredit the required scientific requirements for the appointment of faculty members in the University.
- b-** The University Council, after consulting the Department and College Councils concerned, may assess the scientific production or the vocational and technical work being offered for the purposes of appointing the faculty member of staff, and may accredit the academic rank of the candidate. The University Council shall give specific instructions for the manner and requirements of the appointment.

**Article 9**

- a-** The faculty member shall be appointed, or contracted through a decision from the President, after the approval of the University Council, having received the recommendations of the Department and College Councils concerned.
- b-** The one to whom a decision for appointment is issued shall assume work beginning the date specified in the appointment decision. If they do not assume

work within three weeks without offering a valid excuse accepted by the University Council, the appointment decision shall be deemed null.

#### **Article 10**

The years of experience for appointed faculty members are calculated as follows:

- a-** The years of experience are calculated according to the academic rank in the field of research and teaching in university or institute recognized by the University according to a system established by the University Council.
- b-** The scientific experience in the specialization in vocational establishments not concerned with research and teaching may be recalculated according to a system established by the University Council.
- c-** The experience obtained before obtaining the minimum academic degree required for the post or for the academic degree shall not be considered.

#### **Article 11**

The University may take into consideration, when appointing the faculty member, the degree which they served/are still serving in any university recognized by the University, for the purposes of determining the rank and seniority in the University, on the condition that they have obtained the scientific qualifications provided in these bylaws.

#### **Article 12**

Vice-president(s) or Vice-dean(s) shall be appointed for no more than three years renewable once only.

Heads of Departments in colleges and institutes or equivalents shall be appointed for a period of no more than two years renewable once only.

#### **Article 13**

The permanent member shall be appointed under probation for a period of one year renewable for another year. The University Council may terminate the member's service in the period of probation.

#### **Article 14**

The permanent member shall be appointed after the expiry of the period referred to in Article 13 of these bylaws and after meeting the following conditions:

- a-** Their reports shall be positive regarding the teaching, research and university activities; conduct with colleagues; and commitment to the duties given.
- b-** They shall complete the educational qualification required by the University Council.  
The procedure for appointing shall be similar to the procedures for appointing under probation.

#### **Article 15**

The President, after the recommendations of the Department and College councils concerned, may approve of delegating those of distinguished scientific and vocational quality of the employees of the State, and through coordination with the Divisions dependent thereon, in order to assume academic responsibilities in the University, provided that:

- a-** The delegation period shall not exceed two consecutive academic semesters.
- b-** The working hours shall not be less than 10 hours per week including teaching a minimum of 3 credit hours (quarter of full-time commitment), and not exceeding 20 hours per week including teaching a minimum of 6 credit hours (half of full-time commitment).
- c-** The delegated shall receive wages amounting to the quarter of their salary if they are delegated for a quarter of full-time commitment, and amounting to the half of their salary if they are delegated for a half of full-time commitment.

The salary mentioned refers to the salary specified for the academic rank that the delegated would receive if they are appointed as a member of staff in full-time commitment.

- d-** The responsibilities of the delegated, according to the provisions of this Article, shall be restricted to teaching courses, supervising research in the higher studies



- programs, and office-hours work. The delegated may be invited to attend Department Council meetings if required without the right to vote in the deliberations.
- e-** The President, after the recommendations of the Department and College councils concerned, may approve of contracting with persons having distinguished scientific and vocational qualities in order to assume academic responsibilities, according to the provisions and periods of time mentioned in items a, b, c, and d.
  - f-** The relationship between the University and those appointed and contracted referred to in this Article shall abide by the rules, regulations and bylaws of the University.
  - g-** The University Council may delegate and contract with those of distinguished scientific and vocational qualities required by the University, for a limited period and under other conditions, besides the conditions mentioned in the previous items.

## **Chapter 4**

### **Responsibilities of Faculty Member**

#### **Article 16**

A faculty member of staff, in accordance with university general policies, shall observe the following:

- a.** Teaching
- b.** Conducting research, participating in symposia, and contributing to curriculum development.
- c.** Supervising students' research and academic and social activities, and providing them with adequate academic, educational and practical guidance.
- d.** Conducting and administering examinations, and assessing and advising students.
- e.** Participating in university councils and committees in addition to external committees in which the University is a part.

- f. Engaging fully in the academic duties in the university, exerting utmost effort to promote the University mission, and maintaining their distinguished position in teaching, research, advising, and administration.

#### **Article 17**

Without prejudice to university rules and regulations, faculty members shall enjoy total freedom in thought, expression, publishing, and exchange of opinion in matters related to studies and university activities.

#### **Article 18**

- a. A faculty member shall present to the Head of Department an annual report of their scientific research and academic achievements or ones being prepared.
- b. The Head of Department shall present an annual report to the College Dean, who shall in turn present a report to the President about the College and the activities of the Departments.

#### **Article 19**

In case there is one or more faculty members in the same specialization, the Department Council may form a section for this specialization working within the said Department. The section shall be supervised by a supervisor appointed by the Department Council among the faculty members in that Department.

#### **Article 20**

- a. The total number of working hours for a faculty member per week shall be 40 hours, of which 12 credit hours or 15 class hours for PhD holders, or 15 credit hours or 18 class hours for holders of a lesser degree. The remaining hours shall be divided by the Head of Department among the following:

- 1. Research

2. Student advising
3. Office hours
4. Participation in Councils and Committees
- b. The University Council may change the allocations mentioned above, in accordance with the University needs in all or some of its colleges.
- c. The Head of Department shall distribute the teaching load after consulting the Department Council.
- d. The College Dean may reduce the teaching load of a faculty member who is undertaking extra assignments and responsibilities or conducting distinguished research activities besides teaching, after consulting the Department concerned.

#### **Article 21**

No faculty member shall engage in giving regular classes or lectures, nor engage in any work outside the University without prior consent of the President upon recommendation by the College Dean concerned and after consulting the Head of Department concerned.

### **Chapter 5**

#### **Leaves**

#### **Article 22**

##### **Annual leave**

- a- Faculty members are given an annual leave of eleven weeks for every full year of service, two weeks of which are taken between the two semesters, and the remaining in the summer vacation according to the University regulations.
- b- The following faculty members are excluded from annual leave:
  - 1- Temporary members who work for less than ninety days.
  - 2- Those delegated in the University.

### **Article 23**

#### **Sick leave**

- a. A faculty member may be given a sick annual leave for one working day by the Head of Department concerned without the need for a medical certificate when convinced that the member's absence is truly due to sickness.
- b. Sick leave of more than one day and less than six days shall not be approved except with a medical certificate accepted by the University.
- c. All periods of time of absence due to sickness exceeding six working days must be supported with a medical certificate approved by the authorised medical commission.

### **Article 24**

Sick leave for the faculty member shall be calculated as for two working days per every month of actual work.

### **Article 25**

The maximum limit of sick leave the faculty member can keep shall be 288 working days.

### **Article 26**

If the period of time of absence for the member due to sickness exceeds the credit accumulated from their sick leave, the exceeding time shall be deducted from their annual leave if they have a credit.

If the faculty member continues to be absent due to sickness after the exhaustion of their credit of the annual leave, they may be given a sick leave without pay not exceeding 60 working days, after consulting the approved medical commission, in order to cover the period of absence.

After the exhaustion of this period, the patient is forwarded to the medical commission in order to apply the general rules.

## **Article 27**

### **Personal leave**

**Marriage leave:** the faculty member is given a marriage leave with pay for three working days, provided the marriage certificate is presented.

**Maternity leave:** the member is given maternity leave for a period of 40 days with full pay starting from the first day of delivery.

**Breastfeeding leave:** the member is given one hour breastfeeding leave per every working day for 4 months calculated from the end of the delivery leave.

**Hajj leave:** the Muslim member may be given Hajj leave for no more than two weeks with full pay, for one time during their service, provided their service does not fall below 10 consecutive years.

**Widows leave:** the member whose husband passes away is given widows leave for 30 days with full pay. This period may be extended for the Muslim member for a period not exceeding three months and ten days without pay.

**Accompanying leave:** the member may be given, through a decision from the President for a period determined thereby, a special leave with full pay in order to accompany a patient of their relatives until the second degree for travelling abroad, after certifying of the necessity of this accompaniment by the approved medical commission, provided it does not exceed 60 days.

**Emergency leave:** the member, one of whose relatives until the fourth degree passes away, shall be given emergency leave for three days.

## **Article 28**

### **Leave without pay**

The University Council, after the approval of the Department and College councils concerned, may give a member leave without pay in the following circumstances:

- a. Accompanying a spouse in an official mission or a scholarship for a long time outside Bahrain.
- b. Mothers accompanying their sick children when her presence is deemed as necessary by a specialist doctor from the Ministry of Health.

### **Article 29**

The University Council, after the approval of the Department and College councils concerned, may give a permanent member leave without pay for one year or part of a year extendable to a maximum of two years. The member shall not be given another leave in accordance with the provisions of this Article except after the elapse of a period of two times the period of the previous leave.

### **Article 30**

Leave without pay given to any faculty member is not deemed part of their service in the University for the purposes of promotion, reward and seniority.

### **Article 31**

#### **Sabbatical leave**

- a. The University Council, upon a decision issued by the President after recommendation by the College and Department councils concerned, may give a permanent member of the post of Professor or Associate Professor sabbatical leave for one full year or divided into two semesters, for every six years spent in serving the University. The period between the first and the second sabbatical leaves must not be less than two years apart. Sabbatical leave shall not be considered part of the six required for deserving this leave.
- b. The faculty member shall receive salary and allowance during the Sabbatical leave. In case they spend this leave or part of it, no less than three months, outside the Kingdom of Bahrain, the University shall pay them the travel expenses for their spouses and three of their children for one time only through a return ticket, according to instructions issued by the President.

- c.** The faculty member offered the Sabbatical leave shall be dedicated to academic research and activities according to the program decided by the University Council. The member should present a report of the academic research and activities done through the leave. In case these conditions are violated, disciplinary action should be taken against them.
- d.** Excepted from the above-mentioned terms, any faculty member of the supreme administrative authority may have an administrative Sabbatical leave for one year, keeping the allowances offered to this post during the whole period of leave, in addition to the benefits mentioned in Term b of this Article, provided the period between this leave and the Sabbatical leave is no less than two years.

## **Chapter 6**

### **The Terms and Conditions of Faculty Members Promotion**

#### **Article 32**

In accordance with the terms and conditions regarding promotion stated in the academic promotion system attached to these bylaws, faculty members shall also meet the following requirements:

- 1.** They shall complete the legal period required for promotion as stated in the ranking hierarchy. If the faculty member has served in different recognized universities, only half of stipulated period shall be considered for their promotion.
- 2.** Faculty members shall be educationally proficient and competent in their work relationships.
- 3.** Faculty members shall participate in scientific research, and both of university and community service.

### **Article 33**

Faculty members who can be promoted to a lecturer shall meet the following requirements:

- a. They should have a master degree issued from a recognized educational institution accepted by the University.
- b. They should have spent four years as an instructor.

### **Article 34**

Terms and conditions of promoting to associate professor:

1. They should have gained a PhD from a recognized university accepted by the University.
2. They should have spent five years as an assistant professor.
3. They should have high competence in teaching.
4. They should have published studies in refereed journals, or refereed books. At least half of the academic achievement of the candidate should have been made during their work at the University.
5. They should have participated in community and university service.

The main criteria for assessing published works include their quality and being published in accredited periodicals, journals or books.

### **Article 35**

**Terms and conditions of a professor:**

1. They should have gained a PhD degree from a recognized university accepted by the University.
2. They should have served as associate professor for at least five years.
3. They should have high competence in teaching.
4. They should have published studies in refereed journals, or refereed books.
5. They should have demonstrated competence in organizing and developing scientific research in their Department.



6. They should have participated in community and university service to make the University as one of the regional and international prestigious universities.

The main criteria for assessing published works include their quality and being published in accredited periodicals, journals or books. In addition, the research should have been sent for publication after the start of promotional procedures for the rank of associate professor. At least half of the academic achievement of the candidate should have been made during their work at the University.

#### **Article 36**

The promotion of a faculty member is based on a decision made by the University Council after the approval of the College and Department councils concerned.

#### **Article 37**

- a. The University Council is authorized to grant a faculty member a seniority step or a pay rise after the recommendation of the President on conditions that it should not exceed one year in each grade, provided the faculty member has done research studies and participated in different administrative and academic fields.
- b. The terms and conditions of this seniority reward mentioned in the paragraph above are based on decisions made by the University Council.

### **Chapter 7**

#### **Delegating faculty members**

#### **Article 38**

1. The University Council, after the approval of the Department and College councils concerned, is authorized to delegate faculty members.
2. This delegation shall be considered part of the faculty member's actual service for promotion, reward and seniority purposes.

### **Article 39**

- a.** The University Council, after consulting the Department and College councils concerned, is entitled to delegate a faculty member for one renewable year to carry out professional work in the University. Faculty members may also be delegated for utmost three years outside the University on the basis of their agreement.
- b.** The Council can only delegate a faculty member to partially work outside the University if this can boost the general good.
- c.** The delegated faculty member's salary and allowances are determined by the regulations followed in the University.
- d.** This delegation is part of the faculty member's actual service for promotion, reward and seniority purposes.

### **Article 40**

- a.** The University Council, after a nomination by the College and Department councils concerned, may delegate permanent faculty members to teach or conduct lectures in higher education institutions or any governmental agency for no more than 3 years. The faculty member cannot be delegated again before a period of 5 years since their last delegation.
- b.** The University shall not be responsible for the delegated faculty's salary and allowances during their delegation period.
- c.** This delegation shall be considered part of the faculty member's actual service for promotion, rewards and seniority purposes.

## **Chapter 8**

### **University part-time lecturers and visiting professors**

#### **Article 41**

- a. The President, after the nomination of the College Dean, and consultation with the Department council, may commission visiting professors or part-time lecturers to conduct lectures or any training activities at the University for one semester or more according to the University regulations and panels concerning this delegation.
- b. The President is also entitled to invite lecturers from outside the University to conduct lectures or any other academic work at the University for a limited period of time. The faculty member shall be financially rewarded in accordance with the University regulations.
- c. The President permit any academic work to be carried out by faculty members in the University for a limited period of time according to a decision made by the University Council.

## **Chapter 9**

### **Disciplinary Actions**

#### **Article 42**

The disciplinary actions that can be taken against a faculty member due to their negligence in fulfilling their duties are:

1. A written notification.
2. A written reprimand.
3. A warning.
4. A salary deduction.
5. A final warning.
6. Job termination with the payment of all financial bonuses.
7. Job termination without all or part of the financial bonuses.

These disciplinary actions are applicable to all permanent faculty members including the contracted academics, without prejudice to the regulations of their contracts.

#### **Article 43**

The actions in Article 42 are approved by:

- a. The Head of Department decide the actions stated in terms 1 and 2 of Article 42.
- b. The college's Dean approves the actions stated in terms 1-3 of Article (42).
- c. The President approves the actions stated in terms 1-5 of Article 42 based on a suggestion by the Vice-President for the Academic Programs and Scientific Research.
- d. The disciplinary council approves all the actions stated in Article 42.

#### **Article 44**

Two disciplinary councils are formed for faculty numbers; a primary council and a council of appeal in accordance with a decision issued by the University Council. The primary disciplinary council consists of a president and four faculty members for a renewable year. The disciplinary council of appeal consists of a president and six faculty members for a renewable year.

#### **Article 45**

The faculty member is relegated to the primary disciplinary council after an inquest conducted by an authorized committee on condition that the committee's members should not be less in rank than the faculty member being interrogated. The president, after the recommendations made by the investigation committee, approve any actions stated in term (C) of Article (43).

#### **Article 46**

The hearings conducted by the disciplinary council are not recognized without the presence of the council's president and at least two members. The procedures and decisions shall be confidential and made according to the votes of at least three members.

#### **Article 47**

If the president of the disciplinary council or any member fails to attend meetings, the University President can assign someone else to take over.

#### **Article 48**

The University Council is entitled to exempt the disciplinary council members from their duties in the council. The members and the council's president can seek this exemption, and the University Council assigns new members to replace them. In both cases, the University Council assigns other members to replace the exempted members and president.

#### **Article 49**

The president must inform the faculty member of the offences that are attributed to them in a written document sent to their departments or residential places, provided this is done at least a week before holding the hearing. The faculty member is also entitled to review the documents of the offences that they have been charged with. The faculty member has the right to attend all hearings to defend themselves.

#### **Article 50**

The disciplinary council shall hold its preliminary sessions to consider the case referred to it within 15 days of the date it has been received. The council shall come to a decision within 60 days of the aforementioned date.

The staff member has the right to appeal against the disciplinary decision before the disciplinary council of appeal within 15 days of being informed of the disciplinary decision.

The disciplinary council of appeal shall reach a decision within 60 days of receiving the case and its decision is taken with a majority of at least four members and its decision is deemed final.

The actions of Articles (47) and (48) are also applied to the disciplinary council of appeal.

#### **Article 51**

The President has the right to suspend the staff member referred for investigation or the disciplinary board, or the public prosecution, or the criminal court until the case is resolved with a final decision. The president also has the right to withhold half the salary of the staff member while the case is in progress.

#### **Article 52**

Anyone who has been given a disciplinary decision shall not be promoted and shall not have the right of nomination to any academic or administrative position, and shall not be given any prizes or allowances. In addition, they shall not be seconded, delegated or granted a scholarship during the time span the disciplinary decision is in effect.

### **Article 53**

Legal implications addressed in Article 52 shall become inapplicable with passage of the following durations:

- a. Three months of receiving a written notification or reprimand.
- b. Six months of receiving a warning or salary deduction.
- c. A year of receiving a final warning.

### **Article 54**

Further tougher punishments shall be applicable if the staff member resorted to the same committed disciplinary infractions within 5 years of receiving a punishment therefore.

## **Chapter 10**

### **Performance Appraisal**

#### **Article 55**

The University Council shall establish a specific system for performance appraisal for faculty members.

#### **Article 56**

The Head of Department shall appraise annually the performance of staff members in the Department and discuss the results of the appraisal with the faculty member and highlight any negative aspects of performance so that they can be avoided in the future.

#### **Article 57**

Reports of performance appraisal are to be filed within the Personnel Department after being revised and signed by the Dean of the College concerned.

## **Article 58**

The University Council has the right, after taking the opinion of the College and Department Councils concerned, to dismiss or terminate the contract of the faculty member who attains negative appraisal scores for two successive semesters. It is also possible to allow the faculty member two more semesters to improve their appraisal scores before dismissal or contract termination.

## **Chapter 11**

### **Termination of service**

## **Article 59**

The term of service of a faculty member shall end at the date specified in the decision of termination of service, or from the date of the incident incurred such dismissal according to the following circumstances:

- a. Death
- b. Resignation
- c. Cancellation of position
- d. Dismissal or termination of contract
- e. Inability to abide by the conditions stated herein
- f. Reaching the age of sixty-five, and in such a case, termination of service shall be at the end of the academic year they in which reach that age.

## **Article 60**

- a. A faculty member's resignation should be submitted to the Dean of their college three months in advance, prior to the start of the following semester. The President may not maintain this term or condition if he appropriately deems so.
- b. The Dean of the college forwards the resignation after consulting with the Department and College Councils concerned. Thereafter, the University Council takes the appropriate decision thereto. The faculty member shall be notified of the decision within 60 days from the day of submission of the resignation. If not notified, then the resignation is considered approved.
- c. The faculty member should not absent themselves until the resignation is approved, or else they would be considered dismissed.

### **Article 61**

A faculty member shall be considered dismissed if they have absent themselves without a valid excuse acceptable to the University Council for a period of three consecutive weeks. Hence, they will not be reinstated without a decision by the University Council.

### **Article 62**

The system of allowances and redemption adopted by the University shall regulate financial provisions arising from the resignation of a faculty member or their dismissal.

## **Chapter twelve**

### **Final Provisions**

### **Article 63**

Staff salaries, increments, bonuses and all other financial benefits are calculated according to the general regulations of salaries and increment adopted by the University.

### **Article 64**

The President of the University has permission to reinstate a staff member whose term of service has come to an end in the Council of Representatives or the Shura Council, or any other higher administrative position in the country. Such reinstatement is subject to:

- a. A formal request from the staff member to the president of the university to reinstate them in their previous positions with a time period no longer than 90 days from the date they had terminated their term of service in the Council of Representatives, the Shura Council or any other position they had held.
- b. In case of reinstatement, the staff member shall be reappointed to the same academic position and shall receive the same basic salary they had received prior to their membership in the any of the two councils or prior to holding the higher administrative position.

Such conditions are applicable to whoever has one of the positions defined by article (10) of the law.



University of Bahrain Board of Trustees

**Decision Number (2) of the year 2006**  
**For the Issuance of the**  
**University of Bahrain Administrative Staff By-laws**

His Excellency the Minister of Education and the Chairperson of the Board of Trustees,

Having reviewed the Royal Legislative Decree No. 12 of 1986 establishing and organizing the University of Bahrain amended by the Royal Legislative Decree No. 18 of the year 1999;

The by-laws of the administrative staff of University of Bahrain ratified by the Board of Trustees of the University of Bahrain on 9-10/November, 1988;

Based on the presentation by the University Council;

And in pursuance of the approval of the Board of Trustees, issued the following decisions:

**Article (1)**

The provisions of the by-laws annexed with this decision shall be implemented.

**Article (2)**

The by-laws of the administrative staff of the University of Bahrain of 9-10 November shall be null and void.

**Article (3)**

The President of the University shall issue relevant executive decisions for the implementation of the by-laws.

**Article (4)**

These by-laws shall come into force with effect from the day following the date of their publication in the official Gazette.

Minister of Education

Chairman of the Board of Trustees of the University of Bahrain

Majid bin Ali Al Noaimi

Issued on Thul-Hijja 30, 1426 Hijra

Corresponding to January 30, 2006

## **Administrative Staff of the University of Bahrain By-laws**

### **Chapter 1**

#### **Article (1)**

##### **General Provisions and Definitions**

These by-laws shall apply to all permanent staff and those on contract save as otherwise stated in their contracts or the cases where there is a resolution by the university council.

#### **Article (2)**

Unless otherwise stated, the following words shall have the meaning indicated against each:

The Law: The Royal Legislative Decree No. 12 of 1986 establishing and organizing the University of Bahrain amended by the Royal Legislative Decree Number 18 of the year 1999

The University: The University of Bahrain

The President: The President of the University of Bahrain

The Dean: The Dean of college or equivalent

Director: A director or an administrative directorate, centre, office, or his/her equivalent

Delegate: The body or person authorized to take decisions where these by-laws apply

Organizational unit: college, directorate or their equivalent

Employee: a person appointed by the university in a position indicated in the university organizational structure and in accordance with the provisions of these by-laws

Demonstrator: the staff member working under supervision of a faculty member to instruct students about experiments, systems and/or methods and protocols (normally in a laboratory context but also in other contexts such as example classes, computer laboratories or field settings) and provide support to students engaged in such practical work

Salary: the amount of monthly pay credited to an employee in the payroll process for the performance of work and services including benefits and allowances

Basic salary: the amount of monthly pay credited to a staff member excluding allowances, benefits and other remuneration

Allowance: additional pay credited to a staff member as part of the salary package

Annual increment: the annual increase in the basic salary as indicated in University of Bahrain salary structure

Month: a month of the Georgian Calendar

## **Chapter 2**

### **Classification of Administrative Staff Members**

#### **Article (3)**

Administrative staff are classified into the following:

Permanent staff: those on permanent jobs stated and described in the University organizational structure

Staff on long-term contracts: those include administrative staff contracted for no less than a year and those shall abide by the provisions of their contracts notwithstanding the provisions of these by-laws.

Staff on short-term contracts: those include staff contracted for a period no longer than six months which may be renewed only once and are given rewards or daily, weekly, or monthly wages for performing specific duties and undertaking specific responsibilities; and they shall abide by the provisions of their contracts.

#### **Article (4)**

The university may employ administrative staff on long- or short-term contracts as deemed necessary.

#### **Article (5)**

A demonstrator is classified as an administrative staff member.

#### **Article (6)**

- A. Where a demonstrator works in a college the University Faculty By-laws determining leaves shall apply.
- B. A demonstrator is granted an allowance of 10% of his/her basic salary.

## **Chapter (3)**

### **Recruitment and Appointment**

#### **Article (7)**

A University administrative staff member shall meet the following criteria:

- a. qualifications and experience relevant to the job as stipulated by the University Council;
- b. shall be of the age appropriate for the position as specified and determined by the University Council;
- c. of good conduct, legally competent, not previously convicted of a dishonourable offence, not deemed guilty by a disciplinary committee, nor dismissed from a government job position;

- d. physically fit to undertake the duties and responsibilities of the position;
- e. shall satisfy recruitment screening committee in interviews and tests.

#### **Article (8)**

New administrative staff members on appointment shall be subject to a probationary period of six months; and employment is confirmed if the employee's performance is satisfactory and acceptable to the relevant delegate.

#### **Article (9)**

In case the employee's performance was judged unsatisfactory by the relevant delegate, his/her employment shall be terminated upon recommendation by the employee's direct supervisor.

#### **Article (10)**

An employee on probationary period may resign his/her job in accordance with the provisions of these by-laws.

#### **Article (11)**

Years of experience may be considered on appointment when determining the starting salary and the President may, for some cases determined by him, issue exemption from the requirements of specialization and may require technical qualifications, experience, and competency instead.

### **Chapter (4)**

#### **Recruitment Committees and the Principles of Recruitment**

#### **Article (12)**

The following recruitment committees shall be formed

- a. A committee comprising the Vice-President for Financial and Administrative Affairs, the relevant Dean, and the Human Resources Director shall consider applications and make nominations for filling the vacancies at grades 8, 9, and 10;
- b. A committee comprising the relevant section or department head, the relevant director, and the Director of Human Resources shall consider applications and make nominations for filling vacancies of jobs at grades 5 to 7;
- c. A committee comprising the recruitment head and the relevant head or director shall consider applications and make nominations for filling vacancies of jobs at grades 1-4;
- d. A selection committee may seek the counsel of any person or persons at the University with expertise and experience in the specialization of any job under consideration;
- e. The recruitment committees shall present to the delegate clear recommendations regarding appointment, rank and step, and any other benefits for the nominated persons;

### **Article (13)**

Where an appointment process starts the following conditions shall be observed:

- a. That there is a vacancy in the approved University organization structure and provided that there is a budget for filling the vacancy;
- b. Retroactive appointment shall not be permitted.

### **Article (14)**

Where a newly appointed employee does not report for work during the period of 15 days from the date of the issue of his/her appointment without submitting a valid excuse acceptable to the delegate, the appointment decision shall be cancelled.

## **Chapter (5)**

### **Appointment Authority**

#### **Article (15)**

The power of appointment in senior positions from grade 8 to 10 lies with the President in accordance with the principles set and approved by the University Council.

#### **Article (16)**

The power of appointment in grades 1-7 lies with the Vice-President for Financial and Administrative Affairs in accordance with the principles set and approved by the University Council.

#### **Article (17)**

Appointment in temporal jobs follows the same authority of appointment of permanent jobs.

#### **Article (18)**

On appointment an employee is appointed with lowest salary of the rank he/she is appointed at; however, the President of the University may grant steps at the same rank taking into consideration the experience and level of competency of the nominated person.

## **Chapter (6)**

### **Working Days**

#### **Article (19)**

The standard weekly working days are from Saturday to Wednesday.

#### **Article (20)**

- a. Where necessary as determined by the nature of work and in pursuit of general interest that deviations from the standard working hours are required, relevant organization units

shall organize a work schedule for their employees noting the weekly working days in these by-laws.

- b. An employee whose permanent working schedule includes a three-hour deviation from the normal working time shall be entitled to a “shift allowance” of 10% of his/her basic salary.
- c. An employee who works on a three-shift basis shall be entitled for an allowance of 15% of his/her basic salary.

#### **Article (21)**

The standard work week shall consist of forty hours.

#### **Article (22)**

Amendment to the provisions of Article (20) of these by-laws may only be made by the President upon recommendation by the relevant organization unit.

### **Chapter (7)**

#### **Employee’s Duties**

#### **Article (23)**

An employee should exert his/her utmost effort in performing their duties, observe high quality standards, and shall observe the provisions of these by-laws in the discharge of his/her duties.

#### **Article (24)**

An employee shall not engage in extra work for his/her benefit or otherwise without the written permission of the President of the University.

#### **Article (25)**

An employee shall abide by the University attendance regulations and shall not be absent from work except

- a. Where a permission from the direct supervisor is secured and in which case the days of absence shall be deducted from the annual leave;
- b. Where necessary to perform a task beyond the normal working hours provided that a written permission is given by the direct supervisor;
- c. In case of out-of-control conditions (any form of emergency); in which case the days of absence shall not be deducted from the annual leave;

**Article (26)**

An employee shall strictly follow the administrative decisions, instructions and procedures issued by delegates and shall perform duties assigned to him/her within the timescale specified.

**Article (27)**

An employee shall interact with his supervisors and the persons he/she supervises with civility and respect and shall conform to ethical, social, and human values.

**Article (28)**

An employer shall refrain from any act that may discredit the University and its employers and shall observe the honour and dignity of the public job.

**Article (29)**

An employer shall not use his/her position or authority for personal and private gains neither engage in any act that may discredit his/her position and authority.

**Article (30)**

An employee shall protect the university property and the property under his his/her trust.

**Article (31)**

An Employee shall maintain the secrecy of his/her job and shall under no circumstances disclose any information related to his/her job to unauthorized persons.

**Article (32)**

An employee shall refrain from political or sectarian activities contravening the laws in force in the Kingdom and the maintained University laws and conventions.

**Chapter (8)**

**Salary, Over-time, and Other Allowances**

**Article (33)**

The annexed table indicates the rank and the salaries of classified and approved university jobs; and this table may be amended by the University Board of Trustee at any time.

**Article (34)**

The Vice-President for Financial and Administrative shall determine the jobs descriptions based on the organizational structures that define their duties, responsibilities and requirements that an employer shall satisfy to be qualified to fill each job provided that said structures are approved by the University Council.

**Article (35)**

An Employee shall be entitled to receive a salary with effect from the date the employee commences work.

**Article (36)**

The employee's salary shall continue to be paid to the employee and shall not be stopped neither any part deducted save by a President's decision in accordance with the provisions of these by-laws

**Article (37)**

The President and the Vice-President may decide to completely or partially stop the employee's salary in the following cases:

- a. Where an employee is absent from work for a period of 15 working days without a valid excuse;
- b. Where an employee is sentenced to imprisonment by a court of law or any competent government authority; and where he/she is convicted his/her salary will be stopped from the date of his/her absence from work.

**Article (38)**

**Over-time Work**

- A. An employer is entitled to an extra pay per each extra hour of work in excess of the standard number of working hours specified in these by-laws provided that the extra hours shall not exceed 60 hours per month; and the extra pay is calculated according to the table of extra pay approved by the University Council.
- B. Extra work shall be limited to the type of work that requires urgent completion or achievement which may not be completed during the normal working hours provided that appropriate justifications are given.
- C. Requests for over-time work shall be made by the relevant Dean or director and they shall be subject to the approval of the Presidents or the Vice-President.
- D. The Vice-President for Financial and Administrative Affairs may allow more over-time work hours for some organization units based on the type of work and necessity.
- E. Directors and person in equivalent jobs shall not be entitled for over-time work pay.

**Article (39)**

Over-time work shall be approved after securing the sufficient required budget.

**Article (40)**

**Social Allowance**

The social allowance is determined in accordance with the scales approved by the Board of Trustees and the job rank.



## **Chapter (9)**

### **Promotion**

#### **Article (41)**

An employee may be promoted in accordance with the following conditions:

- a. There is a vacancy or a new job has been created taking into account the approved budget;
- b. The employee satisfies the job requirements of the position he/she is promoted to;
- c. The employee shall have a minimum of “Good” grade in the last annual performance assessment;
- d. Where more than one employee competes for the job, years of experience shall be considered;
- e. No employee shall be promoted twice in the same year; a year shall be the minimum period between promotions;

#### **Article (42)**

Retroactive promotion shall not be permitted.

#### **Article (43)**

The President shall form an administrative staff promotion committee charged with the task of examining promotion requests and presenting recommendations to appropriate delegates.

#### **Article (44)**

The power to take decisions on promotion for grades 8-10 lies with the president whereas the power to take decisions on the promotion for grades 1-7 lies with the Vice-President for Financial and Administrative affairs.

## **Chapter (10)**

### **Bonuses and Incentive Awards**

#### **Article (45)**

An employee with outstanding performance may be granted an incentive award.

#### **Article (46)**

##### **Types of Awards**

1. Work quality award: an increase in salary within the job rank of the employee
2. Cash award: for outstanding performance of a specific task or service
3. A letter of appreciation and recognition

4. Long service award: a recognition award for employees in service for 10, 20, 30, and 40 years

#### **Article (47)**

The President shall form a committee to look into the awarding of prizes and rewards associated with job performance and this committee shall be competent to give reports, observations, and recommendations to assist in taking the necessary subsequent steps.

#### **Article (48)**

Deans and heads make the nominations for awards and bonuses and final decision power lies with the President.

#### **Article (49)**

When nominating an employee for the work quality award it shall be observed that the nominated employee has been on the rank or step below the suggested rank or step for at least one year.

#### **Article (50)**

The availability of sufficient funding in the university budget shall be considered before determining bonuses and awards.

### **Chapter (11)**

#### **Professional Conduct and Discipline**

#### **Article (51)**

The following penalties shall be imposed upon an employee who contravenes university laws and regulations and job instructions or duties:

- a. Oral reprimand
- b. Verbal warning
- c. Written warning
- d. Deduction of not more than a quarter of the salary
- e. Complete or partial decrease in allowances including the annual increment for a period not exceeding a year
- f. Reducing the salary by not more than 15% for a period not exceeding 6 months
- g. Demotion
- h. Discharge from service

The penalty imposed shall be appropriate to the severity of the violation without regard to the sequence above.

### **Article (52)**

The authority to impose the above penalties is as follows:

- a. The Head of department or the relevant directors shall have the power to impose the penalties stated in Article 51, items (a), (b) and (c) of these by-laws.
- b. The Dean shall have the power to impose the penalties in Article (51) items (a), (b), (c), and (d) of these by-laws on recommendation from the relevant head of department; however, the Dean can only impose item (d) where it is recommended by a disciplinary committee formed by the Dean.
- c. The Vice-President for Financial and Academic Affairs shall have the power to impose the penalties in Article (51) items (a), (b), (c), and (d) of these by-laws on all University employees on recommendation from the relevant head of department or director of a directorate; however, item (d) shall only be imposed where it is recommended by a disciplinary committee formed by the Vice-President for Financial and Academic Affairs.
- d. The President can impose the penalties in Article (51), items (a), (b), (c), (d), and (c) of these by-laws on recommendation by the Vice-President for Financial and Academic Affairs.
- e. The Disciplinary Council shall have the power to impose any of the penalties in article (51) of these by-laws.

### **Article (53)**

The University Council shall form two disciplinary councils: a Preliminary Disciplinary Council (PDC) and an Appeal Council (AC), each comprising a chairperson and four members appointed by the Council for a one-year term.

### **Article (54)**

(PDC) begins its review upon the President's referral of the alleged charge following preliminary investigations by a committee formed by the President from members of no lower rank than the accused employee.

### **Article (55)**

The meetings of the two council shall be made valid by the presence of the chairperson and three members, its deliberations shall be confidential, and its decisions shall be taken by the majority of the members present.

### **Article (56)**

In case the chairman or any member of any of the two councils fails to attend the meetings, the University Council shall appoint replacements during the absence of said chairman or member.

**Article (57)**

A member of any of the council may request relief and likewise the Council may choose to relieve a member from their duties in the council; in such cases the university Council shall find a replacement.

**Article (58)**

The chairman of (PDC) shall inform in writing the employer of the charges filed against him/her in a recorded mail to be dispatched to his/her work or home address no later than a week before the hearing session; the employee reserves the right to be privy to all details filed in the investigations record and the related documentation and shall have the right to be present in person or appoint a person to stand for him/her in the hearing sessions.

**Article (59)**

(PDC) shall meet to review a referred case any time during the two weeks from the date of referral and shall resolve the case no later two months from said date.

**Article (60)**

The council shall include the justifications and the documentation in support of their recommendation.

**Article (61)**

- a. The employee shall have the right to appeal the decision to the (AC) no later than fifteen days following his/her receipt/knowledge of the penalty.
- b. The appeal letter shall be submitted to the President's office during the period specified in (a) above.

**Article (62)**

The (AC) shall inform the employee at least two weeks before the hearing session, shall resolve the case no later than two months from the date of the receipt of the appeal; and the decision following the appeal shall be final and there will be no further internal right of appeal.

**Article (63)**

The same procedures followed in the (PDC) shall apply to the sessions of the (AC).

**Article (64)**

The employee may present any documentation, hear and question witnesses.

**Article (65)**

The Vice-President for Financial and Administrative Affairs or any person he/she appoints for this purpose shall undertake notifying all persons involved in the disciplinary proceedings in writing.

### **Article (66)**

In case any of the two councils fails to comply with the specified timescales in these by-laws the President may extend these timescales as deemed necessary.

### **Article (67)**

Where a criminal charge was filed against an employee no disciplinary action shall be taken by the University for the same offence before the criminal case is finalized.

### **Article (68)**

- A. At any stage during judicial or disciplinary proceedings the President or the disciplinary council may suspend the employee against whom charges are filed.
- B. The said employee shall receive half of his salary during the period of suspension and this amount shall be repaid where the employee is acquitted.

### **Article (69)**

The delegate imposing the penalty shall place a copy of the letter stating the penalty in the employee's file in the Human Resources Department.

## **Chapter (12)**

### **Internal Transfer**

### **Article (70)**

An employee may be transferred to another position inside the University taking into consideration that

- a) the position to which the employee is transferred suits his/her qualifications and experience;
- b) there is coordination and understanding between the supervisors of departments/sections involved;

### **Article (71)**

The employee shall be granted the same pay scale of the position he/she is transferred to provided that the position is not of a lower pay scale than his/her current position.

### **Article (72)**

The power of transfer of employees in grades 8-10 lies with the President in accordance with the principles and the criteria set by the university Council.

### **Article (73)**

The power of transfer of employees in grades 1 to 7 lies with the Vice- President for Financial and Administrative Affairs in accordance with the principles and the criteria set by the university Council.

### **Article (74)**

Where an employee does not execute the transfer decision within 15 days from receipt with no valid reason acceptable by the President, he/she shall be effectively refusing work and may be dismissed from service.

## **Chapter (13)**

### **Delegation**

#### **Article (75)**

The Dean or the director may delegate an employee to undertake certain tasks and duties of another position within the same organization unit in addition to the duties and tasks of his/her position

#### **Article (76)**

The President may delegate the responsibilities and duties of a position at a college or any organization unit at to an employee upon a joint request from the releasing college or organization unit and the gaining college or organization unit in accordance with the principles and criteria set by the university Council.

#### **Article (77)**

The President may delegate the responsibilities and duties of a position at the University to an employee in a different job as need arises provided that the delegation shall not exceed one year and the employee may be granted a bonus for performing these extra tasks in accordance with the principles and criteria set by the university Council.

## **Chapter (14)**

### **Secondment**

#### **Article (78)**

An employee may be seconded with his/her approval to ministries, government department, or any institution in the Kingdom of Bahrain in accordance with the following conditions:

- a. The employee has completed three years of service in the University

- b. The duration of secondment is two years which may be renewed only once; and another secondment may only be granted after the 5 years from the end of the last secondment
- c. The duration of secondment shall count for the purpose of promotion, awards, retirement, and annual increments.
- d. Upon returning work at the University from secondment, the employee shall occupy his/her original position or any other position of no lower grade than his/her first position

#### **Article (79)**

An employee on secondment shall not be entitled to receiving any part of his/her salary and allowances from the University.

#### **Article (80)**

The power to determine and issue decisions on secondment lies with the President

#### **Article (81)**

The University may request the services of persons from outside the University on the basis of secondment in accordance with the conditions of secondment in his/her work authority.

### **Chapter (15)** **Leave**

#### **Article (82)**

#### **Types of Leave**

##### **Annual leave:**

- a. An employee shall be entitled to a six-week annual leave excluding official holidays that lie within for each working year.
- b. Accrued leave comprising days of annual leave not taken shall not exceed twelve months.
- c. The following are not entitled to annual leave:
  - 1. Employees on short-term contracts
  - 2. Employees under probationary period
- d. An employee may take his/her annual leave on daily, weekly, monthly basis with the permission of his/her supervisor.

#### **Article (83)**

##### **Sick leave**

- a. An employer may take a sick leave for only one working day without providing documentation provided that his/her supervisor is satisfied.

- b. A sick leave of more than a working day and less than six working days is only granted if medical documentations from approved medical centres are submitted.
- c. Medical documentation for absence from work for more than six working days must be approved by the University medical committee.

**Article (84)**

A sick leave is two working days per all the working days of the month.

**Article (85)**

The maximum accrued sick leave is 288 working days

**Article (86)**

Where the absence of an employee exceeds the accrued sick leave, the extra days shall be deducted from the annual leave, and in case the employee exhausts his/her annual leave the conditions of granting extended sick leave shall apply upon recommendation from the University medical committee and in which case a leave without pay for a period not exceeding 60 days is granted to cover the period of absence.

**Article (87)**

**Special leave**

**Marriage leave**

An employee shall be granted a three working day marriage leave provided the marriage certificate is submitted.

**Maternity leave**

A woman employee shall be granted a 40-day maternity leave with full pay commencing two weeks from the approximate date of delivery specified in a medical report.

**Baby care (suckling) leave**

A woman employee shall be entitled to a one-hour leave per working day for four months from the date of delivery taking into consideration the best interest of work and the nature of the work of the employee.

**Hajj (pilgrimage) leave**

A muslim employee is entitled only once to a Hajj leave with full pay for a period not exceeding 21 working days.



### **Odda (death of husband)**

A woman employee whose husband died shall be entitled to a 30 working day leave with full pay; and this period may be extended to a maximum of three months without pay upon request from the employee.

### **Leave for accompanying a sick close relative**

The President may determine approval of a leave to accompany a sick close relative of least second degree relationship for a period not exceeding 60 working days where treatment outside the Kingdom of Bahrain is deemed necessary and provided that the medical documentations and the necessity for accompany the sick person are approved by the University medical committee.

### **Bereavement leave**

Where a close relative of no less than a fourth degree relationship dies an employee is entitled to a three working day leave with full pay

## **Article (88)**

### **Leave without pay**

- a. The President may upon recommendation from the Vice-President for Financial and Administrative affairs and the relevant dean approve a leave without pay for one year or any portion of the year which may be renewed for a maximum of three years provided that no such leave shall be granted to the same employee before a lapse of double the period of such taken leave or five years from the end of the last leave without pay.
- b. Leave without pay may be granted in the following cases:
  1. Accompanying a spouse on a scholarship or an official mission outside the kingdom of Bahrain.
  2. Care of a sick child where deemed necessary provided a medical report by a doctor from the ministry of health supporting this is submitted and approved.
  3. Care of a parent or a spouse where deemed necessary provided a medical report by a doctor from the ministry of health supporting this is submitted and approved.
  4. An employee wishing to study abroad on private funding

Leave without pay shall not count for promotion, awards, and retirement purposes.

## **Chapter (16)**

### **Performance Assessment**

#### **Article (89)**

Each supervisor shall undertake an annual performance assessment of all the employees in his/her organization unit and discuss the outcomes of the assessment process with each employere in order to help future improvement.

#### **Article (90)**

The assessment reports shall be approved and signed by the relevant supervisor, the dean, and the direction/head and kept in the employee's employment file after the employee is made privy to its content.

#### **Article (91)**

- a. The Human Resources Department prepares performance assessment forms including the following:
  1. Knowledge of job duties and responsibilities
  2. The amount of work assigned
  3. Quality of performance
  4. Punctuality and attendance
  5. Conduct and observance of laws and regulations
  6. Accepting responsibility
  7. Administrative and leadership skills
  8. Training of personnel he/she supervises

Other criteria my by added given the nature of jobs in each organization unit.

- b. The outcomes of performance assessment are considered for the purpose of promotion, granting awards, and giving annual increments; and that the assessment process shall be governed by internal by-laws and policy.

## **Chapter (17)**

### **Termination of Service**

#### **Article (92)**

An employee' service shall be terminated in the following conditions:

- a. In case his/her resignation is settled and an acceptance is issued within 30 days from the date of submission; and where no reply is issued the resignation shall be legally construed as accepted;
- b. Employee shall be deemed to have resigned if the employee is absent from work for fifteen (15) continuous days without permission or a valid reason acceptable by the University;
- c. When an employee reaches the retirement age as prescribed by the relevant laws and regulations of the Kingdom;
- d. Where an employee is deemed to be physically unfit to perform his duties provided that there are supporting documentations from the ministry of health;
- e. Dismissal from service as a disciplinary penalty;
- f. Where an employer is judicially convicted for a felony or imprisoned for a crime relating to honor or dishonesty; and the President may decide to retain him/her where the sentence is suspended provided that the employee is rehabilitated;

#### **Article (93)**

An employee whose service has terminated or has been dismissed from service shall repay all the financial entitlements and clear hi/herself of all University property assigned to him/her before finally getting released.

## **Chapter 18**

### **Concluding Provisions**

#### **Article (94)**

The President shall organize a system of appeal allowing employees to appeal against all administrative decisions and procedures that may affect their job positions and benefits.

#### **Article (95)**

The President shall issue and the job organization structure of the university directorates and units based on the approval of the University Council and in accordance with the approved job structure.

**Article (95)**

Where it is not stated in these by-laws the Law of the Civil Service applies.

*All Aforementioned Decrees and Bylaws have been translated by:*

*Dr. Diana Al Jahromi,  
Director  
Quality Assurance  
and Accreditation Office*

*Dr. Madani Othman,  
Chairman  
English Language & Literature  
Department*

*Dr. A. Aziz Buleila  
Director  
English Language Centre*