



Al-Quds University

University By-Laws

(3)

Regulation of Faculty Members

Regulation of Faculty Members at Al-Quds University

Article (1): These By-laws shall be named the By-laws of Faculty Members at Al-Quds University and shall come into force from the date of its approval.

Article (2): Unless the context otherwise requires, the following words and expressions shall have the meanings ascribed thereto herein below:

By-laws	By-laws of Faculty Members at Al-Quds University
University	Al-Quds University
Board of Trustees	The Board of Trustees of Al-Quds University
University's Council	Al-Quds University's Council
Academic Council	The Academic Council of Al-Quds University
Faculty Council	The council of any faculty at Al-Quds University
Department Council	The council of the academic department of any faculty at Al-Quds University
President	President of Al-Quds University
Vice-President	The Vice-President of Academic Affairs
Dean	The dean of any faculty at Al-Quds University
The academic department	Any department established at the university according to its statute
Faculty Staff Member	Whoever teaches at the University bearing master's degree and above
Head of Department	Head of the academic or administrative department at the University
Medical Committee	The medical reference approved by the University's administration
Committee of Appointment	The committee of appointing faculty members at the University
Overtime Work	Any work assigned to the faculty member after the end of his/her official working hours
Ranking	Enrolling the faculty member's name for the first time for an academic job with full burden after the end of the probation period.
Contract	The written agreement concluded by and between the University and faculty member to regulate their work relationship

Chapter 1

Faculty Members and their Ranks

Article (3): The provisions of these by-laws shall apply to all faculty members at Al-Quds University.

Article (4): a) A faculty member is a person appointed for full-time or part-time to occupy one of the following jobs:

1. Professor
2. Associate professor
3. Assistant professor
4. Lecturer
5. Teacher

b) A faculty member shall not lose his/her permanent membership at the faculty for assuming an administrative position at the University.

Article (5): A faculty member at Al-Quds University shall meet the following general conditions in addition to the special conditions and qualifications provided for in these by-laws:

- a- Obtainment of a university degree in the field of his/her specialization from an accredited university.
- b- Being able to perform university work, especially teaching and to conduct good research in case of the availability of possibilities.
- c- Being healthy and physically fit based on a report issued by the medical committee accredited by the University.
- d- Not subject to a judgment of felony or misdemeanor rendered by a competent court under a non-conviction certificate issued by the competent court.

Article (6): A teacher shall hold a master's degree or equivalent degree in the field he/she teaches.

Article (7): 1. A lecturer shall meet the following conditions:

- a) Hold two master's Degrees or an equivalent degree in the field he/she teaches.
 - b) Completed not less than seven years as a full-time faculty member at the rank of teacher, provided the last two years should be spent in the University, subject to the article of promotions stipulated herein.
2. Whoever is appointed as a lecturer at the faculty of medicine shall:

First: Non-doctors:

- a) Hold a master's degree or an equivalent degree in the field of his/her appointment
- b) Work for not less than 3 years in the field of research or teaching at a university or an institute accredited by Al-Quds University after obtaining a master's degree.

Second: Doctors:

- a) Shall hold master's degree or equivalent degree in the field of his/her appointment
- b) Work in his/her profession for not more than 3 years after the year of training that comes after obtaining the bachelor's degree.

Article (8):

1. The assistant professor shall hold a doctorate in the field of his/her specialization from an accredited academic or professional institution.
2. Whoever is appointed as an assistant professor at the faculty of medicine shall hold a doctorate or the equivalent from an accredited university or specialized higher certificate in the field of his/her specialization from an accredited academic or professional institution.

Article (9): 1. **The associate professor shall:**

- a) Meet the conditions and qualifications mentioned in item (1) of Article (8) of these

by-laws.

b)

1. Occupy the position of an assistant professor as a full-time faculty member for not less than five years at an accredited university or higher institute, subject to the article of promotions stipulated herein.

Or

2. Work as a full-time faculty member at the rank of associate professor for not less than one year in another accredited university or higher institute that uses standards of promotion not less than those adopted by the University.

2. Whoever is appointed as an "associate professor" at the faculty of medicine shall:

1. Hold the scientific qualification mentioned in item (2) of Article (8) of these by-laws.

2. Occupy the position of an associate professor for not less than five years at an accredited university or higher institute, subject to the article of promotions stipulated herein.

3. Work as a full-time faculty member at the rank of associate professor for not less than one year in another accredited university or higher institute that uses standards of promotion not less than those adopted by the University.

Article (10):

The professor shall:

a) Meet the conditions and qualifications mentioned in item (1) of Article (8) of these by-laws.

b)

1. Occupy the position of an assistant professor as a full-time faculty member for 5 years, at least, at an accredited university or higher institute, subject to the article of promotions stipulated herein.

Or

2. Work as a full-time faculty member at the rank of professor for one year, at least, in another accredited university or higher institute that uses standards of promotion not less than those adopted by the University.

2. Whoever is appointed as a "professor" at the faculty of medicine shall:

1. Hold the scientific qualification mentioned in item (2) of Article (8) of these by-laws.

2. Occupy the position of associate professor for not less than five years at an accredited university or higher institute, subject to the article of promotions stipulated herein.

3. Whoever bears a professorship degree from an accredited university may be appointed as a "visiting professor".

Article (11):

Subject to Clause (2) of Article (7), Clause (2) of Article (8) and Clause (2) of Article (10) above, whoever is appointed at the clinical departments of faculty of medicine shall:

a) Hold a bachelor's of Medicine or the equivalent

b) Hold a professional license from the competent authorities of the state

c) Receive programmed training in the field of specialization at educational hospital/s and obtain the specialized higher certificate

Article (12):

The committee of appointment may set other conditions it deems necessary to verify that the candidate can perform teaching duties after taking the opinion of the board and faculty council.

Article (13):

Salaries:

1) The unified salary scale shall apply to all faculty members at Al-Quds University

2) A specialization bonus of 50% of the unified cadre salary shall be added to the salaries of faculty members of doctors at the faculty of medicine and medical

sciences complex. In addition, a specialization bonus of 35% of the basic salary shall be added to the salaries of faculty members of non-doctors whose specialties are closely related to medicine as apparently shown in their certificates.

- 3) A specialization bonus of 38% of the unified cadre salary shall be added to the salaries of faculty members of the authorized advocates appointed in the faculty of law before 2001. As for the faculty members who assume one of a professorship rank after this date, they may benefit from this bonus by a special resolution issued by the President in cases of necessity and secrecy at the request of the Vice-President and based on the faculty council's recommendation.

Article (14): University's faculty members shall be classified as follows:

- 1. Regular member:** The member who occupies any of the ranks mentioned in clause (a) of Article (4) hereof, provided he/she shall not act as a faculty member in another university or perform other work without the prior written consent of the President.
- 2. Irregular member:** The member who occupies any of the ranks mentioned in clause (a) of Article (4) hereof and is included in the following specification:
 - a) Visiting member:** The member with whom the University contracts under a fixed salary as per the degree he/she holds from an accredited university to perform academic duties for a specific period as necessary.
 - b) Part-time member:** The member with whom the University contracts to occupy a part-time job of teaching a specified number of credited hours at a rank determined by his/her scientific qualification and academic experience.

- Article (15):**
- a. The regular member may apply for and vote in the elections of faculty members as per the University's regulation.
 - b. The regular member shall obtain paid or unpaid leaves for scientific scholarships and sabbaticals as set forth herein.

- Article (16):**
- a- The irregular faculty member may not apply for or vote in the University's elections
 - b- The irregular faculty member shall comply with the University's articles of association, all academic and administrative by-laws, employment contract, all the introduced amendments and any new regulation issued by the University.
 - c- The irregular faculty member may attend meetings of the committees and councils of the faculty where he/she teaches subject to the approval of the head of department and faculty dean.

- Article (17):**
- a- The faculty member shall be deemed as a part-time or full-time member not only according to his/her teaching share but also according to his/her duties and responsibilities mentioned in Article 24 hereof.
 - b- The faculty member shall not perform any act that results in changing his/her status from full-time to part-time member or vice versa without a request from the dean and written consent of the President.

Chapter 2

Appointments

Article (18):

- a) The committee of faculty members' appointments shall consist of three regular members with professorship ranks who shall be appointed by the President for two years, provided they shall not occupy administrative positions to ensure the validity of appointment procedures as outlined in this Article.
- b) The University shall publish vacancy announcements, based on the need of the academic departments at the University, in the local or foreign newspapers (if necessary) before the beginning of the academic year.
- c) The irregular faculty member shall be appointed for a limited period and his/her service shall end by the end of this period unless he/she receives a written notification that the University desires to renew his/her contract for a further limited period, subject to his/ her approval to this renewal.
- d) The irregular faculty member shall be appointed, and his/her contract shall be renewed based on a recommendation by the dean, the department council and/ or the relevant faculty council and the approval of the Vice-President for the Academic Affairs
- e) The full-time faculty members shall be appointed by a decision from the university president based on the recommendation of the Vice-President for the Academic Affairs, a request of the competent department and the approval of the dean.
- f) The first year for the regular faculty member shall be deemed as a probation period. The Department may dismiss the member during this period without showing any reason for dismissal, provided that serving a thirty-day prior notice to the member.
- g) The regular faculty member shall continue working after the end of probation period under an annual contract to be renewed by consent of both parties and based on the annual assessment issued by the head of department, dean, and Vice-President.
- h) Applications shall be submitted to the department of personnel affairs and a copy thereof shall be sent to the council of the department and/ or the relevant faculty by the academic affairs and dean of the relevant faculty. Department of personnel affairs shall take all actions and arrangements of appointment as per the relevant regulation.
- i) When considering the applications submitted to appoint a faculty member or a visiting professor, board directors shall take part in the discussion of these applications. Only the members who hold university certificates equivalent to the one held by the applicant shall be allowed to vote on the resolution of placement, provided the number of members who cast their votes shall not be less than three. If the required number of members is not honored, the dean shall make up the number for three members that meet the conditions mentioned in this item.
- j) The competent department shall form a committee presided by the head of the department to make interviews with applicants subject to item (h) above.
- k) The department may request the applicant to deliver a lecture or symposium in the field of his/her major.
- l) Vacant jobs shall be occupied at the beginning of academic semesters, except for scholars.
- m) In constituent circumstances (creation of new programs or faculties) or exceptional ones, the President may, after taking the opinion of the Vice-President for the Academic Affairs and the competent dean, appoint a faculty member if he/she meets the suitable academic qualifications.
- n) The appointment committee shall review all the applications that are submitted to the Vice-President for the Academic Affairs to verify that they comply with all the required regular procedures of appointment per this Article.

Chapter 3

Academic and Occupational Tenure and Ranking

Article (19): The regular faculty member who holds a professorship rank shall be academically tenured by a decision by the President, at the request of Vice-President for the Academic Affairs and based on the recommendation of the committee of promotion and tenure which depends on the standards and methods of assessment mentioned in Article (21) of the by-laws herein. The member shall apply in this regard through his/her manager, provided he/she shall complete four years of actual service in Al-Quds University.

Article (20): The academic tenure of an academic member shall:

1. Give the faculty member the right to obtain a scientific sabbatical to conduct new research or add new information and skills to the field of study which enriches his/her academic level.
2. Grant him/her priority to call for the reduction of his/her teaching burdens so that he/she can carry out research works and publish them in peer-reviewed newspapers
3. Grant him/her priority to obtain services that help him/her to perform research and teaching works (attendance of conferences, services of internet, computer... etc.)

Article (21): The resolution of academic tenure acceptance or rejection shall be issued during the year that comes after application as per an assessment which is based on the following rules and grounds:

1. Principles of Assessment

- a) Efficiency
- b) Scientific achievement
- c) Performance of works in the best manner and compliance with the University's laws and by-laws.
- d) Showing capability or exerting further efforts in teaching, research or works of committees or other university works
- e) The ability for self-development and contribution in the University's development
- f) The University's needs as per its plans
- g) The dean's estimation that the applicant has met or is about to meet the requirements of applying for promotion for the rank of associate professor.

2. Methods of Assessment:

- a) The annual report which includes reports of the head of department, dean, Vice-President, and President.
- b) Students' evaluation.

3. The member against whom the penalty of warning or severer penalty was issued during the last two years shall not be tenured.

Article (22):

- 1- Clause "G" of Article (18) hereof shall apply to the faculty member whose application for tenure was rejected.
- 2- The provisions of occupational tenure "ranking" shall apply to all faculty members at the University in the meaning provided for in Civil Service Law.

Article (23): **Faculty Members Promotion:**

- a) The regular faculty member shall be promoted to a higher rank by resolution of the University's Board of Trustees based on the recommendation by the committee of promotion and tenure and request of the University Council's subject to the regulation of promotion applied in the University, which regulation is deemed as integral part hereof.
- b) If a faculty member (with the rank of an assistant professor or associate professor) meets the aspects of excellence in academic performance and scientific achievement in one of the professional fields, the President may promote such member to a higher rank based on the recommendation issued by the relevant committees.

Chapter 4

Faculty Member's Roles

Article (24): Faculty Member's Responsibilities and Duties of the University shall be as follows:

- a) Teach for full time at the University as per the instructions of teaching burden determined in Article (25) hereof.
- b) Supervise students' works which include research, reports and other scientific activities that are academically important for them, support the extracurricular activities related to the subjects of their study and care for and follow the educational, behavioral, and ethical issues related to them
- c) Conduct training on the academic or applied skills related to the study of teaching that lies within the faculty member's teaching burden, subject to the by-laws of teaching set by the department and/ or faculty to which this member belongs.
- d) Conduct scientific research, including symposiums, lectures, and conferences, prepare studies, reports or translations and follow developments in the field of his/her specialization and use them in teaching as per the available possibilities with the aim of taking part in the development of knowledge and community.
- e) Hold and supervise meetings or other activities related to the academic collection and student performance.
- f) Promote the University's scientific and cultural mission to maintain the excellent performance of all training, research, or community duties in line with the University's level and position in the fields of research, teaching and community development.
- g) Subscribe to the board membership in not less than four committees throughout the department, faculty, and University to develop the University's programs.
- h) Guide students in the field of specialization in proportion to the number of students to each regular member of the department.
- i) Allocate six office hours per week to follow up on student reviews, performance development and work in the department.
- j) Spend 15 hours in the University, at most, (6 office hours + one hour for the department council + 4 hours of committees + 4 hours of academic activities per week) and 10 hours, at least, subject to items (G, H, and I) of this article, to execute missions not related to teaching and labs shall be 15 hours, at most, per week.
- k) Contribute to the development of positive interaction between the University and community utilizing special programs and considered initiatives that benefit the Palestinian community.
- l) Comply with the University's laws and By-Laws and carry out scientific missions as per the guidelines issued by faculty administration, department, or the competent committees as part of their legal powers.
- m) Comply with professional ethics, maintain the University's suitable position, respectfully deal with others and avoid defaming the institution or profession whether through words or deeds.

Article (25): Teaching Burden (in the academic semester):

- a) The regular faculty member's teaching burden is 3 hours at the rate of 12 accredited hours maximum and 9 hours minimum if it is combined with branched courses as follows:
 1. Three preparations for various courses of 4 accredited hours
 2. The burden may be 3 preparations at the rate of 9 accredited hours if there aren't two divisions in any of these preparations.
 3. For the purposes of teaching member, the course of less than 3 hours shall be calculated by collecting the number of hours of courses of such kind to form one preparation for every 3 accredited hours.
 4. The head of department shall consider the principle of periodicity

- b) The head of department's teaching burden is 9 accredited hours and may be reduced to 6 hours if the number of hours of some of the department's professors became less than 12 hours at the request of dean and by approval of the Vice-President for the Academic Affairs
- c) The dean's teaching burden is 6 accredited hours and may be reduced to 3 hours at the faculties that have more than 4 specialized programs. Teaching burden of the dean of student affairs, dean of scientific research, dean of graduate studies, dean of admission and registration and whoever is appointed with the rank of dean at the University's institute and centers shall be 12 accredited hours per year.
- d) Teaching burden of the President is 3 accredited hours per year, teaching burden of the Vice-President is 3 hours minimum and 6 hours maximum per year and teaching burden of the secretary-general of the Association of Councils is 12 accredited hours per year.
- e) The academics who occupy administrative positions shall not assume further burden, with or without consideration, unless in cases of necessity and subject to the consent of the Vice-President for the Academic Affairs.
- f) Subject to Article 25, teaching burden shall be implemented as follows:
 1. Teaching burden shall be distributed in board meetings or faculty council if there are no councils of departments.
 2. Teaching burden shall be distributed within not more than the second penultimate week of the semester that precedes the implementation of the plan of offering courses for the department's programs.
 3. Teaching burden shall be distributed in consultation with each faculty member before the acknowledgment of such distribution in the department's council.
 4. At the time of the burden distribution, the head of department shall take the faculty members' notes into consideration and register them for programming distribution in a manner that allows the provision of equal opportunities in terms of the number of students under the same burden from one side, and the issue of distributing one burden among days from the other side.
 5. The principle of rotation shall be taken into consideration in offering introductory and general courses with multiple sections.
- g) Deliver further lectures inside and outside the University, without or without consideration at the request of the head of department and dean and consent of the Vice-President for the Academic Affairs for faculty members and at the request of the Vice-President for the Academic Affairs and by consent of the heads of departments and deans. In all cases, the further burden may exceed 3 hours per semester only by recommendation of the dean and by consent of the Vice-President for the Academic Affairs. This burden of teaching shall be included in the program of bachelor's and/ or graduate studies.
- h) Subject to Article 25 above, faculty members at faculties of medicine, public health, dentistry, pharmacy and law may perform additional works for the purposes of professional development, provided such additional works shall not take more than 8 hours per week and worksite shall be selected by the head of academic department upon the recommendation of faculty dean and by consent of the Vice-President for the Academic Affairs as for the faculty members and consent of the President as for the heads of departments, deans and representatives of the President, whether such works are executed with or without consideration.

Article (26):

Additional Burden Calculation:

The additional burden of full-time faculty members at the University shall be calculated based on the total burden in the first and second semester by the end of the second semester of every year. If teaching burden of any faculty member exceeds the maximum annual burden, this member shall charge additional fees in consideration of this increase. The maximum burden of faculty members is as follows:

Faculty Member's Title		Annual Burden/ Maximum limit in the accredited hours
Faculty member		24
Coordinator of graduate studies program at a department		22
Coordinator of graduate studies program at a faculty		18
Head of academic department		18
Dean of faculty	If his/her faculty grants bachelor's degree in less than 4 programs	12
	If his/her faculty grants bachelor's degree in 4 programs at least	6
Deans of scientific research and graduate studies		12
Secretary-General of the Association Councils		12
Dean of Admission and Registration		12
Dean of Student Affairs		12

The following matters shall be considered when calculating the burden of teaching.

1. Faculty member's burden of teaching includes program of bachelor's and graduate studies
2. For calculating the burden of teaching, the accredited hour of specialized courses of graduate studies shall be an hour and 20 minutes.
3. The library courses of 3 accredited hours shall be calculated as one hour for the purposes of teaching burden for the faculty member who supervises in the first and second semester and shall be calculated as half an hour during the summer course, provided it shall not exceed two hours in the academic year.
4. The hour of supervising master's thesis shall be calculated as one hour for the senior supervisor for not more than 3 academic semesters.
5. The faculty member whose share of teaching burden is reduced shall not work overtime unless in exceptional cases and by approval of the committee concerned with the calculation of teaching burden.

Article (27):

Determining the Department's Needs of Faculty Members:

Subject to Article (25) above, the department shall determine the number of faculty members by the end of every academic year subject to the following instructions:

1. The number of faculty members shall be determined by dividing the number of hours that the department desires to offer during the academic year into 24 hours. The reduced burden of teaching of the head of department (1/2 burden) or faculty dean (3/4 burden) if the dean is from the same department shall be added to the result of dividing, subject to meeting the specialized needs of every department.
2. The number of hours offered by the department in both semesters shall be determined in accordance with the department's study plan (form of offering courses in such department)
3. The number of divisions shall be determined according to the number of full-time professors and the possibility of absorbing part-time professors to cover the plan of course offering. It is necessary in such cases to consider calculating the number of hours per course as per the number of students.
4. Branching shall be made as per the type of course and program. To do so, the following matters shall be considered:
 - a) For the purposes of training, branches of the scientific programs shall be calculated in education program (teachers' preparation) or social service program at the rate of one unit per 9-11 students.
 - b) Branching shall be made to execute the mandatory and elective university subjects or the requirements of faculty or specialization as per the number of

students who need any of these subjects divided into 35 students for level 100, 30 students for level 200-300 and 20 students for level 400.

- c) In all cases, the required number of branches shall be an indicator for the department's needs within the equation of burden distribution as outlined in Article 25 hereof.
- d) In exceptional cases to open a division to which the numbers mentioned in the above items do not apply, divisions are opened upon the recommendation of the department council, the recommendation of the dean of the college, and a decision from the Vice-President for academic affairs, provided that the number of students is not less than ten.

Article (28): The dean may assign additional works to the faculty member (department member, head of department, dean) in the field of teaching, scientific research, or training subject to Articles 24 and 25 hereof.

Article (29): Faculty member may file an objection through his/her line manager before the dean of his/her faculty regarding any procedures that conflict with the articles of faculty members' duties. The dean of faculty shall, on turn, report this objection to the Vice-President for the Academic Affairs for proper action.

Chapter 5 **Leave of faculty members**

(1)

The Annual Leave

- Article (30):** The annual leave of the University's faculty members shall be as follows:
- a) Faculty members shall have eight-week leave in each academic year.
 - b) Dean and head of departments shall have eight-week leave in each academic year.
 - c) Leave shall be granted to heads of departments by a decision of the Dean.
 - d) Leaves of faculty deans shall be granted by a decision of the President.
 - e) Faculty deans shall, after taking the opinion of the head of the Department, grant faculty member paid leave not exceeding 30 days for Hajj. Such leave shall be granted to faculty member only once during the period of his/her service. Faculty member shall apply for this leave three months before the date of the Hajj and shall submit to the Department head an additional teaching program to compensate the course or courses, he/she teaches before commencing the leave.

(2)

Sick and Emergency Leave

- Article (31):** Sick and emergency leave for faculty members shall be as follows:
- a) The faculty member shall be granted sick leave not exceeding seven days based on a medical report from an accredited physician or a medical report from the family doctor provided such report to be approved by the accredited physician within 48 days of its issuance.
 - b) If the duration of the sick leave exceeds one week, the faculty member shall be referred to the medical committee approved by the university, which, in turn, decides the period of sick leave the faculty member needs.
 - c) In all cases, the faculty member shall notify the head of the department of his/her illness, and the head of the department shall reprogram the lectures that the faculty member is absent from. The head of the department shall also notify the dean of the same and refer the medical reports thereto, to dully file them with the personal files.
 - d) Any sick leave not supported by an approved medical report shall be deducted from the salary of the faculty member.
- Article (32):**
- a) The faculty member, who is granted a sick leave, shall receive his/her full salary with allowances for the first three months, three quarters of his/her salary for the following six months, and half of his/her salary for the following six months, unless he/she reaches the age of fifty, in this case, faculty member shall receive three quarters of his/her salary. The leave duration shall start from date determined by the medical committee.
 - b) If the faculty member does not recover after the end of the fifteen months mentioned in Clause (a), faculty member shall be re-examined by the medical committee. If this committee, upon examining faculty member for the second time, finds that his/her illness is incurable, his/her services shall be terminated. If the Committee finds his/her illness curable but is not yet able to resume his/her work, he/she shall be granted an unpaid leave for a maximum of one year.
 - c) The work of the faculty member may not be terminated for lack of health fitness only after availing the periods mentioned in clauses (a) and (b) above.
- Article (33):**
- a) Pregnant faculty member working at the university is allowed to receive maternity leave for 90 days and can be avail this leave three weeks before the expected date of birth.
 - b) A pregnant faculty member must apply for leave in writing three months before the expected date of birth.

- c) A pregnant faculty member shall be paid full salary for the maternity leave if she has spent at least one full year since joining the university. Half salary shall be paid to a pregnant faculty member if she joined the university for less than one year.

(3)

Academic Sabbatical Leaves and Unpaid Leaves

- Article (34):**
- a) Applications for an unpaid leave or an academic sabbatical leave shall be submitted two months before the beginning of the semester in which the faculty member will be absent.
 - b) 1- The application for unpaid leave shall include the matters to be done by the faculty member during this period and place of availing such leave.
2- The application for a sabbatical leave shall include plan and place of research(s) to be carried out by the faculty member so such to be carried out at:
 - a) A university that is experienced in and invests in the field of scientific research,
 - b) One of the most prestigious scientific research institutions,
 - c) Or a public institution, ministry, or a private sector institution related to the specialization and field, with justification for choosing the same as many colleagues apply for the required leave in inappropriate universities or institutions.

- Article (35):**
- Upon the recommendation of the Faculty Council and Vice-President for Academic Affairs and the approval of the President of the University:
- a) Faculty member with one of ranks of professorship shall receive an academic sabbatical leave for one year (or for two semesters) after every six years of service with such rank at the University.
 - b) Faculty member shall receive his/her full salary during the academic sabbatical leave granted to him.
 - c) Faculty member who is granted an academic sabbatical leave shall fully and effectively devote himself to academic works that upgrade his/her academic level as per a program already approved in the manner and conditions in which such leave shall be granted. Faculty member shall submit to the Dean of the College a report on the scientific research carried out during his/her leave.
 - d) If faculty member does not devote himself to the purposes set out in (c) above of this Article or fails to submit the report set therein, all the amounts paid to him/her pursuant to the provisions of clause (b) of this Article shall be recovered from him.
 - e) Faculty member does not lose his/her right to academic sabbatical leave if he/she could not avail such leave when due.
 - f) Upon the recommendation of the Department Council and the approval of the Dean, faculty member may receive an academic sabbatical leave for a maximum of two consecutive years after having spent twelve consecutive years in active service at the University. Faculty member shall report to his/her work at the university after completing his/her academic sabbatical leave.

- Article (36):**
- a) President may, upon recommendation of the Faculty Council, grant a regular faculty member an unpaid leave for a maximum period of one year, which may be extended in exceptional cases at discretion of University Council. Such leave shall not be re-granted to the same member before the lapse of five years from the end of the first leave or before the lapse of twice the duration of the previous leave, whichever is greater.
 - b) President shall, upon recommendation of the Faculty Council, grant a regular faculty member a study leave without salary to obtain a new academic qualification for a maximum period of four years.

- Article (37):**
- a) Unpaid leave granted to any faculty member shall not be considered as part of his/her service at the University for the purposes of promotion, bonuses, seniority, and academic sabbatical leave.
 - b) The faculty member shall, for the period of his/her unpaid leave, benefit from the

- annual increment if he/she worked in his/her field of competence during such leave.
- c) The paid academic sabbatical leave shall be deemed part of the actual service of the faculty member for purposes of promotion, rewards, and seniority based on the recommendation of the Faculty Council and the approval of the Vice-President for Academic Affairs after submitting a documented report to the Faculty Council on the scientific research carried out during his/her leave.
 - d) If the faculty member is absent without prior permission for unusual and extraordinary reasons beyond his/her control, his/her salary shall be paid in full with allowances until he/she can report to work at the recommendation of the University's president and the approval of the University Board of Trustees. Such shall apply to the employees as well.

Chapter 6 Termination

Article (38): **Service of the faculty member at the University shall be terminated in one of the following cases:**

1. Death
2. Accepted resignation.
3. Loss of employment.
4. Redundancy in accordance with the applicable by-laws.
5. Dismissal.
6. Loss of terms of appointment contained in these by-laws.
7. Completion of sixty-five years of age. In this case, termination of service shall be effective from the end of the year in which the faculty member is 65 years old. The President may, after consultation with the Dean based on the recommendations of the Department Council and the Faculty Council and the approval of the Vice-President for Academic Affairs, may extend the service of the faculty member on an annual basis not exceeding five years.
8. Cancellation of the program or the specialization.
9. Lack of health fitness according to a report from the competent medical committee.
10. Conviction of a felony or misdemeanor infringing honor or trust by a final judgment of competent court.

Article (39): **Resignation**

- a) Faculty member shall submit his/her resignation application in writing to the dean through the head of the department three months before the beginning of the next academic semester. The Dean shall submit the resignation application including his/her opinion to the Vice-President for Academic Affairs within one week of receiving the resignation. Resignation shall be accepted or rejected by a decision of the President upon the recommendation of his/her deputy.
- b) Faculty member who submitted his/her resignation shall not discontinue his/her work until his/her resignation is accepted, otherwise he/she shall be deemed to have lost his/her job.
- c) Resignation shall be deemed accepted upon the lapse of thirty days following submitting application for resignation without reply.
- d) A faculty member's rejected resignation shall be deemed legally accepted after the lapse of two semesters and his/her determination for such resignation by submitting a new resignation application considering any contractual obligations with the University.

Article (40): **Loss of employment: A faculty member shall be deemed to have lost his/her employment in the following cases:**

- a) If he/she is absent from work for no legitimate reason more than fifteen teaching days during the regular semester or more than seven consecutive days. (A faculty member shall be deemed to have lost his/her employment upon serving him/her a written notice of the reasons for his/her absence).
- b) If he/she leaves work before accepting his/her resignation, subject to the provisions of article (39) above.
- c) If he/she ceases to practice work without reasonable excuse or reason after seven consecutive days from the date of expiry of any leave granted to him/her after he/she has been given a written warning by registered mail subject to item (a) hereof.

Chapter 7

Duties and Disciplinary Procedures

- Article (41):** A faculty member shall carry out the university duties and tasks assigned thereto and abide by the provisions of the laws, by-laws, and decisions in force. A faculty member shall refrain from taking any action that contradicts his/her university duties and tasks or offends the university or its employees subject to liability and disciplinary penalties stipulated in these by-laws.
- Article (42):** If a faculty member abstains from performing any of the teaching tasks assigned thereto or abstains from performing any of his/her duties after he/she was served a notice followed by a warning and then a final warning, faculty member shall be dismissed and the dismissal decision shall become final after the approval of the University Council, provided that a period of two academic days interval between each procedure shall apply.
- Article (43):** If as faculty member fails to perform his/her duties or breaches laws, by-laws, and decisions in force, he/she shall be subject, in proportion to the gravity of the violation, to one of the following disciplinary penalties:
- a- Notice to be escalated to warning if notice is served three times.
 - b- Warning to be escalated to final warning if warning is served three times.
 - c- Final warning and any person subject to such penalties shall be referred to the Investigation Committee if he/she commits any violation thereafter.
 - d- Deduction of salary not exceeding fifteen days.
 - e- Non-payment of annual increase for a period not exceeding six months.
 - f- Delay of promotion after satisfaction of its conditions provided that the delay shall not be less than one year and not more than two years.
 - g- Suspension of permanent recruitment for a period not exceeding two years.
 - h- Reduction of academic rank.
 - i- Dismissal from service.
- Article (44):** The disciplinary penalties stipulated in Article (43) hereof shall apply in accordance with the following powers:
- a. Head of department may impose notice penalty.
 - b. The Dean may impose notice and warning penalties.
 - c. Vice-President for Academic Affairs may impose the notice, warning, and final warning penalties.
 - d. The President of the University may impose any of the disciplinary penalties stipulated in Article (43), provided that the disciplinary penalties stipulated in clauses d, e, f, g, and h shall be imposed upon the recommendation of the Investigation Committee referred to in Article (45) hereof.
- Article (45):** Investigation Committee shall consist of:
- | | |
|---|------------|
| Vice-President for Academic Affairs or whoever he/she delegates whose position is Dean of faculty and above | (Chairman) |
| Dean(s) of faculties to which the persons concerned belong | (Member) |
| A faculty member of the Workers Union | (Member) |
| A Faculty member of the Faculty of Law | (Member) |
- Article (46):** No disciplinary penalty may be imposed, intensified, or commuted by the body having disciplinary powers taken against faculty member before hearing the statements of the faculty member and availing the opportunity to defend himself.
- Article (47):**
- a) Provisions of Articles 41, 42, 43, and 44 of these By-laws shall not apply to the President, the Vice-Presidents, or the Deans.
 - b) if any of the persons in clause (a) breaches the University's by-laws or fails to carry out its duties, he/she shall be referred for investigation before a committee established

by the Board of Trustees. If any of them was convicted, the Board of Trustees shall apply one of the following disciplinary penalties:

- 1) Notice.
- 2) Dismissal from service.
- 3) Termination of service.

- Article (48):**
- a) The Vice-President for Academic Affairs shall serve to the faculty member or the research and teaching assistant who was referred to investigation committee a list containing the violations attributed to him in writing.
 - b) The Chairman of the Board of Trustees informs the President, Vice-President, or Dean, who has been decided to refer to the investigation committee with a list containing the violations attributed to him in writing.

- Article (49):**
- a) The Investigation Committee shall convene to hear the case referred thereto within a period not exceeding two months from that date of referral, provided to be decided within two months from such date.
 - b) If the Investigation Committee fails to raise its recommendation within the specific period in these by-laws, it must state the reasons in a report submitted to the president, specifying the date on which to complete hearing the case and raise its recommendations. The President may extend such period as applicable.
 - c) The investigation committee shall submit its recommendation regarding the case including the reasons of the recommendation to the President for necessary action.
 - d) The President shall notify the accused member of the decisions taken against him.

- Article (50):**
- a) The President may, upon the recommendation of the Vice-President, suspend the faculty members or the research and teaching assistant referred to the Investigation Committee, and decide to partially suspend his/her salary for not more than half of the salary until the final decision is issued.
 - b) If the faculty member concerned proved innocent, he/she shall be reinstated by an official letter from the Chairman. The letter shall be circulated to all concerned bodies and all financial entitlements which have been discontinued under clause (a) hereof shall be paid thereto.

Article (51): The Investigation Commission shall have the right to impose any of the disciplinary penalties prescribed in Article (43) hereof.

Article (52): The person referred to the Investigation Committee shall have the right to have access to all investigations and documents relating to the offenses attributed thereto and to attend the meetings of the Committee to defend himself and to make any statements before the Committee, including giving statements, discussing witnesses, and designating defense witnesses.

Article (53): The Vice-President for Academic Affairs shall serve all notifications and carry out all procedures related to disciplinary cases, considering the exception contained in Article 48 (b).

- Article (54):**
- 1- The concerned faculty member has the right to object to disciplinary decisions issued by:
 - a) Head of the Academic Department to the Faculty Dean.
 - b) Faculty Dean in the first phase to the Vice-President for Academic Affairs.
 - c) Vice-President for Academic Affairs in the first phase to the President and his/her decision shall be final.
 - d) The President in the first phase to the University Council, and his/her decision shall be final.
 - e) Faculty Dean in the second phase to the President, and his/her decision shall be final.
 - f) The Vice-President for Academic Affairs in the second phase to the University

Council, and his/her decision shall be final.

- 2- Disciplinary decisions issued by the University Council and the Board of Trustees shall be final.
- 3- Faculty member may appeal the final disciplinary decisions before the Palestinian High Court of Justice within thirty days of being notified of the decision.

Article (55):

- a) The objection shall be submitted within ten days from the date of notification of the decision.
- b) The objection submitted after the expiry of the period referred to in clause (a) shall not be considered.
- c) The objection shall be decided and communicated to the concerned faculty member within a period not exceeding one month.
- d) A copy of the final decision and its merits shall be served to the Office of the President and files in the faculty member's file.

Article (56):

- 1) The disciplinary penalty of the faculty member shall be dropped if his/her conduct and work prove satisfactory after such penalty passed:
 - a) Six months in respect of the penalty of notice or warning
 - b) A year in respect of the penalties mentioned in clauses c, d, e, and h of Article (43).
 - c) Two years in respect of the penalties mentioned in clauses (g) and (h) of Article (43).
- 2) The prescribed authority for disciplinary penalties shall have the power to drop it.

Article (57):

If a faculty member is attributed to arrest, detention, or interrogation in respect of a matter that falls outside the scope of his/her job, the party taking this action shall inform the President to consider the same in accordance with the provisions of these by-laws.

Article (58):

A faculty member shall not be exempted from disciplinary penalty on the basis of any order contrary to law and by-laws issued by his/her superior unless it is established that the violation was carried out pursuant to a written order issued by the head of the said faculty despite the warning sent by the faculty member to his/her superior of the violation in writing provided that such matter does not constitute felony or misdemeanor punishable by the Penal Code in force.