

## CASPP015-Procedures of the Behavior policy of faculty members

### 1. Purpose

The aim of these procedures is to develop a framework for identifying and resolving issues related to the conduct of college faculty members and to promote a culture of professionalism.

### 2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

**CAS:** Colleges of Applied Sciences

**HoD:** Head of Department

**DG:** Director General

**Departments:** academic departments

**Violation:** faculty members' academic or non-academic misconduct that goes against the laws and regulations issued by CAS

**Monitor:** any student or employee who witnessed the violation or has been affected by it.

**Violations Committee:** a committee formed and chaired by the Dean to examine the violation and process a recommendation on it.

### 3. Procedures

- 1.The heads of departments shall present a list of the professional conduct to be adhered to by faculty members and the implications resulting from non-compliance, in the meeting of the department council during the first month of each semester
- 2.The monitor person shall, in the event of a violation, fill a Violation Monitoring Form within a maximum period of two days from the monitoring of the violation and shall send it to the HoD. If the violation is against the HoD, it will be sent to the Assistant Dean for Academic Affairs and Scientific Research.
- 3.The HoD invites the party, or concerned parties, to his/her office within two days of receiving the Form of Violation Monitoring and discusses the violation to sort it out amicably.

- 4.The HoD shall report directly to the Dean of the College if the violation is not settled or if the violation calls for administrative action
- 5.The Dean of the College shall form a committee to study the violation to determine the appropriate action in accordance with the laws and regulations within a maximum period of one week from the date of its formation.
- 6.In the event of the issue (the violation) not being resolved by the formed committee or the violation calls for action by the Administrative Accountability Committee, then the Dean of the College shall submit the issue to the DG of CAS for administrative accountability procedures

#### 4. Supporting Materials

- 4.1- CAS Colleges Bylaws
- 4.2-List of professional conduct
- 4.3-Violation Monitoring Form
- 4.4-Job contract

#### 5. Approval Agency

The Board of Trustees.

#### 6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

#### 7. Procedures' Sponsor

The General Director of the Colleges of Applied Sciences.

#### 8. Contact person

The Dean of the College.

