Regulations No. (6) of 2012

Faculty Regulations
at the American University of Madaba

2012

© AUM 2012
Regulations No. (6) of 2012

Faculty Regulations at the American University of Madaba
Issued on the Basis of Article “17-B-11” of the Law of Jordanian Universities No. 20 of 2009 and its Amendments

Article 1 These regulations shall be named “Faculty Regulations at the American University of Madaba of 2012”. They shall go into effect after they have been duly approved.

Article 2 The words and phrases below shall have, wherever they appear in these regulations, their specified meaning unless otherwise indicated in context:

- University: American University of Madaba
- Council: Council of Deans of the University
- President: University President
- Committee: Appointment and Promotion Committee
- Research: Scientific research acceptable for promotion
- International Journal: A scientific, refereed, periodical, specialized, and indexed journal, having an international editorial board, researchers, and distribution, and is cited at Thomson ISI or its equivalent
- Recognized Journal: A scientific, refereed, periodical, and specialized journal, recognized by the University
- Bylaws: Faculty Bylaws of the University No. (1) of 2012

Appointment

Article 3 a) Taking the conditions mentioned in Article (5) of the Bylaws into consideration, faculty members to be appointed at the University shall have obtained their academic degrees through regular study requiring full attendance, with an average not less than ‘Good’ in the Bachelor’s degree, except in special cases approved by the Council upon the recommendation of the Committee.

b) The Council may set up any other conditions deemed necessary to ensure the fitness of the candidate for appointment and their ability to undertake university work.
Article 4  a) For the appointment of a faculty member at the University, the academic rank they held in any other university recognized by the University may be accepted provided they have obtained that rank in accordance with the promotion criteria followed by the University. Their seniority in the rank shall be calculated in such a way that each year spent there is equal to a year at the University if they have obtained the seniority at a Jordanian state university; otherwise, the Committee shall decide on the number of years to be counted.
b) Taking paragraph (a) of this article into consideration, the Committee shall decide on whether or not the research activities of the candidate qualify them for appointment in the rank they are applying for at the University.

Article 5  For the ‘Instructor’ at the University to be appointed at the rank of ‘Assistant Professor’, they shall have obtained the academic qualifications stipulated in Article (7) of the Bylaws, provided they submit their resignation from their current position at the University.

Article 6  Faculty members may not vote in the department council or faculty council on any appointment unless they hold a rank equal to or higher than the rank to be occupied.

Article 7  The chairperson of the department forwards the department council’s recommendation for appointment to the faculty dean within a period not exceeding two weeks of the date on which the application was forwarded to them. Should the dean not receive the department’s recommendation during the specified period, they shall review the application directly before the faculty council within a period not exceeding two weeks.

Article 8  a) The appointed faculty members shall report to work as of the date stated in their appointment decision. Should the need arise for them to start prior to that date, their work shall be against a stipend determined by a decision issued by the President. The President may also approve, at his discretion, the deferment or delaying of the commencement of work due to unforeseen circumstances for at most two semesters.
b) The faculty members appointed for teaching shall inform their chairperson in writing of the commencement of their work, and the chairperson shall inform the Dean in writing of the commencement or not of their work within a week at most. The Dean shall subsequently inform the President of this matter in no more than ten days.
c) Should the appointees not report to their work in three weeks at the most of the date specified for the commencement of their work, they shall be considered as abstaining from work, and their appointment decision shall be considered annulled unless they submit an excuse acceptable to the President.

Article 9  a) Amendment of the faculty member’s rank or salary may be looked into if they submit a petition to this effect within six months of the date of their appointment at the University.
b) The rank shall be amended by a decision taken by the Council upon a recommendation from the Committee on the basis of a recommendation from the concerned faculty and department councils.
c) The salary shall be amended by decision taken by the President upon a recommendation from the Committee.

**Article 10** Faculty members shall have to submit an annual report including information about their achievements, activities and contributions, and their research articles that have been published or accepted for publication to the chairperson by the end of the first semester of the academic year.

**Article 11** The dean of each faculty shall forward the names of untenured faculty members in that faculty to the concerned departments to recommend or not the extension of their probation period and the termination of the work of any faculty member, using a form called “Extension of the Faculty Member Probation Period” that is to be filled in by the concerned dean and department chair with the items stated in Article (27) of these regulations.

**Article 12** The faculty dean shall present the department council recommendations concerning the extension of the probation period before the faculty council, and then submits the recommendation of the faculty council along with the documents referred to in Article (11) of these regulations to the President, who in turn shall forward it to the Council to decide on the extension or not of the probation period.

**Article 13** Renewal of contracts shall follow the same process in terms of procedure and reports as in the case of probation period extension.

**Article 14** Joint appointments shall be subject to the following principles and conditions:

a) The faculty member who wishes to be appointed in another department of their faculty or any of the departments of another faculty shall submit an official application to their department chair.

b) Joint appointments shall be decided by the Council upon a recommendation from the Committee on the basis of a recommendation from the concerned department and faculty councils.

c) Taking paragraph (e) of this article into consideration, the jointly appointed faculty members shall have all the rights and assume all responsibilities in the department in which they are jointly appointed.

d) The joint appointment for the faculty members in the other department shall be considered legally terminated upon the termination of their appointment in the original department for any reason.

e) All academic, administrative, and financial affairs of the faculty member shall be taken care of in their original department.
Full-time Lecturers

Article 15  a) Full-time lecturers to be appointed at the University shall meet the conditions stated in Article (3) of these regulations.

b) Despite what is mentioned in paragraph (a) of this article, and in special cases subject to the discretion of the President, full-time lecturers capable of undertaking teaching or research activities may be appointed in the University faculties and scientific centers irrespective of the academic degrees they hold.

c) Full-time lecturers shall be appointed on contracts specifying work requirements, salary, and any other agreed upon conditions.

d) Voting on the appointment of full-time lecturers shall be conducted in the same method as if they were to be appointed as faculty members.

Article 16  a) Evaluation of full-time lecturers shall be conducted in the same way faculty members are evaluated.

b) The appointment of the full-time lecturer holding the Ph.D. degree at the rank of ‘Assistant Professor’ is conditioned by having one research article published (or accepted for publication), provided that the article was not extracted from university dissertations and the full-time lecturer is its single or first author. Their evaluation for any of the paragraphs of the chairperson’s and dean’s report should also not go below three (3) points.

Transfer

Article 17  a) Faculty members seeking the transfer from one category to a higher category within the same rank shall meet the following conditions:

1. Having seniority in salary in the category they are classified in for at least five years.

2. Having actually published research work during their actual service at the University equal to at least four (4) points, and they should be the main author of work equal to at least two (2) points.

3. Their evaluation in any of the paragraphs of the chairperson’s report and the dean’s report should not go below three (3) points.

b) The application for transfer from one category to another within the same rank shall be submitted to the department chair, accompanied by an original copy of each research work, to be reviewed by the department council. The chair shall submit the department council’s report to the faculty dean, who shall present it before the faculty council for examination. The dean shall subsequently submit the application to the President for the transfer procedure to be completed.

c) The research work submitted for the purpose of transfer shall be subject to the same conditions applicable to the research work submitted for the purpose of promotion, except for the procedures followed in evaluating the research work.
Article 18

d) The decision to transfer the faculty member from one category to another within the same rank shall be effective as of the date of the Council’s decision.
e) The leave without pay given to the faculty member shall not count for the purpose of transfer from one category to another.
f) Should the Council decide not to approve the transfer, the applicant may submit a new application for transfer upon the elapse of at least six months of the date of that decision.

Promotion

General Requirements for Promotion

Article 18

To be promoted to a higher rank, faculty members shall meet the following conditions:

a) Having seniority in the rank from which they are to be promoted for at least five years.
b) Having been successful in teaching.
c) Having been successful in their relations with others in university work.
d) Having been active in community service and development.
e) Having valuable scientific research work, leading to the development of knowledge in their field of specialization, published (or accepted for publication) while holding the rank from which they are to be promoted.
f) Having at least 60% of the work submitted for promotion directly related to their field of study, teaching, or research.
g) Having at least 50% of the research work required for promotion actually published while working at the University.

Article 19

a) Assistant or Associate Professors may apply for promotion to a higher rank eight months prior to the completion of the legal period required for the higher rank if they have met the other legal conditions required for holding the higher rank.
b) Promotion to a higher rank shall be effective as of the date of the Council’s decision to promote the faculty member, or the date on which the legal period for processing the promotion application expires if the promotion procedure is completed before the end of that period.

Article 20

a) The upper limit on the number of research works published or accepted for publication in any one journal shall not exceed 50% of the research work required for promotion.
b) The following types of works may be accepted without having to undergo preliminary evaluation:
   1. Research papers published or accepted for publication in international or accredited journals.
   2. Research papers published in international or accredited specialized and refereed conference proceedings.
   3. Papers extracted from dissertations and published in conference proceedings or internationally refereed or accredited journals.
4. Patents registered locally or internationally.
5. Case reports, reviews, and notes published in international or accredited journals.

c) The following types of works may be accepted after having undergone preliminary evaluation through the Deanship of Scientific Research upon the recommendation of the department and faculty scientific research committees:
   1. Authored, translated, or verified books.
   2. Works of art or architecture.
   4. Reports on medical cases, legal judgments, specialized studies as part of a project, or computer programs.

d) Research work submitted for promotion shall meet the following criteria:

<table>
<thead>
<tr>
<th>Research Work</th>
<th>Upper Limit Accepted for Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authored, translated, or verified books</td>
<td>Two books</td>
</tr>
<tr>
<td>A chapter in a book</td>
<td>One chapter</td>
</tr>
<tr>
<td>Research papers published in international, specialized and refereed conference proceedings</td>
<td>Two papers</td>
</tr>
<tr>
<td>Papers extracted from dissertations</td>
<td>Two papers</td>
</tr>
<tr>
<td>Specialized studies as part of a project</td>
<td>Two studies</td>
</tr>
<tr>
<td>Research papers published in local/regional, specialized and refereed conference proceedings</td>
<td>Two papers</td>
</tr>
</tbody>
</table>

**Article 21 a)** Research works acceptable for promotion shall be categorized into two categories, and be evaluated according to category by weights represented by points as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>Research Work</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
<td>Patents registered internationally</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Papers published in international journals</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Distinguished books (authored, translated, or verified)</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td>Creative and distinguished works of art or architecture</td>
<td>2</td>
</tr>
<tr>
<td>Second</td>
<td>Patents registered locally</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Papers published in accredited journals</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Books (authored, translated, or verified)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Research papers extracted from dissertations and published in international or accredited journals</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Papers published in refereed international conference proceedings</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>A chapter in a book</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Works of art or architecture</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Reports on medical cases published in international journals</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Scientific notes and reviews published in international journals</td>
<td>1</td>
</tr>
<tr>
<td>Research papers extracted from dissertations and published in a local accredited journal</td>
<td>0.5</td>
<td></td>
</tr>
<tr>
<td>Reports on medical cases, legal judgments, or computer programs published in local conference proceedings, or specialized studies evaluated as part of a project</td>
<td>0.5</td>
<td></td>
</tr>
</tbody>
</table>

b) The student shall be considered the first author of the published research paper extracted from their dissertation.

c) A book shall be accepted for promotion after being evaluated using a special form if it meets the following conditions:
   - Containing at least 50,000 words, and
   - Receiving an average grade of 70% or above in the referees' reports.

   However, it shall be considered a distinguished book if it receives an average grade of 85% or above in the referees' reports.

d) Textbooks shall not be accepted for the purpose of promotion.

e) A maximum of two papers of those published in the national Jordanian specialized journals issued by the Ministry of Higher Education and Scientific Research shall be accepted, each given one point.

**Article 22**

For the promotion of a faculty member from the rank of Assistant Professor to the rank of Associate Professor, a scientific work receiving at least 8 points shall be submitted, provided the following conditions are met:

a) The applicant shall be the first author in a work receiving at least 6 points.

b) The work submitted shall include at least 4 points given to work of the first category or being single-authored.

**Article 23**

For the promotion of a faculty member from the rank of Associate Professor to the rank of Professor, a scientific work receiving at least 12 points shall be submitted, provided the following conditions are met:

a) The applicant shall be the first author in a work receiving at least 8 points.

b) The work submitted shall include at least 6 points given to work of the first category or being single-authored.

**Article 24**

Taking what is stated in Article (15/a/5) of the Bylaws, the applicant shall not include among their research articles or works of art any of the articles or works previously considered for a previous promotion, or on the basis of which they were granted a scientific degree or academic rank.

**Article 25**

Research works undertaken by the faculty member during their leave, alternate assignment or delegation shall be considered acceptable for the purpose of promotion.
Article 26

a) The promotion application shall be submitted along with six copies of the research work and the curriculum vitae to the concerned department chair to present it before the department council to take the appropriate recommendation. The chair shall then submit the department council’s recommendation to the faculty dean within a period of three weeks at most, and the dean presents the application before the faculty council within a period of three weeks at most to take the appropriate recommendation. The dean shall then submit this recommendation to the President within a week at most for the promotion procedure to be completed.

b) Taking what is stated in paragraph (a) of this article into consideration, the department or the faculty may not exceed the upper time limit in taking the appropriate recommendation.

c) In all cases, however, should the department council or faculty council be unable to take the appropriate recommendation within the specified period without an acceptable justification, the President shall establish a committee to be chaired by the concerned Vice President and to include members from the department and faculty to look into the promotion application and submit their recommendation to the Committee to take the appropriate decision within a period not exceeding three weeks of the date of establishing that committee.

d) The concerned faculty dean and department chair shall supply a list of names and addresses of at least fifteen non-Jordanian specialized referees holding the rank of ‘Professor’ and residing outside Jordan to participate in evaluating the research work. This list shall be highly confidential, and the Committee shall have the right to modify it by adding or deleting names. Furthermore, the candidate referees to participate in the evaluation process shall meet the following criteria:

1. They should be known for their objectivity and coming from universities having a distinguished academic level other than the university from which the applicant for promotion has graduated.

2. They should be from different countries and universities. However, it is preferred not to have more than one referee from the same university and not to have more than two referees from the same country.

3. Their addresses should be very accurate including the phone number, fax number, and the email address.

e) Should the number of faculty members in the department holding a rank equal to the rank to which the promotion is requested or higher go below three, the department chair submits the application to the dean to present it directly before the faculty council in the presence of the faculty members in the department who hold the same rank as that of the applicant’s or higher.

f) Taking the provisions of paragraph (c) of this article into consideration, should the number of faculty members in the faculty council holding the same rank to which promotion is requested or higher go below three, the application shall be submitted to the President to establish a committee to be chaired by the concerned Vice President to
look into the application and take the appropriate recommendation to be presented before the Committee.

g) In all cases, however, no faculty member in the department council or the faculty council shall have the right to vote on the promotion except those holding a rank equal to the rank to which promotion is requested or higher.

Article 27

a) The department chair and faculty dean (irrespective of their ranks) shall submit individual reports about the faculty member applying for promotion, using the form especially prepared for this purpose.

b) Taking Article (10) of these regulations into consideration, the faculty member applying for promotion shall receive a general average of at least three points in any report.

Article 28

The Committee shall look into the faculty member’s application for promotion, their research work, names of referees, recommendations of the department and faculty councils, the report prepared for this purpose, and the disciplinary measures imposed on them, if any, to decide whether or not to proceed with the promotion procedure.

Article 29

a) The research work, along with the curriculum vitae of the applicant for promotion and the rank which they are applying, shall be sent to three referees, who are requested to submit their reports within a period of two months of the date they receive the research work at the most. The report shall include an evaluation for each work, following a scale from one to five as follows:

- Weak 1 point
- Fair 2 points
- Good 3 points
- Very Good 4 points
- Excellent 5 points

b) The average of the referees’ evaluation shall be calculated on the basis of the work receiving the highest points and which meets the minimum requirements for promotion.

c) Faculty members may not be promoted to the rank of ‘Associate Professor’ if their evaluation in two of the referees’ reports goes below three points.

d) In the case of receiving two positive reports and one negative report for the applicant for the rank of ‘Professor’, the Committee may send the research work to a fourth referee. If the evaluation of the fourth referee was less than (3) points, the promotion application shall be declined.

e) Faculty members may not be promoted to a higher rank if the average of all the referees’ evaluation goes below ‘Good’ (three points).
Article 30

The Committee shall examine the application for promotion from all different aspects upon the receipt of the referees' reports, and they may, after the elapse of eight months as of the date on which the list of referees was approved, look into the application, irrespective of the number of reports received, and submit their recommendation to the Council to decide on whether or not to approve promotion.

Article 31

a) The Council shall decide on the promotion of faculty members by secret voting.
b) If the Council decides not to promote a faculty member, they shall then determine the period that has to elapse before the applicant is allowed to apply again, provided this period is not less than six months as of the date of the decision. In this case, the faculty member must add new research works, whose number and kind are determined by the Council, to the old one. The submission of the new application for promotion shall also follow the procedures stated in these regulations.

Article 32

For the purpose of implementing the provisions of Article (16) of the Bylaws concerning the naming of a professor as 'Honorary Professor':

a) The President may, at his discretion, recommend to the Council the naming of the faculty member who has spent at least fifteen years in the service of the University while holding the rank of 'Professor', and whose service ended upon reaching the legal retirement age (70) or by resignation, as 'Honorary Professor'.
b) The honorary professor may keep their office in the faculty and benefit from scientific research support, library and University facilities services, among others, which are offered by the University to its faculty members.
c) The faculty council may, upon a recommendation from the department council, recommend to the President the assignment of a teaching load and/or supervising University dissertations against a stipend determined by the President in accordance with the bylaws and regulations effective at the University.

Tenure

Article 33

a) Taking paragraphs (c, d, e) of Article (26) of these regulations into consideration, the department council shall look into the subject of granting tenure to the faculty member who has met the conditions for tenure. The department chair shall then submit the department council’s view to the faculty dean.
b) The faculty dean shall present this subject before the faculty council. Should the number of tenured faculty members be less than three, the subject shall be submitted to the President.
c) Untenured faculty members or tenured faculty members holding a rank lower than that of the applicant whose tenure is being considered may not vote on the tenure decision.
d) Taking the periods stated in Article (26) of these regulations into consideration, the faculty dean and department chair shall prepare two individual reports about the faculty member, using the form prepared for this purpose.
Article 34  The faculty member’s service shall be considered legally terminated if the probation period stated in Article (10) of the Bylaws ends before they are tenured.

Teaching Loads

Article 35  a) The teaching load for professors shall be (9) credit hours, (12) credit hours for associate and assistant professors, and (15) credit hours for instructors.

b) “Credit Hour” is used here to refer to:
   1. The lecture at the undergraduate or graduate level for one hour per week for the duration of one semester.
   2. In the field of applied work, such as labs, workshops, training, field work, studios, and the like, in the faculties of the applied nature, the meaning of the credit hour shall be determined by a decision issued by the President upon consultation with those faculties. In all cases, however, a credit hour shall be equal to no less than two applied hours.

Leaves

First: Annual Leaves

Article 36  The annual leaves for faculty members at the University shall be distributed in accordance with regulations issued by the President for this purpose on the basis of the stipulation of Article (20) of the Bylaws.

Second: Sabbatical Leaves and Leaves without Pay

Article 37  a) Applications for sabbatical leaves or leaves without pay shall be submitted at least three months prior to the commencement of the semester in which the requested leave is to begin.

b) 1. The application for a sabbatical leave shall include an outline for the research work(s) (or the book) that the faculty member intends to undertake and the place where they are to be undertaken. The main topic for the research work, however, may not be changed except by the approval of the faculty.
   2. The application for a leave without pay shall include information about the work that the faculty member intends to do during the leave and its location.

Article 38  a) The sufficiency of the remaining faculty members in the department to cover the teaching loads and supervision is to be taken into consideration before a sabbatical leave or a leave without pay is granted.
b) The percentage of faculty members on leaves and those on alternate assignments at the same time shall not exceed (20%) of the total number of faculty members appointed in the department, except for those who are assuming ministerial positions. This percentage, however, may be exceptionally overlooked in special cases, subject to the discretion of the Council, when the interest of the University is foreseen.

c) Faculty members on a sabbatical leave may apply for another sabbatical leave immediately after the first one.

d) Taking paragraph (d) of Article (21) of the Bylaws into consideration, faculty members may combine the sabbatical leave with a leave without pay, provided that the total number of leaves does not exceed six years, and that they return to serve at the University upon the end of their leaves.

Article 39

a) Faculty members who have been granted sabbatical leaves shall:

1. Submit to their faculty dean the research work(s) or works or art that they conducted during their leaves within two months of the end of their leaves.

2. Acknowledge in a noticeable place of the published work that it was undertaken during the sabbatical year granted to them by the American University of Madaba.

b) The work(s) of research or art that the faculty member conducted while on a sabbatical leave shall be approved by a decision issued by the President upon a recommendation from the Scientific Research Council at the University, stating that they completed the works for which they were granted the leave.

Article 40

a) The faculty member granted a sabbatical leave may be granted round-trip tickets for themselves, their spouses, and two of their children under the age of eighteen only once if the leave is to be spent outside Jordan in an advanced research center, institute or laboratory, or in a distinguished international university. In this case, they shall be fully devoted to the research work on the basis of which they were granted the leave, and the duration of the leave shall be one full academic year, at least six consecutive months of which to be spent outside Jordan. The flight destination and its route shall be stated in the decision approving the sabbatical leave, but if the faculty member wishes to change the flight route, thus exceeding the air-ticket fares, they shall take care of the difference.

b) Faculty members on sabbatical leaves shall have the following compensations:

1. The monthly salary and allowances they used to receive.

2. A three-month salary advance to be paid before travelling if the leave is to be spent outside Jordan.

3. A medical insurance advance if the full duration of the leave, or part of it not less than six months, is to be spent outside Jordan. This advance shall be paid in accordance with the medical insurance policy of the country in which the leave is to be spent, and it shall be duly paid against original documents to be submitted to the Finance Department.
Third:
Rules and Procedures Related to Leaves

Article 41  
a) Answers to applications for all kinds of leaves shall be made in writing.  
b) The leave shall commence on the day the faculty member stops working and end at the end of the previous day to their return to work.  
c) Faculty members shall not leave their work until they receive a written notice of approval of their leave, except in exigent cases determined by the concerned dean.  
d) Faculty members shall specify in their application for a leave the dates on which the leave begins and ends, the place at which they wish to spend their vacation and their address during the vacation.  
e) The concerned authority may determine the duration of the leave they approve on the basis of the interest of work.  
f) The leave may be reduced, postponed, cancelled, or interrupted after it has been approved and notified to the faculty member for the interest of work.

Article 42  
a) Any faculty member not immediately returning to work upon the end of their leave shall be subject to salary and allowance deduction for their absence starting with the next day after the end of their leave, unless they submit an excuse acceptable to the competent authority entitled to grant the leave.  
b) The faculty member shall be considered losing their job if their absence exceeds three weeks without an excuse acceptable by the Council.

Article 43  
a) The department chair shall notify the dean in writing of any absence by the faculty member within two days of their absence, and the dean shall notify the President in writing of that absence within a week.  
b) The same procedure stated in paragraph (a) of this article shall be followed when the faculty member on leave (whatever the leave may be) returns to resume work.

Violations and Disciplinary Measures

Article 44  
Taking what is stated in Article (38) of the Bylaws into consideration, when a complaint is filed against a faculty member, or when they commit a disciplinary violation, the President may establish a three-member committee, to be chaired by a faculty member holding the same rank as that of their rank or higher, to interrogate them and then deal with the violation in accordance with the outcome of interrogation, by considering it non-pursued, imposing a penalty, or submitting it to the Disciplinary Council.
General Rules

Article 45 The cases on which no stipulation has occurred in these regulations shall be submitted to the Council to decide on them.