



Qatar University Faculty Bylaws

Drafted on 12 March, 2019

Sixth Revised Issue

In accordance with the review by Qatar University's Board of Regents in its third meeting of the academic year 2018-2019.

Table of Contents

8	Chapter One
8	Definitions
8	Article 1
10	Chapter Two
10	Jobs Planning and Organization
10	Article 2
10	Article 3
10	Article 4
10	Article 5
10	Chapter Three
10	Appointment
10	Article 6
11	Article 7
11	Article 8
11	Article 9
11	Article 10
12	Chapter Four
12	Employment Contracts
12	Article 11
12	Article 12
12	Article 13
12	Article 14
12	Article 15
12	Article 16
12	Article 17
12	Article 18
13	Chapter Five
13	Probation Period/Tenure
13	Article 19
13	Article 20
13	Article 21
13	Chapter Six

13Salaries, allowances, bonuses and other job benefits

13 Article 22

13 Article 23

14 Article 24

14 Article 25

14 Article 26

14 Article 27

14 Article 28

14 Article 29

15 Article 30

15 Article 31

15 Article 32

15 Article 33

15 Article 34

15 Article 35

16 Article 36

16 Article 37

16 Article 38

17 Article 39

17 Article 40

17 Article 41

18 Article 42

18 Article 43

18 Article 44

18 Article 45

18 Article 46

18 Article 47

19 Article 48

19 Article 49

19 Article 50

19 Article 51

19 Article 52

19 Article 53

19 Article 54

19 Article 55

19 Article 56

20 Article 57

20 Article 58

20 Article 59

20 Article 60

20 Article 61

20 Article 62

20 Article 63

20 Article 64

20 Article 65

21 Article 66

21 Article 67

21 Article 68

21 Article 69

21 Article 70

22 Article 71

22 Article 72

22 Chapter Seven

22 Scholarships, Training and Development

22 Article 73

22 Article 74

22 Article 75

22 Article 76

22 Article 77

23 Article 78

23 Chapter Eight

23 Performance Development and Review

23 Article 79

23 Article 80

23 Article 81

23 Article 82

23 Article 83

24 Article 84

24 Article 85

24 Article 86

24 Article 87

24 Article 88

24 Article 89

24 Article 90

24 Article 91

25 Article 92

25 Article 93

25 Article 94

25 Chapter Nine

25 Promotions

25 Article 95

25 Article 96

25 Article 97

26 Chapter Ten

26 Transfer, assignment and Secondment

26 Article 98

26 Article 99

26 Article 100

26 Article 101

26 Article 102

26 Article 103

27 Article 104

27 Article 105

27 Article 106

27 Article 107

27 Article 108

27 Chapter Eleven

27 Leaves

27 Article 109

28 Article 110

28 Article 111

28 Article 112

29 Article 113

29 Article 114

29 Article 115

29 Article 116

29 Article 117

30 Article 118

30 Article 119

30 Article 120

30 Article 121

30 Article 122

31 Article 123

31 Article 124

31 Article 125

31 Article 126

31 Article 127

32 Article 128

32 Article 129

32 Article 130

32 Article 131

32 Article 132

32 Article 133

32 Article 134

32 Article 135

33 Article 136

33 Article 137

33 Chapter Twelve

33 Faculty General Duties

33 Article 138

33 Article 139

33 Article 140

34 Article 141

34 Article 142

34 Chapter Thirteen

34 End of service

34 Article 143

35 Article 144

35 Article 145

35 Article 146

35 Article 147

35 Article 148

36 Article 149

36 Chapter Fourteen

36 End of Service gratuity

36 Article 150

36 Article 151

37 Chapter Fifteen

37 General Provisions

37 Article 152

37 Article 153

37 Chapter Sixteen

37 Transitional Provisions

37 Article 154

Chapter One

Definitions

Article 1

In applying the provisions of this policy, the following words and expressions shall have the meanings herein assigned, unless the context states otherwise:

University:	Qatar University
The Board	Board of Regents of Qatar University
Board Chairman:	Chairman of Board of Regents
President	President of Qatar University
Vice-President:	Vice-President of the University. He is responsible for managing one of the University sectors, in accordance with the approved organizational structure, duties, and responsibilities.
Dean:	Dean of the College. He is directly responsible for managing the college, in accordance with the approved organizational structure, duties, and responsibilities.
Academic Calendar:	It includes dates of final exams, dates of start and end of official vacations, dates of early registration, dates of add /drop period, calendar of summer semester. The academic calendar must be approved by University Board of Regents.
Basic Salary:	It is the amount of money earned by the faculty in accordance with his specified financial grade. This is in addition to any other accrued periodic increases, excluding any other bonuses, allowances, or benefits based on the approved salaries schedules Nos. 1 and 2 attached to these Bylaws.
Net Salary:	Basic salary in addition to all allowances, bonuses and approved benefits based on

	determined provisions of policies or the employment contract.
Medical Entity:	Health centers, hospitals and licensed clinics.
Competent Medical Entity:	Medical entity designated by the competent health authority responsible for public health affairs in the country.
Fiscal Year:	The period of time determined by the Law of the Financial System of the State of Qatar.
Academic Year:	It includes academic semesters: Fall, Winter and Spring, in addition to summer semesters.
Organizational Structure:	The administrative organizational structure which illustrates the units, departments and sectors. It also specifies the administrative order of the institution.
Members of Administrative Academic Staff:	<p>The academic administrative positions include</p> <ul style="list-style-type: none"> • Deans • Directors of University Programs • Associate Deans العمداء المساعدين • Deans Assistants مساعدي العمداء • Heads of Departments • Directors of Academic Programs and Units • Coordinators of Academic Programs (Undergraduate and Graduate Studies).

Chapter Two

Jobs Planning and Organization

Article 2

The University performs optimal investment of available human resources to achieve its goals, develop the individual capabilities of faculty members, and create work environment that motivates distinctive productivity, innovation, collaboration and engages faculty in developing work patterns and teaching and research methodologies.

Article 3

Colleges, departments and research centers prepare their faculty employment plan based on the University's instructional and research needs.

Article 4

Faculty ranks and titles include the following categories:

- Professor, Research Professor, Clinical Professor.
- Associate Professor, Research Associate Professor, Clinical Associate Professor.
- Assistant Professor, Research Assistant Professor, Clinical Assistant Professor.
- Lecturer, Post-doctoral researcher, Participating Researcher, Clinical Lecturer.
- Teaching Assistant, Research Assistant, Clinical Teaching Assistant.
- Academic Advisor, Librarian, Learning Support Specialist and the likes.

Article 5

The University reviews the organizational structure systematically in the light of its vision, mission and strategic plan.

Chapter Three

Appointment

Article 6

Appointment of faculty must be within the actual needs of the University, and priority is given to Qatari faculty members who satisfy the requirements and conditions of taking the job. The University adopts objective criteria in the process of appointment, based on teaching and research competencies.

Article 7

Appointment authority lies in the hand of the following bodies:

1. Board of Regents has the authority over the following appointments:

- University President.
- Vice-Presidents, based on a recommendation by the University President.

2. University President has the authority over the following appointments:

- Deans: upon a recommendation by the Vice-President.
- Directors of University programs: upon a recommendation by the Vice-President.
- 3. Respective University Vice-President has the authority over the following appointments:
 - Associate Deans, and Deans' Assistants.
 - Heads of academic departments, and directors of programs and centers.
 - Non-Qatari faculty members.

Article 8

Qatar University recruits new faculty members by offering competitive financial offers, compared to universities offers in the neighboring countries, taking into consideration consistency in relation to salaries and the teaching load with other faculty members.

Article 9

Qatari faculty member is appointed upon a decision issued by the President, based on recommendations of Qatari Employment Committee. Qatari Faculty member's work contract is open-ended but subject to Qatar University's policies and regulations.

Article 10

The University maintains a file for each faculty member, which contains all appointment reasons and documents, and all decisions issued in this regard from the start of employment until its end.

The faculty member must notify the University of any change of his marital status, personal data, or contact details.

Chapter Four

Employment Contracts

Article 11

Based on the approved academic regulations, Qatar University adopts the following types of faculty employment contracts:

1. Permanent contracts (open-ended contracts).
2. Ordinary contracts (from one year to four years).
3. Rolling contracts (for four years and renewed annually).
4. Special contracts (conditions and period of the contract are determined by University President, and approval of the Chair of University Board of Regents).

Article 12

Department of Human Resources shall use contract forms Approved by the President.

Article 13

Faculty members work according to an employment contract written in both Arabic and English, which specifies date of commencement of work, type and place of work, salary and work conditions. In all cases, the contract shall not conflict with the work offer previously approved.

Article 14

In case of difference or discrepancy between the Arabic and English versions, the Arabic version shall prevail and be paramount.

Article 15

Adjustments effected on the contract items by the University are not binding to the faculty member if not approved by the faculty member.

Article 16

Renewal of faculty work contracts runs with the consent of the respective Vice-President. In case of renewal, no probation period is required.

Article 17

Faculty members shall not work for other parties or offer paid services, without the written consent of the direct superior, the dean/director of the center, and of the respective Vice-president.

Article 18

Retired Qatari faculty members can be hired in accordance with the applicable policies.

Chapter Five

Probation Period/Tenure

Article 19

The newly appointed faculty member spends a Probation period of one academic year (except for annual work contracts), starting from the date of commencement of the job, during which his suitability for the job is evaluated, through a report approved by the respective Vice-President.

The faculty member cannot be assigned/transferred or seconded during the Probation period.

The faculty member shall be notified of the result of the Probation period during the specified date in the academic bylaws. If the faculty member does not pass the Probation period successfully, the respective Vice-President issues a decision terminating his service, without receiving an end of service benefit.

Article 20

If the Probation period elapses successfully, or without notifying the faculty member in writing that his service is terminated, the faculty has tenure in his position, and the Probation period shall be counted as part of the service period.

Article 21

The faculty member may resign during the Probation period by a written notice addressed to his immediate boss, at least fifteen days before expiry of the Probation period, in which case the faculty member is required to continue carrying out his duties until the end of the academic semester.

Chapter Six

Salaries, allowances, bonuses and other job benefits

Article 22

Salaries of faculty members are determined in accordance with the applicable salaries schedules.

Article 23

- The faculty member, who assumes an administrative/supervisory role in addition to his/her teaching duties, is entitled for an administration allowance, paid monthly in accordance with the applicable administration allowance schedule.

- The faculty member, who assumes acting supervisory duties, is entitled for an administrative allowance, paid monthly according to the mentioned categories in the applicable administration allowance schedule.

Article 24

In case of assigning the faculty member for more than a supervisory duty, he deserves the higher administration allowance only, and shall not receive more than one allowance.

Article 25

All new faculty members may request a loan, equivalent to a one-month salary and refundable within 3 months.

Article 26

Qatari faculty member, who passes the probation period successfully, can get a loan, guaranteed by faculty's gross salary for any of the following reasons:

- Marriage of the applicant or marriage of any of his/her sons or daughters
- Car loan
- Living expenses loan

Loan amount will be five times the faculty's basic salary amount, and the marriage loan will be. 100,000.00 QR (one hundred thousand Qatari Riyals) for all categories of Qatari faculty members. It is not permissible for the faculty to have two marriage loans.

Article 27

- The Qatari faculty can request a renewal the car loan on condition that he has paid 50% of the previous loan amount, or after two years of obtaining the previous loan.
- The non-Qatari faculty member can request a renewal of the car loan on condition that he has settled the previous loan in full.

Article 28

The Qatari faculty member can request a renewal of living expenses loan, on condition that he has paid 30% of the previous loan amount.

In all cases, a set-off must be done between the new loan assigned for the faculty and the outstanding amount of the previous loan.

Article 29

The loan amount of the Qatari faculty is reimbursed from faculty's salary on a monthly installments deducted from the faculty salary within a period not exceeding five years or from the end of service compensation, whichever comes first. Deduction begins starting from the next month following the date of the loan Disbursement.

Article 30

The non-Qatari faculty member can be granted, after passing the probation period, a car loan, without interest, the amount of which shall not exceed 60,000. (sixty thousand Qatari riyals), to be recovered on monthly installments over a three –year period, or from the end of service benefits, whichever comes first.

Article 31

The faculty member or his/her heirs are exempt from paying back the outstanding loan amount or the remaining balance in the following two cases:

1. Death of the faculty member, or suffering from full or partial disability upon a medical report by the competent authority.
2. General disasters.

Article 32

The newly appointed faculty member is eligible for an economy-class air ticket on his first trip to Doha, for himself, spouse, and three of his children who are less than eighteen years from faculty's city of residence. The University undertakes to bear the expenses of obtaining an entry and residence visa for the faculty and his/ her family. If the faculty member buys travel tickets upon the University's request, the University will pay the amount of the tickets against the official invoices submitted by the faculty member.

Article 33

The University will contribute to paying the expenses of luggage shipment of newly appointed faculty on their first arrival to the country and on their final departure according to the approved schedule.

Article 34

Luggage allowance is applied upon employing new arrivals of expatriate faculty members (and their husbands/wives), and payment will be paid against approved invoices. Payment is done once only upon arrival and departure, according to the approved schedule. In case both the husband and the wife work for the University, the allowance is paid for one of them only.

Article 35

The non-Qatari faculty member is not eligible for luggage transportation allowance upon end of service in the following cases:

- Sponsorship transfer.
- Quitting the job without approved resignation
- Termination of service due to absence from job.

- If the husband or wife is entitled for luggage transportation allowance upon departure from another governmental body.
- Faculty members on a local contract are not eligible for a luggage transportation allowance, neither on appointment nor at end of service.

Article 36

The University provides either temporary or permanent accommodation for faculty members.

Article 37

The University provides temporary guest accommodation for new faculty members (for a maximum of three months) until permanent accommodation is available or an accommodation allowance is paid.

Article 38

Accommodation allowance for new faculty members is paid only after completing the procedures of temporary accommodation handover. The University pays an accommodation allowance according to the following conditions:

- The University chooses either to allocate a suitable accommodation being a specific benefit, or to pay accommodation allowance in cash according to the applicable schedule.
- If the faculty's wife/ husband works for any of the governmental ministries, entities, institutions, agencies, or for companies in which the State possesses a minimum of 51% of its capital; and if any of the said employers provides accommodation or accommodation allowance in cash, the non-Qatari husband/wife is not entitled for accommodation or accommodation allowance from the University. The Qatari employee is eligible for the assigned allowance for the 'single' category.
- The divorced female employee, after providing a proof of evidence, will be granted the allowance assigned for the 'married' category if she has custody of the children by a court decision.
- The widower employee, after providing a certificate of proof, is offered the allowance assigned for the 'married' category if she has children.
- In case both the husband and wife work at Qatar University, the one with the higher eligibility gets the accommodation allowance.
- In the event that one of the spouses' services ends with University, the accommodation allowance will be paid to the partner whose work with the University is still valid according to the applicable policies.

Article 39

The faculty member is eligible for a one-time furniture allowance, according to the applicable schedule if a furnished apartment is not allocated to the faculty.

Article 40

The faculty member is not entitled for the furniture allowance if the spouse of the faculty member works for a governmental or governmental-like entity or a body partially owned by the government, and that employer provides the respective spouse a housing allowance.

Article 41

The furniture allowance is deemed set off over four years (48 months), after which such furniture will be the property of the faculty. Should the Faculty's service end, or should s/he resign before the elapse of four-year period, the remainder amount of the furniture allowance will be proportionally deducted as follows:

1. Upon completion of a one- year service, 25% of the amount of furniture allowance is offset, and the faculty member is required upon departure to pay 75% to the University.
2. Upon completion of two full years of service, 50% of the amount of the furniture allowance is offset, and the faculty member is required upon departure to pay 50% to the University.
3. Upon completion of three full years of service, 75% of the amount of the furniture allowance is offset, and the faculty member is required upon departure to pay 25% to the University.
4. Upon completion of four years of service, 100% of the amount of the furniture allowance is offset , and the faculty member is not required to pay any amount to the University on his/ her departure.
5. The part of the year is divided proportionally, and the remainder amount will be deducted from faculty's end of service gratuity , or the faculty member is required to settle the remainder amount directly.
6. The University does not return or buy any furniture from the faculty member in case of resignation or termination of contract.
7. If a faculty member, who worked for QU before, returns to work for the University again, the faculty is entitled for the furniture allowance if eligible for that allowance according to terms of article 38 of this policy.
8. The President may exempt the faculty from offsetting the remainder amount of the furniture allowance.

Article 42

The faculty member is entitled for children education allowance according to the approved schedule. Schooling fees cover the following items:

- School fees (including registration fees) as approved by the Ministry of Education and Higher Education.
- Value of the curriculum required textbooks.
- Fees of school transportation provided by the school.

Article 43

School fees are refundable upon submission of school invoices along with the original copy of payment receipts, which have to be issued by the school, under the name of the faculty member only.

Article 44

The University pays tuition fees for children as of the first elementary grade until the age of eighteen. Fees entitlement will commence as of the first semester in which the child is registered in the first elementary grade.

Article 45

In case both husband and wife are faculty members at the University, one of them is entitled to get an allowance for children schooling.

Article 46

If the faculty member resigns before end of the academic year in which faculty's children schooling tuition fees were paid by the University, a proportional percentage of the paid amount will be deducted from faculty's end of service benefits equivalent to the remaining period of the academic year. If a faculty's service is terminated, no deductions will be made.

Article 47

The faculty member (husband or wife) is entitled for tuition fees allowance if his/her employer does not pay children tuition fees. In this case, the employee must submit a letter issued by the relevant employer stating that tuition fees are not paid. The faculty must submit an undertaking that s/he will notify the University as soon as s/he receives children's tuition fees from another employer. If the faculty member happens to receive tuition fees for children based on incorrect information, the University reserves the right to recover the amount paid based on that information, in addition to subjecting the respective faculty to disciplinary measures.

Article 48

Faculty members on scholarships by Qatar University are entitled for tuition fees allowance for accompanying children according to the decision approved by University Board of Regents.

Article 49

The faculty member is entitled for a monthly transportation allowance according to the applicable schedule.

Article 50

University President and Vice-Presidents are entitled for a car allowance upon appointment or renewal of appointment, paid each four years, provided that transportation allowance stops to take effect starting from the date the car allowance is disbursed.

Article 51

A transportation allowance is paid for faculty members,, unless the University provides transportation to and from work.

Article 52

Telephone allowance is paid monthly according to the applicable schedule.

Article 53

Upon the Summer vacation, the non-Qatari faculty member, his wife, and three of his children who are under the age of eighteen, are entitled, for annual travel tickets as stated in their contracts, provided that his family resides in the state of Qatar.

Article 54

The non-Qatari faculty member is eligible to obtain the value of the travel tickets due for him and his family in cash without necessarily using them for travel. Air ticket fare is calculated according to Qatari Airways declared fares.

Article 55

The travel tickets amount is paid according to faculty's country of origin mentioned in the employment contract at the start of appointment.

Article 56

In case non-Qatari husband and wife work at the University or at any of the governmental ministries, entities, institutions, other governmental agencies or companies in which the state holds at least 51% of its capital, travel tickets offered to one of them will render the other spouse non-eligible for air tickets.

Article 57

If the faculty member moves to work for another employer in the State of Qatar and such move entails end of his service at the University, the non-Qatari faculty member is not entitled for the travel tickets assigned to him and his family.

Article 58

The Qatari faculty member is entitled for an annual travel tickets allowance equivalent to a month and a half of the basic salary. S/he will not be entitled for this allowance in case s/he spends (or benefits from) a leave longer than one year, except for sick leave.

Article 59

In case the husband and wife are Qataris employed by the University, both of them are entitled for an annual air- ticket allowance equivalent to one month and a half of the basic salary.

Article 60

The Qatari faculty member is entitled for a monthly social allowance, according to the schedule approved by the University Board of Regents.

Article 61

If both spouses work for the University, or for ministries, entities, institutions, other governmental agencies or companies, in which the state holds at least 51% of its capital, the allowance assigned to the 'married' category is granted to the one who is entitled for the higher allowance, and the other is granted the allowance assigned to the “ single” category.

Article 62

The divorcee is granted the allowance assigned to the 'married' category if she is the custodial parent upon a court verdict.

Article 63

The President may grant a special allowance to attract highly competent and well-experienced faculty members to fulfill job needs and requirements, based on the academic rank of the faculty member and the job roles assigned to him/her according to the decision of the Board of Regents.

Article 64

The faculty member is entitled for a representation allowance if delegated on an official mission abroad upon a decision by the President or any other authorized party.

Article 65

A daily representation allowance is paid to the faculty member according to the applicable schedule (not exceeding thirty days per one mission). If the faculty member is hosted by the country or by the entity to which s/he is delegated, then, s/he is entitled for half of the determined representation allowance.

Article 66

If the mission period exceeds one month, the faculty member is entitled for half of the determined representation allowance for the said extra period.

Article 67

The University bears registration and visa fees needed to accomplish the official mission.

Article 68

If the faculty member is delegated on two consecutive official missions abroad and the time interval between the two missions does not exceed two days, the two missions are deemed as one integrate , and the interval (one day/two days in between) is incorporated and counted as official mission days.

Article 69

The faculty member assigned for an official mission abroad has the right to leave the state before the start date of the mission, and to leave the mission headquarters and return to the state after end of mission, according to the specified periods in the following table:

Destination	Days of travel and return
GCC Countries	one day before the mission and one day after .
Countries of North and South America, Australia, New Zealand, Japan and North and South Korea.	three days before the mission and three days after.
Other countries.	two days before the mission and two days after.

Article 70

Type of travel tickets offered to the faculty member delegated on an official mission abroad are as follows:

- First class: holders of administrative roles (President, Vice-President, Assistant Vice-President, Dean of College).
- Business class: For holders of professional roles (Professor, Associate Professor, Assistant Professor, Lecturer, Teaching Assistant or whoever is in this capacity).
- First class travel tickets are offered for all members of delegation regardless of their job grades, if University President is the head of delegation.

Article 71

Qatar airways are to be used for all official travels of University if Qatar Airways flies to the official mission destination. Faculty member may request cash payment of the allocated travel tickets.

Article 72

The faculty member has the right to change the travel class assigned to him by the University or taking a different route other than the route specified by the University to reach the destination, provided that the faculty member bears alone all additional expenses and outcomes resulting of that change.

Chapter Seven

Scholarships, Training and Development

Article 73

The University, based on its plan for national capacity building, sends teaching/research assistants to pursue their graduate studies study abroad.

Article 74

Scholars are entitled for the allowances and benefits in accordance with applicable financial regulations.

Article 75

Upon the consent of the President, a faculty member can be delegated on a scholarship with or without a salary for a period not exceeding two academic terms. Period of the scholarship is to be dedicated to conduct scientific research or join a training program, according to the rules and controls set by the University.

Article 76

The University may send the newly PhD holders of faculty members to join the post-doctoral researcher program with a salary and a monthly grant equivalent to the grant scholars obtain for one year, renewable for another year upon the consent of the Vice-President for Academic Affairs.

Article 77

The University is committed to provide training and development opportunities for its faculty members based on the need of University and in accordance with the requirements of review and development of performance. The University is also committed to building national capacities in terms of faculty, and providing training and developing opportunities to that end.

Article 78

The University is committed to supporting the faculty members to participate with research papers in the scientific and professional conferences approved by the University. Financial support is paid based on the approved schedule and depending on funds availability.

Chapter Eight

Performance Development and Review

Article 79

The University is committed to develop and review faculty performance systematically to ensure the quality of the instructional process.

Article 80

Evaluation of the faculty member is done in accordance with the applicable academic bylaws, and University policy on performance development and review.

Article 81

If a faculty member is on secondment within the country, his/her annual performance evaluation will be carried out by the entity where the faculty spends the longer period. If the two periods spent in and beyond the University are equal, then the University does the respective evaluation provided that the external entity sends an evaluation of his/ her performance of the period spent thereof, which will be used for guidance purpose only.

Article 82

Appraisal of faculty member, who is on the Academic Scholarship Program, is conducted according to the applicable academic bylaws and University policy on performance development and review

Article 83

A faculty member shall , by default, receive appraisal score as “ expected” in the following cases:

1. If the faculty member is on paid leave for a period exceeding one academic year.
2. If the faculty member is on Post-doctoral researcher scholarship, or on a scholarship to conduct research, or on a training course for a period exceeding one academic year.
3. Secondment to work abroad for a period exceeding one academic year.
4. Membership in the Central Municipal Council.

If the faculty's previous appraisal score before the leave, scholarship, secondment, or membership reads "exceptional" or "more than expected", faculty's appraisal score will be identical to the said score of the previous year.

Article 84

Performance of faculty members, whose appraisal score is less than "Expected", will be subject to the academic bylaws and governing policies in this regard.

Article 85

The University is committed to systematically develop and review the performance of its administrative academic staff to ensure the quality and effectiveness of the academic administration of the University.

Article 86

The faculty member has the right to appeal the performance development and review report according to the academic bylaws and their regulatory policies.

Article 87

The faculty member is entitled for the annual allowance added to the basic salary, based on his appraisal score or any other criteria determined by the University.

Article 88

The faculty member is entitled in the first year of appointment for an annual allowance, based on the period s/he spent since the commencement of his/ her job.

Article 89

If a faculty member's salary reaches the maximum level of his/her grade, or if the annual increase results in exceeding that level, then, the employee receives, instead of the annual allowance, an allowance that renders the salary reach the maximum level. This in addition to a bonus in compensation of the uncalculated part of the annual allowance but without being part of the basic salary.

Article 90

Qatari faculty members, who retire before the annual review of performance, receive the salary increase effective from the day prior to the retirement date. The increase is counted in such a way that matches the date of budget allocated to the previous annual review and its percentage. If the employee actually receives the maximum amount of his/her employment salary, then the faculty member is granted a retirement bonus equivalent to the amount of the annual allowance X 12.

Article 91

The faculty member appointed as a visiting faculty for an academic semester or for an academic year is not entitled for an annual bonus.

Article 92

The Board of Regents determines the annual benefit of the University President, and the University President determines the percentage of faculty annual allowance.

Article 93

The President may reward faculty members who perform major projects or tasks with high performance levels that exceed expectations, or who have done tangible contributions, or achieved a remarkable saving in expenses or contributed to improving the general image of University, provided that the reward does not exceed the gross monthly salary of faculty member. This reward shall not be granted more than twice in a fiscal year and shall be well justified. In all cases, this reward shall not be granted if the financial item is not available in the budget.

Article 94

The University may grant awards for academic excellence in teaching, research, and community service. It may also grant awards based on the applicable policies.

Chapter Nine

Promotions

Article 95

The University establishes a system for academic promotions of faculty members in line with the applicable academic bylaws, and the respective regulatory policies in this regard.

Article 96

The faculty member has the right to apply for promotion to the higher academic rank, if s/he satisfies all the conditions of that rank. Promotion procedures shall take place according to the academic policies applicable to that end.

Article 97

If the faculty member is promoted to the higher academic rank, then he is entitled a financial increase to the basic salary according to the approved schedule.

Chapter Ten

Transfer, assignment and Secondment

Article 98

While considering provisions of these policies, the faculty member may be transferred from the University to another governmental entity for the sake of public interest, provided that both relevant entities approve that. In- house transfer from a job into another can take place upon a decision by the President in accordance with the applicable procedures.

Article 99

The faculty member can only be transferred to a job vacancy identical to his current grade, provided that s/he fulfills its requirements. Such a transfer shall not prejudice the rights of the faculty member at the time of transfer, except for what is related to the nature of job.

Article 100

A Faculty member may be assigned to another job at the University or to any other governmental entity. Assignment in such a case, takes place upon a request from the entity to which he is delegated, and upon approval of both relevant superiors. Assignment will be for a period not exceeding one year, but renewable for another similar period/periods.

Article 101

The University pays the basic salary of the Assigned faculty member and all dues associated with his original job during the assignment period. The entity to which the faculty member is assigned bears the assignment allowance.

Article 102

Upon a decision by the President, and upon the consent of the faculty member, the latter may be assigned to an entity affiliated with Arab, foreign governments, or international organizations. And upon a decision by the President, a faculty member can be assigned to the said parties, and the University will continue to pay the gross salary to the assigned faculty member, in part or in full, in addition to all other dues and benefits of his/her University employment in accordance with the public interest.

Article 103

The assigned faculty member is entitled for an assignment allowance according to the approved policies.

Article 104

The assigned faculty member is administratively affiliated with the entity to which s/he is assigned in terms of supervision, guidance, and disciplinary procedures, in matters related to his/her job thereof.

Article 105

Assignment comes to end by the time the assignment period ends, or when the mission, to which the faculty member is assigned, is over. The University and the hosting entity may terminate the assignment, provided that the faculty member and the other party are notified at least one month prior to the date set for end of assignment.

Article 106

The President may decide to second a Qatari faculty member, upon his / her consent, to any governmental entity, or to companies in which the state holds shares, sport institutions, private institutions with a public interest, societies and their equivalents, companies whose shares are open for public subscription, for a period of one year renewable for another similar period/periods.

Article 107

The entity, to which the faculty member is seconded, shall pay her / his salary along with all due allowances and its respective financial benefits.

Article 108

The secondment and assignment period is calculated in the actual service period of the faculty member, and his/her entitlement for allowances and promotion.

Chapter Eleven

Leaves

Article 109

Leaves of faculty members are as follows:

1. Annual leave.
2. Casual leave.
3. Sick leave.
4. Maternity leave.
5. Parenting leave for Qatari children.
6. Pilgrimage (Hajj) leave.

7. Marriage leave.
8. Legal waiting period.
9. Bereavement leave
10. Husband accompanying leave
11. Unmarriageable person (Muhram) leave.
12. Compassionate care leave
13. Sabbatical leave.
14. Scholarship leave.
15. Unpaid leave.

Article 110

The faculty member is entitled for an annual leave with a gross salary according to the approved academic calendar. If a faculty member assumes employment during the academic year or in the beginning of the Spring semester, then, the faculty member is entitled for a proportional leave for the rest of the year, based on the period s/he spent in service effective from the date on which s/he assumed the job.

Article 111

The faculty member is not entitled for an annual leave against the following periods:

1. The probation period if the faculty member resigns or if his service is terminated before end of the academic year.
2. Period of unpaid suspension from work if it exceeds seven days.
3. Period of notification of end of service.
4. Period of imprisonment upon a final court verdict.
5. The leave period exceeding six months, except the sick leave, and any unpaid leave if it exceeds seven days.
6. Period of work interruption

Article 112

A faculty member is eligible for a casual leave for an emergency for a period not exceeding seven working days per year. Faculty member becomes illegible for the casual leave if the academic year, during which this leave is permissible, elapsed.

Article 113

The faculty member, who does not assume work due to his/her sickness, must check with the nearest medical entity for examination and obtain the necessary sick leave report..

The faculty member sick leave must be issued by a medical entity for a period not exceeding three consecutive working days for one time only, and not exceeding 10 days in aggregate per year. If the period of granted leave exceeds 10 days, then the sick leave must be supported by a medical report issued by the competent medical entity.

Article 114

If a faculty member gets sick while outside Qatar on an annual leave or on an official mission, s/he must provide a medical report about his sickness, attested by the diplomatic mission, if any. The faculty member must submit the report to the University upon return so that the University refers her/him to the respective medical entity and determine the duration of the sick leave period that the faculty is eligible for.

Article 115

The relevant medical entity must grant the faculty member, who is suffering from infectious disease, a sick leave, even if the disease does not prevent the faculty from assuming his job, until it issues her/him a recovery report. The medical entity must also ask the University to prevent the faculty member from assuming his work all through the said period. If recovery of the faculty member appears to be hopeless, the relevant medical entity must state that in its medical report.

Article 116

In case of sickness, the faculty member is granted a fully paid sick leave for a period not exceeding one year. If the faculty member does not recover, the competent medical entity grants her / him a sick leave for a period not exceeding another year but with half of the gross salary. If the relevant medical entity confirms the impossibility of recovery and inability to work, the faculty member will be referred to retirement for lack of medical fitness if he is Qatari, and her /his service is terminated if he is non-Qatari.

Article 117

Without prejudice to the provisions of the two previous articles, the faculty member, who undergoes a work injury or an occupational disease, is granted a sick leave with a gross salary for a period not exceeding two years, and the said sick leave will not be deemed part of his sick or annual leaves. If this period ends without recovery, the faculty member is referred to the competent medical entity to determine end of service if s/he is non-Qatari, or to be granted a sick leave for another year with a gross salary if s/he is Qatari. If the second year period ends without recovery, the Qatari faculty will be sent to retirement due to lack of medical fitness.

Work injury, in applying rules of these policies, refers to any injury resulting from an accident while working or because of it, but without faults or negligence by the faculty member, or being infected with any occupational disease.

Any accident which the faculty member undergoes during his travel to work or return from it, is counted equivalent to a work injury without any deviation, lagging, or stopping.

Article 118

If the faculty member becomes sick during the probation period, the period extends as far as the sickness period, provided that the sickness period does not exceed the time span of the probation period. To be eligible for a sick leave, the faculty member must get a medical report from the relevant medical entity.

If a maternity leave, or a legal waiting period leave occur during the probation period, they will not be counted in the probation period.

Article 119

The maternity leave is granted with a gross salary for a two - month period which will not be calculated from the other leaves, on condition that delivery is affirmed by a medical report or a true copy of the child's birth certificate. In case of twins, the period of leave will be for three months.

Article 120

A Compassionate care leave with a gross salary can be granted to Qatari faculty members to take care of children with disabilities or who suffer from disease that necessitate presence of their mother according to a report from the competent medical authority along with the President's approval, for a period of a maximum of five years. If the wife/husband works for ministries, boards, institutions, other governmental bodies, or companies in which the state owns not less than 51% of its capital, and that respective employer grants an unpaid leave, the wife/husband is not entitled for a paid leave in such a case.

Article 121

A Pilgrimage leave (Hajj leave) is granted for one time only all through the faculty's employment for a period of twenty-one days with gross salary. This leave is not counted from the annual leave.

Article 122

A Fifteen -day marriage leave is granted with a gross salary, provided that the recipient of the leave provides a true copy of the marriage certificate.

Article 123

The widow is granted a legal waiting period leave with a gross salary for four months and ten days from the date of the husband's demise or until delivery if she is pregnant.. Such period is not counted from her other leaves. The female faculty member or her representative must notify the University on her husband's demise along with any respective demise proof.

Article 124

A Five- day Compassionate leave with a gross salary is granted on the demise of a spouse or one of her/ his first-degree relatives, and a three –day leave if the deceased is a relative up to the fourth degree. The compassionate leave will be for seven days if the faculty member is obliged to travel abroad.

Article 125

A Faculty member may take an unpaid leave to accompany her / his spouse who works for a governmental entity, a state-funded entity, a company in which the State owns shares, or if the spouse joins any of the State's diplomatic corps abroad, or if the spouse is seconded to work or delegated abroad on a mission or scholarship for a minimum of one year.

Period of this leave is counted as part of the period for promotion, and it is not counted as part of the period of end of service benefit.

Article 126

A Qatari faculty member may take a leave with gross salary to accompany his wife or one of his unmarriageable female relatives, in the following cases:

1. Official missions.
2. Training courses.
3. Academic scholarships.

If the leave is more than one month, it will be unpaid leave. If the faculty's wife works for the University, half of the representation allowance is paid to him, in addition to a travel ticket of the same class assigned to his wife.

Unmarriageable female relatives are identified according to the rules of Islamic Shari'a.

Article 127

The President may grant the Qatari faculty member a compassionate care leave with a gross salary to accompany a patient for treatment abroad if the patient's sickness nictitates accompanying people, upon a recommendation by the competent medical

authority. Period of the said leave extends as long as the period needed for the patient's treatment abroad.

Article 128

A leave with a gross salary is granted to the mother to accompany her sick child if hospitalized for treatment in a public or private hospital in the state, provided that the case necessitates that based on a hospital report approved by the competent medical authority.

Article 129

The faculty member has the right to obtain a sabbatical leave in accordance to the applicable academic regulations.

Article 130

In the event that the faculty member is delegated or seconded during the sabbatical leave period, the sabbatical leave and its respective financial matters stop to take effect.

Article 131

Upon approval of the President, a Qatari faculty member can be granted a research /academic leave, paid or unpaid, for a period not exceeding two academic terms. Such a leave is to be dedicated to conduct research or join a training program, according to the rules and terms set by University.

Article 132

The University has the right, as it deems appropriate, and in such a manner that does not jeopardize the University interest, to grant a special unpaid leave to the faculty member according to the applicable policies.

Article 133

The special leave shall not exceed one academic semester. However, it can be extended for other academic semesters if the University deems that necessary.

Article 134

During the special leave period, the faculty member is not entitled for any of the benefits stated in the contract including the accommodation allocated to the faculty member during this leave. Any exception in this regard must be approved by the University President upon a recommendation by the respective Vice-President.

Article 135

A Faculty member does not undergo faculty appraisal process during the unpaid leave, and, therefore, the faculty member is not entitled for the annual appraisal allowance of the leave period.

Article 136

Each faculty member, on return from any of the aforementioned leaves, shall fill out work resumption form in accordance with the HR Department applicable system.

Article 137

- If the faculty member is absent from work without a prior consent, or if s/he resumes work lately after the leave, her/his absence will be deemed unexcused and unpaid, unless the respective faculty member proves that his/ her absence was beyond his/her will.

- Any unjustified absence will be subject to disciplinary procedures that can mount up to end of service, unless the faculty member proves that his absence was beyond his/her will.

Chapter Twelve

Faculty General Duties

Article 138

The University expects that all faculty members will:

- Commit to their job duties set by academic bylaws, conduct with integrity, and comply with the highest criteria of professional and ethical principles.
- comply with provisions of laws and regulations, applicable decisions and systems and implement them.
- Collaborate with superiors and work colleagues

Academic bylaws and faculty code of conduct policy will be applied against violators of the professional and ethical principles, and against those who breaches the rules governing their job duties stated in the academic bylaws.

Article 139

A Faculty member's workload is governed and regulated by the applicable academic regulations and bylaws.

Article 140

The applicable academic regulations regulates the teaching overload and instruction in summer semesters.

Article 141

A Faculty member, tasked with a specific job or duty beyond her/ his scope of work, may be granted a bonus for that job. The University President approves the amount of the said bonus.

Article 142

A Faculty member must avoid any personal activity that may create conflict of interests with University's interests and projects, or that may affect, directly or indirectly, his own interest or the interest of any of his relatives up to the fourth degree.

In the event that there is a conflict of interest that the faculty member has not disclosed, the faculty will be subjected to disciplinary investigation in accordance with the relevant policies.

Chapter Thirteen

End of service

Article 143

A Faculty service ends for one of the following reasons:

- 1- Reaching age of retirement.
- 2- End of work contract
- 3- Resignation.
- 4- Inefficiency of job performance.
- 5- Lack of work permit from respective bodies.
- 6- Lack of medical fitness based on an official medical report.
- 7- Dismissal upon a disciplinary decision.
- 8- Unexcused absence from work for a period exceeding fifteen days.
- 9- Working with a governmental or non-governmental entity without University prior consent.
- 10- Upon a final court verdict against a faculty member in a crime involving breach of honor or trust. If the court verdict includes suspension of penalty or if the verdict is for the first time, end of service will not be terminated unless the University deems the case and its verdict whereabouts a reason behind its decision considering stay of the faculty member contradicts her/his job requirements and nature.

11- Losing Qatari nationality.

12- Death.

13- Public interest (upon the President's recommendation and approval by Chairman of University Board of Regents).

Article 144

Service of the faculty member may be extended with his consent after reaching the designated age for end of service, for reasons related to job needs and requirements. Extension will be year by year, upon a decision by the competent recruitment authority for no more than five years, and upon a decision by Chair of the University Board of Regent for a period longer than that as deemed necessary.

Article 145

A Faculty member may resign from his job by a written notice to his direct superior, six months prior to the last day of work designated by the resigned. The direct superior refers the notification along with her/his respective recommendation to the competent authority. Approval of resignation lies in the hand of the President. Approval of the resignation stipulates that resignation must be in writing, unconditional, and designating the date of the last working day.

Upon approval of the University President, acceptance of resignation of a faculty member may take place, exceptionally, without considering the six months condition, if there are compelling circumstances. In case the six months period is not satisfied, the resigned faculty member is not entitled for end of service benefit for the year in which resignation takes place.

If disciplinary measures are taken against the faculty member, his resignation is not accepted unless a disciplinary decision is issued that does not force her / his dismissal.

Article 146

A Faculty member must keep assuming his work until he is notified on the approval of her/his resignation, or until the issuance of the disciplinary decision stated in the previous article, without jeopardizing the educational process.

Article 147

The faculty member, in case a disciplinary decision of dismissal is issued, has the right to receive his salary until date of notification of dismissal decision, and part of end of service reward can be deducted, according to recommendation of the committee of professional code of conduct and approval of University President.

Article 148

In case of death of the faculty member, the University pays the gross salary of the next three months following the month in which the faculty passed away , in addition to the

total salary of the said month collectively. Amounts mentioned in this article are deemed as a grant and shall not be counted from end of service dues, distressed, or subject to any clearance against amounts due to University from the deceased faculty under whatsoever reason.

Article 149

The University bears the expenses of preparing and transporting the corpse of the non-Qatari faculty member, who passes away during his employment at University to his country, and offers a one-way economy class air- ticket to one of the deceased relatives, to escort the corpse.

Chapter Fourteen

End of Service gratuity

Article 150

A Qatari faculty member, who spends at least one year in University service, is eligible for an end of service gratuity, counted as follows:

- 1- The basic salary of one month for each year of service for the first five years.
- 2- The basic salary of a month and a half of each year of service for the following five years.
- 3- The basic salary of two months of each year of service for any other following years.

For the faculty member to be eligible to receive this gratuity, Faculty member must not be entitled for a pension salary in accordance with the provisions of Law (24) of the year 2002, on retirement and pensions, unless his actual service period exceeds twenty years and less than 30 years. In this case, in addition to his accrued pension salary, a one-month basic salary for each year beyond the twenty years is paid to him/her. If such period exceeds thirty years, the gratuity will be counted on the basis of a two-month basic salary for each year beyond the thirty years period. Provision of this article comes into force effective from 6/3/2003.

The latest basic salary of the Qatari faculty member constitutes the basis for counting end of service gratuity. Unpaid leave is not counted as part of the period of end of service benefit gratuity.

Article 151

- The non-Qatari faculty member, who has spent a minimum of one year service at the University, is eligible for end of service gratuity, on the basis of a basic salary of one month for each year of service for a maximum of ten months, all through the period of his service at University, whether it is continuous or discontinuous.
- The latest basic salary of the non-Qatari faculty member constitutes the basis for counting end of service gratuity.

- A Faculty member is eligible for the end of service gratuity of any part of the year, proportionately.
- The unpaid leave is not included in the period of end of service gratuity.

Chapter Fifteen

General Provisions

Article 152

The University provides health care for faculty members and their families, according to the applicable health system in the country, in addition to private health insurance, approved by University Board of Regents.

Article 153

If a faculty member passes away, or becomes fully or partially disabled while performing his job or because of it, s/he or his/her heirs are entitled, as the case is, for death or work injury compensation as follows:

1- For death and full disability, compensation will be equivalent to the total salary of the faculty member for two years, or the legally determined blood money, whichever is higher.

Death resulting out of stress, or work fatigue, is deemed as work injury if confirmed by a report issued by the competent medical authority.

2- For partial disability, compensation is calculated by a percentage of the full disability compensation, equivalent to the partial disability to the full disability, in accordance with the decision of the competent medical authority.

Chapter Sixteen

Transitional Provisions

Article 154

The actual service period for which end of service gratuity was paid to Qatari faculty who are on employment, when this law comes into force, or to those who retired after 6/3/2003, or cleared in accordance with Law (24) of the year 2002, will be deducted from the period of service against which end of service gratuity is counted. In this case, counting end of service gratuity will be according to the applicable principles in force on 5/3/2003, and on the basis of the latest basic salary of the faculty when s/he retired, or upon clearance of the end of service gratuity.