




Asrat Woldeyes Health Science Campus

Academic Staffs Handbook

FIRST Edition

	DBU, Asrat Woldeyes Health Science Campus, Clinical Service and Academic Quality Assurance and Innovation Corporate Directorate	Effective Date: 11-10-2024	
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Preamble

Welcome to Asrat Woldeyes Health Science Campus (AWHSC)!


This Academic Staff Handbook has been created to provide you with important information about the institution, policies, and procedures. It is designed to guide you through your role as an academic staff member and ensure that you have a successful and fulfilling experience.

Please note that this Academic Staff Handbook is a general guide and may not cover every aspect of your role. It is important to familiarize yourself with your specific department's policies and procedures, which will be provided by your supervisor or department head.

We wish you a successful and rewarding career at AWHSC. This handbook is prepared as the first version for AWHSC. During preparing of this document, the university legislation and different policies, international academic staff handbooks were referred.

We hope you find this Handbook helpful and informative about the institution as all.


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ABBREVIATIONS/ACRONYM

AWHSC	Asrat Woldeyes Health Science Campus
DBU	Debre Berhan University

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1. Introduction

1.1. Background


Debre Berhan University (DBU) is one of the second-generation universities established in 2007 G.C at Debre Berhan town. It was established in the 600 years old historical town Debre Berhan town which is located in Amhara National Regional State of North Showa Administrative Zone 130 km far from Addis Ababa –the capital of Ethiopia.

Since its establishment, DBU has been contributing a lot for the nearby community in particular and the country in general. When it started the teaching learning process, there were only 725 students in one faculty, i.e., Faculty of Education, with 68 instructors and 7 administrative staff. Surprisingly, now there are above 20,000 students in the regular, extension, summer, and distance programs. There are 54 undergraduate programs under nine colleges, in one campus and 64 post graduate programs along with 5 PhD program. In addition, the University has been undergoing training based on the new education road map which is started as of September, 2019 G.C.

Debre Berhan University has been expanding its campus, Professor Asrat Woldeyes Health Science Campus in Debre Berhan town and engineering college expansion around Angolela. Asrat Woldeyes Health Science Campus Inaugurated and has begun teaching and learning activities. Hakim Gizaw Memorial Hospital also started executing its duty arranging modern technologies which enhance the medication process and helps to satisfy the patients. Engineering college expansion and Mehal-Meda Highland Agriculture & Tourism Research Centre are under construction.

With the efforts of the university community and stakeholders, DBU envisions to produce competent graduates, to solve community problems through scientific research and indigenous knowledge in 2030. To do so, it is undertaking massive organizational activities to further enhancing its institutional capacity on areas of producing competent graduates, conducting problem solving research and offering community and consultancy services. In addition the university research areas focuses mainly on indigenous knowledge and strives to be centre of

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excellence in high land agriculture, herbal medicine and technologies as Debre Berhan is a hub to many industries.

At present, the university is staffed with 1368 academic staff (256 of them are on study leave), 1630 administrative staffs including technical workers. DBU will also continue its endeavour to strengthen its partnership with the local communities as well as with different government and non-government organizations to achieve its vision.

DBU will also continue its endeavour to strengthen its partnership with the local communities as well as with different government and non-government organizations to achieve its vision.

1.2. Mission, vision, and core values of Debre Berhan University

Vision:


- Debre Berhan University aspires to be one of nationally leading universities in practice-oriented teaching and research by 2030.

Mission:

- To prepare knowledgeable, skilled and attitudinally matured graduates for the job market and entrepreneurship by providing practice-oriented education.
- To enhance and promote applied research focusing on innovation and technology transfer to create sustainable and knowledge-based industries and societies.
- To establish strategic partners to strengthen practice-oriented education, research and community engagement.

Core Values

- Common vision
- Diversity
- Democracy
- Quality service
- Good manners
- Working collaboratively

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1.3. Significance of the Handbook

The objective of an academic staff handbook is to provide clear and comprehensive guidance to academic staff members on the policies, procedures, expectations, and resources relevant to their roles within the institution. The handbook serves as a reference tool and a means of communication, ensuring that academic staff members are aware of their rights, responsibilities, and the support available to them. The primary goal of the academic staff handbook is to ensure that faculty and staffs are well-informed about their rights, responsibilities, and the policies and procedures that govern their employment and professional activities within the academic setting.

1.4. Academic staff handbook objectives

The objective of the Academic staff handbook is to provide comprehensive and clear guidelines, policies, and procedures that govern the roles and responsibilities of academic staff within the institution. It aims to ensure that academic staff members understand their rights and obligations, as well as the expectations and standards of the institution. The handbook also serves as a reference and resource for academic staff to navigate their professional and academic responsibilities, and to promote a positive and productive working environment.


1.5. Scope of the Handbook

The scope of this handbook is typically including a wide range of information and guidelines related to the roles, responsibilities, and expectations of academic staff members for Debre Berhan University, Asrat Woldeyes Health Science Campus. This includes Academic policies and procedures, Teaching and research expectations, Code of conduct, Campus resources, Health and safety and General administrative information. Overall, the scope of an academic staff handbook is to provide Comprehensive guidance and support for academic staff members in their roles within the institution.

2. Employment Policies and Procedures

The campus had three types of staff which includes academic staffs, clinical staff and supportive staffs. All of them had governed by the campus chief executive officer as a whole and their respective directorate.

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The academic staff employment tenure and extension of retirement age of academic staff are stated as follow:


1. Tenured employment of academic staff shall constitute a privilege to be attained through meritorious continuous service of not less than ten years and outstanding scholarly teaching and/or research or institutional leadership achievements as an incentive to encourage academics to continue to excel in their professions.
2. A tenured academic staff shall have job security and may not be dismissed from his position unless he has committed a serious breach of discipline as stipulated by this legislation.
3. The University may ask the Ministry for the extension of retirement age of an academic staff. The Ministry may extend the retirement age of an academic staff for two consecutive sets of terms of three years each where: The University reasonably justified, on the basis of actual and projected demand the need to extend the retirement age whereby the request be presented and approved by the Ministry before three months of retirement age:
 - a. The academic staff holds a Master's Degree or above, remain in good health and has a meritorious continuous service.
 - b. The academic staffs have freely consented to extension of the retirement age.
4. Without prejudice to sub-article 3 of this article, academic staff with Professor rank may stay in their job up on the decision of the Minister of the Ministry.

3. Duties and Responsibilities of Academic Staff

3.1. Policy Premises on Academic Staff

1. The satisfactory fulfilment of the vision of the University and the effective realization of its mission and objectives set out in the Preamble of this Legislation is premised on the professional competence and quality as well as intellectual and moral discipline of its academic staff.
2. It is through the instrumentality of its academic staff that the University can best accomplish its core activities and strives to serve the society in the production of skilled and knowledgeable human resources and in the creation of knowledge relevant to meet the needs of the country in all spheres of life and to develop itself as a community of scholars devoted to teaching, research and community and national

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services in the best traditions developed by universities throughout the world


3. The academic staff of the University shall endeavour to attain the requisite level of competence and expertise in their respective discipline and to maintain and improve such competence and expertise by keeping abreast with new developments and changes in their respective fields of study.
4. The University, on its part, shall strive to create conducive environment that nurtures excellence and assists the staff in the endeavour to develop itself and discharge its responsibility with efficacy.
5. The University shall also clearly define what is required of its academic staff in the areas of teaching, research and community services.
6. The University shall develop or propose to relevant governmental institutions policies, as the case may be, with respect to benefits, academic ranks and promotion, which enable members of the academic staff to enjoy a standard of living compatible with the responsibility, dignity and competence, which the University might demand from them.
7. The University is also duty bound to work out detailed rules and regulations governing the academic rights, freedom and responsibilities of its staff. Such rules and regulations shall have the purpose of regulating opportunities for regular research and sabbatical leaves to enable academic staff members to complete research projects, to pursue courses of study at other universities or to engage in activities related to their University duties and areas of specialization, which will advance their capacities as teachers and scholars.

3.2. Rights of the Academic Staff

Without prejudice to other provisions of this legislation, every academic staff shall have the right to:

1. Exercise academic freedom based on the national laws; the University's mission, values rules and regulations;
2. Conduct research and render consultancy services; take research and sabbatical leaves to conduct research and studies beneficial to the University and the country in accordance with the provisions given in this legislation;

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3. Be entitled to further education and/or training for professional development and subject to internal rules and regulations of the University;
4. Be promoted and assume new academic rank on the bases of merit in accordance with the University rules and regulations;
5. Enjoy transparent, fair and equitable administration and system of remuneration and benefits that shall be instituted by Government as the economic condition of the country may permit;
6. Participate on his performance evaluations and be informed on his results and of any records kept in his personal file without his prior knowledge as well as enjoy confidential maintenance of information in his personal file except for the official business of the institution or the provisions of pertinent laws require otherwise;
7. Participate, as feasible, in formulations of institutional direction, plans, regulations, and in curricula development and make comments on the quality and appropriateness of the teaching-learning process;
8. Be informed appropriately, timely and regularly on the University plans, developments, directions, conditions, and performance results;
9. Receive equal and fair treatment as a person with human dignity and as an academic staff member equally in the service of the University and through it in the service of people and the country;
10. Compete for academic offices and leadership positions on the bases of the applicable University criteria and be treated in selection process on the basis of merit and without any discrimination;
11. Elect and be elected where election of academic and/or by academic staff is the norm;
12. Receive due process in disciplinary matters and demand and receive redress in cases of injurious decisions, and
13. Enjoy campus security for himself and for his personal property.

3.3. Duties and Responsibilities of Academic Staff

1. An Academic Staff of the University is required to be a scholar with full devotion to the advancement of the frontiers of knowledge in accordance with the best traditions developed by scholarly circles throughout the world. It shall be the primary duty of the


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Academic Staff to carry out functions in the best interest of the University and the nation having due regards to professional etiquette.

2. An academic staff of the University shall design, develop and implement courses in an area of specialization following established University procedures in such a way that the course material may be delivered over the entire semester in a balanced way.
3. Without limitation to the generality of the provisions of sub-article 1 of this Article, a member of the Academic Staff at the University shall:
 - a. Uphold the objective of higher education and the guiding principles applicable to the institution;
 - b. Prepare graduates who are cultivated in a democratic culture, competent in knowledge and skills and internationally competitive in their fields;
 - c. Treat and interact with students and other members of the institution's community giving due respect to their human dignity, emotions, effort and the particular circumstances they may find themselves and rid of oneself from injuries bias and prejudice, iniquitous and discriminatory practices;
 - d. Participate and play due role in curriculum development, review, enhancement and/or enrichment;
 - e. Respect the constitution, higher education proclamation, legislations of the University and other pertinent laws of the country;
 - f. Refrain from promotion of ethno-centrism, discrimination against any individual or group on the basis of race, ethnicity, sex or creed, political partisanship, preaching of religion, impositions of one's belief and views on students of the University in class rooms;
 - g. Be evaluated for once performance by students, colleagues and the University and remonstrate only appropriately in case of disagreement with all or any of the evaluation results;
 - h. Contribute to the best of once ability and as a member of the institution's community to prevalence of orderly conduct and peaceable operations of the institution and to peaceful resolutions of intra-institutional conflicts.
 - i. Give course lectures and other forms of instruction to students in line with the policies and general guidelines set forth by the University; and endeavour to stay

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abreast of the latest thinking in the area of specialization and shall periodically update

pedagogical skills and teaching material;

- j. Educate, examine, evaluate, consult and advice students;
- k. Conduct problem-solving research that contributes to the advancement of knowledge or has direct impact on community development; and participate in community service activities of the University.
- l. Participate in University Affairs as required;
- m. Participate in organizing, directing and developing the activities of the respective Academic Unit as required by the University; and carry out required tasks in an efficient and effective manner as assigned by the academic unit head or any other senior University body;
- n. Without prejudice to the provisions of the Proclamation concerning joint appointment, devote his energy, working time and attention to teaching and research, and community engagement in connection with the mandates of his academic unit and of other academic units;
- o. Accept teaching assignments in Continuing and Distance Education Programs;
- p. Submit exams and grade reports on time to the academic units;
- q. Use and properly handle all University properties;
- r. Accept instruction from superiors where such instruction is not contrary to law, morality and/or the terms and conditions of employment within the University;
- s. Maintain a democratic and civil outlook by demonstrating a willingness to work with others and respecting the ideas of fellow Academic Staff members and students;
- t. Accept additional teaching assignments when compelling circumstances arise in any Academic Unit of the University;
- u. Submit periodic reports to the respective Academic Unit on assigned courses, current research and/or study leave progresses;
- v. Be empathic to the solidarity of the University community;
- w. Inform the respective immediate supervisor well in advance if and when he cannot report to duty due to involvement in field work, seminars, workshops or any similar events;
- x. Arrange makeup classes, in consultation with the head of the academic unit and

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students, for all classes missed due to involvement in field work, seminar, workshop or other activities. However, such make up classes should not exceed 25 % of the course unless approved by AVP, and

- y. Not handover pre-assigned courses to any other individual for any length of time without the approval of the academic unit head.
- z. Academic staff who are medical and health professionals shall have also the responsibility to render health services in the University's teaching hospital.

3.4. University Ranks for Academic Staff

1. University academic ranks and general qualifications for these ranks are fixed by this legislation.
2. The University shall use the following hierarchy of academic ranks in the ascending order in all disciplines:
 - a. Graduate Assistant I
 - b. Graduate Assistant II
 - c. Assistant Lecturer
 - d. Lecturer
 - e. Assistant Professor
 - f. Associate Professor
 - g. Professor
3. The rank of research staff shall be as in paragraph (a) up to (g) of sub-article 2 of this article.
4. A person joining any Academic Unit of the University as a full-time academic staff shall assume an academic rank, in accordance with the general criteria and procedures established by this legislation.
5. A research staff may change his status to teaching staff or vice versa where requested by academic unit and approved by academic vice President of the University with the consent of the staff.
6. Adjunct/honorary academic ranks may be assigned to qualified instructors employed based on joint appointment, part-time, or other arrangements in accordance with the general University policy.
7. Adjunct staff and honorary staff may be considered as academic staff.

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8. Unless specific contractual arrangements are made to the contrary, an academic staff joining the University for the first time shall be subjected to a probationary period during the first year with the University in which time the University may terminate employment for the following year within one semester's notice.
9. Persons joining the University to perform administrative or non-teaching duties may, in exceptional cases when they fulfill the minimum criteria set to be appointed as academic staff, be assigned an academic rank within a relevant academic unit provided the services are highly demanded by the University. However, such appointment shall be approved by the University Senate.

3.5. General Provisions on Technical Support Staff


1. Pursuant to Article 35 of the Higher Education Proclamation No.1152/2019, academic technical support staff of the University employment, governance and benefits shall be determined by regulation to be issued by the Council of Ministers.
2. Without prejudice to the academic technical support staff professional career, rights and responsibilities and workload shall be determined by a directive set by the Senate.
3. The University shall ensure that their academic technical support staffs meet the required level of competence and that they are not in excess of the optimum number.
4. The University in consultation with the Ministry shall, establish standard ratios that shall be applicable in determining the optimum number of the administrative and academic technical support staff of the University.
5. The University shall ensure slim organization and frugal employment of support staff to conduce for the application of the provisions of sub article (3) and (4) of article of DBU legislation.

3.6. Ranks for Professional Librarian and Technical Support Staff

The University shall use the following hierarchy of professional librarians and technical support staff in the ascending order:

1. **Professional Librarian**
 - a. Assistant Librarian V
 - b. Assistant Librarian IV
 - c. Assistant Librarian III
 - d. Assistant Librarian II

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- e. Assistant Librarian I
 - f. Associate Librarian
 - g. Librarian
- 2. Technical Support Staff**
- a. Technical Assistant
 - b. Senior Technical Assistant
 - c. Chief Technical Assistant I
 - d. Chief Technical Assistant II

4. Regulations for the Appointment and Promotion of Staff


4.1. Principles Governing Promotions

1. The length of service in a given rank, effectiveness in teaching, participations in the affairs of the University, and community services and engagement given to the public at various capacities shall remain to be the basic criteria up on which the principles of academic promotion is based.
2. With respect to academic determination, an academic staff with a second Degree, DVM or MD is equivalent to a lecturer position; while a PhD holder or a DVM/ MD with a specialization/is equivalent to Assistant Professor.
3. Promotion of an existing academic staff, or determination of an academic rank for a transfer, or newly recruitment applicant, shall be initiated by the applicant, and to be reviewed at different stages by the Department Council, College/School Academic Commission/Academic Staff Affairs Standing Committee, and to be decided at Senate or Board levels.

4.2. Procedures for Promotions of Academic staff

1. The staff member should initiate the promotion request by applying to the respective academic unit head.
2. To all ranks up to lecturer, the concerned department shall assess the application and upon denial, inform the applicant of it and, upon acceptance, refer it to the Dean who then forwards it to the AC thereof within one month of the receipt of the application. Upon receipt of the recommended application from the pertinent academic unit, the AC shall process the same within two weeks. The AC approval of the promotion shall be

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final and it shall be communicated by the Dean to the candidate and relevant University bodies within one week from the date of approval, or return to the department if denied. If the deadlines mentioned above cannot be adhered to, the respective units shall make sure the applicant is informed of the reasons for the delay.

3. Promotions to the rank of Assistant Professor, Associate Professor and Professor are considered by the Senate during a meeting following recommendation of it by the ASAC for final approval in case of assistant and associate Professorship, and for submission to the Board in case of Professorship.
4. Promotion requests for the rank of Professor that are endorsed by the Senate shall be presented to the Board, for its final approval, by the President at the next meeting.
5. Upon approval by the Senate or by the Board, as appropriate, the President communicates the appointments to the candidates and relevant University bodies within one week.
6. When a Head of Academic Unit or Officer of the University is a candidate for promotion, the AVP or immediate supervisor shall designate a senior member of the unit/committee to act as Chairperson of the respective Academic Council/Committee for the specific purpose of processing the promotion.

4.3. Promotion of an Academic Staff Member on Leave


1. Promotion request of an academic staff member on any kind of leave shall not be entertained. However, the promotion request of a staff on study leave that fulfils all the requirements for promotion and submitted the application before taking the leave shall be entertained. Registration slip shall be considered as evidence for the start date of his leave.
2. Academic staff on study leaves and who contribute greater than or equal to 50 % of workload, which is expected from full time staff, are eligible to apply for promotion.
3. Promotion request of an academic staff member on maternity, postdoctoral research leave/research leave and sabbatical leave who fulfils all the requirements for promotion shall be entertained.

4.4. Effective Date of Promotion

Effective dates of promotion shall be as follows:

1. Promotion to the rank of Professor, when approved by the Board.

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2. Promotion to the ranks of Assistant Professor and Associate Professor, when approved by the Senate

3. Promotion to the ranks of Lecturer and below, when approved by the Academic Commission.

4. The date of promotion for staff members requesting reinstatement and rank adjustment shall be the date the candidate reports to duty holding the appropriate credentials. In case, the staff member reports late, it will be governed by the directive of the Human Resource Office.

4.5. Criteria for Promotions of Academic Staff

1. The criteria for promotion of existing academic staff shall be based on the following:

- a. Effective teaching
- b. Publication and patent
- c. Community service and engagement; and
- d. Participation in University affairs

2. Whereas, the determination of an academic rank for a transfer or, newly recruited academic staff shall be based on review and equivalence of the credentials.

3. Minimum requirement for academic staff promotion.


The requirement for academic staff promotion is based on fulfilling four compulsory criteria and the minimum requirement and Percent value shall be as to the Harmonized Standard for Academic Staff Promotion in Public Universities issued by Ministry of Science & Higher Education on October 16/2020.

4.6. Appointment and Promotion Requirements for Academic Staff

1. Principles

The appointment and promotion of academic staff shall be implemented based on the requirements indicated below for each academic rank. However, during the appointment process, female academic staff shall get three additional points as affirmative action and given priority when they have tie points with male candidates. The maximum age limit for the appointment of academic staff shall be 40 and 50 years for Masters and PhD holders, respectively. However, the maximum age limit can be waived under special circumstances justified by an academic unit and approved by the AVP.


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2. Graduate Assistant: Appointment and Duties

- a. A candidate with the qualification of a Bachelor's Degree in a three or four- or five-years program and with at least the level of a Cumulative Grade Point Average (CGPA) of 2.75 for females, and 3.0 (for males). However, minimum CGPA of 2.5 for females and 2.75 for males and above may be considered under special circumstances justified by an academic unit and approved by the AVP.
 - b. Graduate Assistants are persons employed for one year in order that the University may assess their ability and develop their suitability for future permanent contract employment as regular Academic Staff members after post-graduate studies and/or after attaining promotion to the next rank.
 - c. Graduate Assistants shall be given every opportunity for gaining insight into as many aspects as possible of the work of the department to which they are assigned as well as some opportunity to prepare themselves for the necessary advanced specialized study.
 - d. A graduate Assistant may be given the following duties:
 - i. Assist in the instruction of special types of classes as well as large classes under the supervision of senior academic staff.
 - ii. Give tutorial classes, provided that these classes are part of a regular course in the curriculum and giving of final grades in the course is the responsibility of the senior staff member to whom the course is assigned.
 - iii. Take over classes with the approval of the head of the academic unit in emergencies such as sickness or other unavoidable absence, provided that such arrangement shall not continue beyond four weeks and provided further that in the above instance a Graduate Assistant shall not be given the responsibility for more than half of the course time.
 - iv. Assist in research activities under the supervision of senior staff members.
 - e. A candidate for the appointment of Graduate Assistant I is required to have a qualification of a Bachelor's Degree in a three- or four-year program.
 - f. A candidate for the appointment of Graduate Assistant II is required to have a Bachelor's Degree in a four-year program. An Assistant Graduate I with one-year effective performance shall be promoted to Assistant Graduate II.
3. Assistant Lecturer: a candidate for the appointment of Assistant Lecturer is required to have a

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qualification of a Bachelor's Degree in a five-year program. A Graduate Assistant II with one year of effective service shall be promoted to an Assistant Lecturer.

4. Lecturer: Normally a candidate with the qualification of a Master's Degree with at least CGPA of 3.5 for male, and 3.25 for female, and at least a CGPA of 2.75 for females, and 3.0 for males during BA/BSc/LLB studies; or, Medical Doctor (MD) with no specialization or Doctor of Veterinary Medicine (DVM) with no specialization, with a CGPA of at least 2.75 for females, and 3.0 for males.
5. Assistant Professor: A candidate for the appointment of Assistant Professor is required to have the qualification of the Degree of Doctor of Philosophy (Ph.D) or equivalent or an MD or DVM Degree with specialty certificate or equivalent.
6. Associate Professor: A candidate for the appointment of Associate Professor is required to have the qualification of the Degree of Doctor of Philosophy (Ph.D) or equivalent or an MD or DVM Degree with specialty and/or sub-specialty certificate or a Master's Degree or its equivalent.
7. Professor: A candidate for the appointment of Professor is required to have the qualification of the Degree of Doctor of Philosophy (Ph.D) or equivalent or an MD or DVM Degree with specialty and/or sub-specialty Certificate or Master's Degree or its equivalent.

4.7. Joint Appointment

1. Joint appointment of academic staff shall apply in circumstances when it shall prove an efficacious solution for an institution's challenge to ensure the relevance and quality of education as well as to meet demand of academic staff; and it shall be restricted in application to an institution's professionals with Master's Degree and above.
2. While joint appointment is conducted with the consent of the two institutions, professionals with high Degree of relevant expertise from industry, business, research centres and other organizations can be considered in joint appointment.
3. Without prejudice to the provisions of the proclamation and other applicable laws, an academic staff or a government employee, may be employed, with his consent and the consent of his institution or organization, on a joint appointment basis if he has the required capability to do so. Where there is a scarcity of qualified experts in some fields, institutions and organizations shall cooperate with one another for the joint appointment of an academic staff or a government employee.
4. Issues of importance to the joint appointee and the concerned employers such as status,

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duration of appointment, remuneration and other benefits, the tasks to be achieved and the apportionment of working time shall be negotiated and agreed by the parties within the framework of rules and procedures enacted by the concerned Senate.

5. The provisions of this Article shall not be construed to entitle an academic staff of a public institution or a government employee to be jointly appointed in a private institution.

4.8. Honorary Academic Staff Appointment

1. Overview

The University supports the appointment of honorary academic staff as a means of optimizing significant links with academics of different organization, academics with special merits and international standing.

2. Purpose

The University recognizes the importance of retaining esteemed retiring academic staff, professionals from national and international institutions and also attracting eminent commercial and industry experts to honorary academic positions, which serve to enhance the University's research and teaching expertise and standing.


3. Description

The University may appoint as an Honorary Academic Staff those professionals retired from the University, person of great distinction and international standing who can serve the University in a teaching and/or research capacity but who, by virtue of the existing appointment, cannot be considered for a full-time position. Such an appointment will not normally carry remuneration from the University. Reimbursement may be made for out of pocket expenses, for example travel and accommodation, however, honorary appointees are not otherwise paid for contributions made.

4. Procedure

- a. The University shall, from time to time, appoint retiring academic staff, professionals from national and international institutions and also recognized industry experts to honorary research and teaching positions in the following categories and titles:
 - i. Honorary Lecturer
 - ii. Honorary Assistant Professor
 - iii. Honorary Associate Professor
 - iv. Honorary Professor

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v. Professor Emeritus

b. The candidate to be appointed with honorary rank should at least fulfill the requirements of the respective academic ranks as per Article 53 of this legislation. Appointments and reappointments of honorary academic staff up to the level of Lecturer are approved by the relevant Dean of Academic Unit, on the recommendation made by the department. Written support for the appointment must accompany the nomination. Appointments and reappointments of honorary staff at Assistant Professor and above are recommended by the faculty and approved by Staff Affairs Committee. The Vice President for Academic Affairs will subsequently approve the appointment of Assistant and Associate Professor and report to the Senate any such appointments. Appointment of Professor and Professor Emeritus is approved by the University Senate.

c. Nomination and appointment of honorary staff request of the department must contain the following specific information that should be addressed to the approving organ:

- i. The duties and responsibilities of the proposed appointee;
- ii. How the appointment will advance the University's contribution to research, teaching, community or professional service or the University's links with industry or government;
- iii. The benefits that will flow through to the department from the appointment, and
- iv. In case of reappointment, how the University has realized the expected benefits from the previous appointment.


d. Offer of Appointment

After the honorary appointment has been approved, AVP will arrange for an offer to be sent to the nominee. Appointments of the level of honorary lecturer will be referred to the relevant college/faculty/academic unit. Appointments up to Honorary Associate Professor referred to the Staff Affairs Committee. Appointments of Honorary Professor will be approved by the University Board. All appointment and promotion are bound by the University staff appointment and promotion regulation.

5. Period of Appointment

Honorary appointments will be for a maximum of three years in the first instance. The appointment will lapse unless a case for reappointment is made and approved.

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6. Renewal of Appointment

The proposal for renewing the appointment must follow the same process as for the initial appointment but also include a reflection on the benefits realized from the previous appointment. No numerical limitation is placed upon the number of appointments, although in considering each nomination, the Committee should bear in mind that appointment to Honorary staff position should be of rare occurrence.

7. Conditions of Appointment

University shall determine and issue the necessary conditions with respect to rights and obligations for honorary academic staff.

8. Promotion

Honorary academic staff may request promotion and be promoted to the requested level during the period of appointment if he/she fulfills the requirements set by this Policy.


9. Patents and Exploitation of Inventions

Honorary members of staff must follow the procedure laid down by the University, in the event of a potential patent registration or where an invention or discovery may be commercially exploitable.

4.9. Employment Tenure and Extension of Retirement Age of Academic Staff

1. Tenured employment of academic staff shall constitute a privilege to be attained through meritorious continuous service of not less than ten years and outstanding scholarly teaching and/or research or institutional leadership achievements as an incentive to encourage academics to continue to excel in their professions.
2. A tenured academic staff shall have job security and may not be dismissed from his position unless he has committed a serious breach of discipline as stipulated by this legislation.
3. The University may ask the Ministry for the extension of retirement age of an academic staff. The Ministry may extend the retirement age of an academic staff for two consecutive sets of terms of three years each where:
 - a. The University reasonably justified, on the basis of actual and projected demand the need to extend the retirement age whereby the request be presented and approved by the Ministry before three months of retirement age;
 - b. The academic staff holds a Master's Degree or above, remains in good health and

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has a meritorious continuous service:

c. The academic staff has freely consented to extension of the retirement age.

4. Without prejudice to sub-article 3 of this article, academic staff with Professor rank may stay in their job up on the decision of the Minister of the Ministry.

4.10. Designation of Emeritus


1. Principle

- a. A natural corollary of the lifetime commitment of a college/faculty/school/an institute member to the University is the expectation that he will be a welcome and contributing member of the University community, even after formal retirement has occurred. The University's treatment of retired faculty/college/school member should be consistent with this expectation.
- b. It is appropriate to assume that a person who was a creative scholar or scientist will continue his creativity afterwards. The University should, therefore, devise regulations which are sensitive to these facts and which maximize the opportunities for continuous contributions that can be made by retired faculty.
- c. The designation of Emeritus is offered in a University setting to individuals who have left the employment of the University and who have earned by service the privilege of such an honorific title since the honor is provided in recognition of distinguished service to the University.
- d. The major criterion for nomination and approval should be the associative benefit to the University in continuing a formal relationship with a previous academic staff who has maintained a distinguished record of scholarly service to the University.

2. Mode of Appointment

- a. Designation for the title of Emeritus may be initiated by the department in which the scholar has rendered his services, by another academic staff of the department concerned, or any other unit of the University;
- b. The proposal, along with the recommendation of the department and the candidate's curriculum vitae, shall be submitted to the relevant academic commission;
- c. The recommendation of the college /faculty//school/institute shall be submitted to the Office of the Academic Vice President who shall submit for eventual consideration of the Senate.

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3. Requirements

An academic staff member who fulfills the following criteria is eligible for the title of Emeritus:

- a. Has a rank of associate Professor and above;
- b. Served the University for a minimum of ten years;
- c. Is retired at the time of application from the University;
- d. Has the desire to work for the University after retirement, and
- e. Is a distinguished scholar with notable publications or a significant body of work.

4. Privileges

An academic staff member who is awarded the title of Emeritus shall have the following privileges:

- a. To hold a University identification card which allows him to make full use of libraries, sport facilities, e-mail and any other system privilege enjoyed by the regular academic staff provided, however, that direct cost items such as travel, office space, photocopying and clerical support may not be construed as consisting automatic system privileges;
- b. To attend campus events that are open to other staff;
- c. To participate in public ceremonies, commencements, processions and convocations;
- d. To participate in campus seminars, colloquia, lectures, ad-hoc committees and other scholarly pursuits as and where appropriate;
- e. To be listed in the University catalogue and appropriate publications with other academic staff;
- f. To be invited to serve as a member of a Senate Committee or other bodies of the University, and
- g. There shall not be formal duties and remuneration associated with the title of Emeritus.

4.11. Criteria for Appointment and Promotion of Professional Librarians


1. Assistant Librarian V

Having B.Sc. or equivalent with at least a CGPA of 2.75. This CGPA requirement may be changed under special circumstances justified by the appropriate unit and approved by the AVP. However, such CGPA should not be less than 2.50.

2. Assistant Librarian IV

- i. B.Sc. or the equivalent; and

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ii. One year of effective experience as an Assistant Librarian V

3. Assistant Librarian III

- i. B.Sc. or the equivalent, and two years of effective experience in a library after the Bachelor's Degree; or
- ii. The Degree of Masters of Library and Information Science or its equivalent.

4. Assistant Librarian II

- i. B.Sc. or its equivalent, and four years of effective experience in a library after the Bachelor's Degree, three years of which must have been spent at the rank of an Assistant Librarian III, or
- ii. The Degree of Master of Library and Information Science or its equivalent, and two years of effective experience in library as an Assistant Librarian III.

5. Assistant Librarian I

- i. i. The Degree of Master of Library and Information Science or its equivalent;
- ii. Four years of effective experience, at least three years of which must have been spent at the rank of an Assistant Librarian II;
- iii. At least one publishable bibliography/catalogue favourably assessed by competent librarians, preferably senior advisors and
- iv. Effective performance in any relevant teaching assignment.

OR

- i. Three years of effective experience two of which must have been spent at the rank of an Assistant Librarian II
- ii. At least one publication in a reputable journal and
- iii. Effective performance in any relevant teaching assignment.


OR

b. The Degree of Doctor of Philosophy in library science or its equivalent.

6. Associate Librarian

- i. i. The Degree of Master of Library and Information Science or its equivalent;
- ii. At least seven years of effective library experience four years of which must have been spent at the rank of Assistant Librarian I;
- iii. At least two articles published in a reputable journal(s) since becoming Assistant Librarian I and

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iv. Effective performance in any relevant teaching assignments

OR

- ii. i. The Degree of PhD in Library Science or its equivalent;
- ii. At least four years of effective library experience at the rank of Assistant Librarian I;
- iii. Active participation in the development and running of academic and other teaching programs in library science within the University and in the country at large; and
- iv. At least two articles published in a reputable journal(s) since becoming Assistant librarian I.

7. Librarian

- i. Degree of Master of Library and Information Science or its equivalent
- ii. Four years of library service as Associate Librarian
- iii. Effective teaching in the training programs of the University relevant to the library profession
- iv. Four articles published in reputable journals or three such articles and an appropriate teaching material in Library and Information Science and
- v. Dedication to and creative participation in University affairs and in community services outside the University.


OR

- i. PhD in Library Science or its equivalent;
- ii. At least three years of effective library experience as an Associate librarian;
- iii. Effective teaching in the training programs of the University relevant to the library profession and
- iv. At least one text-book in the field of Library Science and two publications in peer reviewed journal.

OR

- i. At least four articles published in a reputable journal(s) since becoming Associate librarian and
- ii. Dedication to and creative participation in University affairs and in community services outside the University.

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4.12. Criteria for Recruitment and Promotion of Technical Assistants

A Technical Assistant (TA) is an Academic Support staff who assists Academic Staff in laboratory sessions and field demonstration, help in research activities of academic units and undertakes any other assignments given by the University

- a) Technical Assistant
- b) Technical Assistant I

Appointment and Promotion:

A candidate with the qualification of 10+3 or College Diploma, or Level III with two years' experience, or Higher (Advanced) College Diploma, or Level IV with no experience.

- c. Senior Technical Assistant

Appointment and Promotion

A candidate with 10+3 or College Diploma, or Level III with a three years' experience as a technical assistant, or Advanced (Higher) College Diploma, or Level IV with two years' experience as a technical assistant, or a Bachelor Degree with no experience. .

- d. Chief Technical Assistant I

Appointment and Promotion

A candidate with Advanced (Higher) College Diploma, or Level IV with three years' experience as a senior technical assistant, or a Bachelor Degree with two years' experience as a senior technical assistant, and published two laboratory manuals approved by experts in the specific field, or a Master's Degree with no experience.

- e. Chief Technical Assistant II

Appointment and Promotion

A candidate with Master's Degree with two years' experience as A chief technical assistant I ,and published two laboratory manuals approved by experts in the specific field.


4.13. Salary Scale and Increments

While the University shall adopt the general government policy framework for salary scale and increments for University academic staff, the Senate will periodically propose new salary scale and increment scheme to the appropriate government bodies. In addition, the Senate may decide on the benefits and incentives for academic staff.

6. Academic Staff Appraisal

6.1.Purpose Academic Staff Appraisal

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Generally, Performance evaluation aims to measure an individual's or organization's job performance to determine how well they fulfil their responsibilities. Some are:

Professional development: Performance evaluations can identify areas where academic staff may need additional support, training, or professional development opportunities to enhance their teaching, research, and administrative skills.

Quality assurance: By evaluating the performance of academic staff, educational institutions can ensure that the quality of teaching, research, and service meets the standards and expectations of the institution and its stakeholders.

Promotion and tenure decisions: Performance evaluations provide evidence for promotion and tenure decisions, helping to determine whether academic staff members have met the criteria for advancement within the institution.

Feedback and improvement: Performance evaluations offer a formal process for providing feedback to academic staff on their teaching, research, and service activities, as well as identifying areas for improvement and growth.


Accountability: Performance evaluations hold academic staff accountable for their professional responsibilities and contribute to maintaining high standards of performance and professionalism within the academic community.

Resource allocation: The evaluation of academic staff performance can inform decisions related to resource allocation, such as determining merit-based salary increases, research funding, and teaching assignments.

6.2.Frequency and components of the Evaluation

- ✚ Performance evaluation should do for all academic staff every six months. For new staff the first six months are taken as acting period then based on the evaluation decision done to promote as full-time staff or to stop the contract.
- ✚ Effectiveness in teaching of an academic staff shall be measured by the evaluations. Of the staff's work by his/her students, colleagues, and the department head or Director/Coordinator/ARVP at the end of each academic semester.
- ✚ The contribution of each of the components of the system of evaluation to the overall rating of the teaching effectiveness of an academic staff shall be as follows:
 - I. Evaluation by students50%
 - II. Evaluation by Colleagues 15%

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III. Evaluation by head of department or the dean

25%

- ✦ In exceptional cases where an academic staff is not handling courses due to other assignments given by the College, the weighted evaluation of effectiveness in teaching may be waived, and the rest evaluation criteria can be taken out of 100%.

6.3. Performance Appraisal based reward


- ✓ ASWHSC has academic staff appraisal system. In the meantime, the system is built to prepare recognition sessions twice in a year.
- ✓ The reward helps to shine the best performer and encourages the other staffs.
- ✓ The criteria's to be included for the rewarding in addition to biannual performance will be selected by recognition committee which is mainly lead by EDC office.

7. Academic staff discipline and grievance resolution procedure

7.1. Grievance Procedure

- ✦ **Informal Resolution:** The staff member is encouraged to attempt to resolve the issue informally by discussing it with their immediate supervisor or department head. This step aims to address and resolve the concern without formal procedures.
- ✦ **Formal Grievance:** If the issue remains unresolved or if the staff member is not satisfied with the outcome of the informal resolution, they can initiate a formal grievance by submitting a written complaint to the human resources department or a designated grievance officer. The complaint should include a clear description of the issue, supporting evidence, and any desired outcomes.
- ✦ **Investigation:** Once the formal grievance is received, the institution will typically investigate to gather relevant information and evidence. This may involve interviewing the staff member, the involved parties, and any witnesses. The investigation aims to establish the facts and determine if the grievance is valid.
- ✦ **Hearing or Mediation:** A hearing involves presenting the case before a panel or committee, which will listen to both parties and decide. Mediation, on the other hand, involves a neutral third party facilitating a discussion between the staff member and the institution to reach a mutually agreed-upon resolution.
- ✦ **Decision and Appeal:** Following the hearing or mediation, a decision will be made

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regarding the grievance. The staff member will be informed of the decision in writing along with any recommended actions or remedies. If the staff member is not satisfied with the decision, they may have the right to appeal to a higher authority or an external body, such as an employment tribunal or an ombudsman Explanation of the process for addressing grievances or complaints related to employ.

7.2. Academic staff discipline

7.2.1. Breaches of Duty and Disciplinary Regulations


A. Minor Disciplinary Offenses

- The following acts and/or forbearances, which are not committed repeatedly, shall constitute non-serious breach of duty and/or violation of disciplinary regulations by an academic staff.
- Un punctuality to any of duties/responsibilities to be discharged in the University;
- Clothes below the standard of an instructor and inappropriate clothing which does not go with the profession of teaching;
- Inappropriate wordings and annoying intonation in speeches;
- Failure to give the appropriate responses to any requests presented by the concerned body of the University;
- Absence from classes, invigilation duties, meetings, etc., without adequate reasons and prior permissions from the immediate responsible body of the University;
- Negligence of responsibilities and duties;
- Failure to submit grades on time according to the centralized schedule produced and distributed by the concerned body (the office of the Registrar).

B. Serious Breach of Duties

- ✦ The following acts and/or forbearances shall constitute serious breach of duty and/or violation of disciplinary regulations by an Academic Staff.
- ✦ Wilful refusal to perform assigned teaching and/or research function or assignments of the University or school/department committee;
- ✦ Wilful failure to perform anyone or all of the obligations stipulated in one's contract of employment with the University and/or any one or all

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of the duties and responsibilities specified under the provisions of Article 41 (2) of the Legislation of DBU.

- ✦ Continuation of a wilful course of conduct, despite warning from the head of academic unit specifying the conduct disapproved of, that demonstrates open disloyalty to, and disrespect of, the University or causes unjustified embarrassment to the University and harm to its programs;
 - ✦ Conviction of a serious crime or the commission of other acts of misconduct that clearly reflect immorality or dishonesty;
 - ✦ Continuation of a wilful course of conduct, despite warning by Head of academic unit specifying the conduct disapproved of, that exhibits neglect of duties, repeated absence from class and invigilation, failure in grade submission, habitual drunkenness or similar breaches of social decorum, which produce serious embarrassment to the University;
 - ✦ Abuse of position and/or authority in the University in clear violation of the professional ethics and principles governing the academic profession and/or the profession of the staff concerned;
 - ✦ Favouritism in grading, sexual harassment, molestations, physical violence, incitements of riots & ethnic clashes, theft or breach of trust, abuse of power and accepting bribes;
 - ✦ discrimination and harassment on unjustifiable grounds such as membership of a social and political group, political opinion, race, ethnicity, religion, gender, disability, HIV/AIDS or other unreasonable status;
 - ✦ Plagiarism on research work, publications, or violations of patent rights, etc.
- ❖ **Other breaches of duties shall be handled as to the University Disciplinary Regulation.**

Type and Classification of Disciplinary Measures

Depending on the gravity of the offense, one of the following penalties may be imposed on an academic staff for breach of discipline.

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❖ **Measures to be taken for Minor disciplinary breaches:**

- ✚ Oral warning
- ✚ Written warning

❖ **Measures to be taken for serious disciplinary breaches**

- ✚ Final written warning
- ✚ Fine up to one month salary
- ✚ Fine up to three months' salary
- ✚ Withholding the next academic rank up to the period of two year or the next salary increment up to the period of two years
- ✚ Dismissal


❖ **Disciplinary Action by the Head and Dean of the Academic Unit**

- ✚ The Head of Academic Unit may take oral and written warning as specified under article 59 sub-article 1 and 2; whereas the Dean may even take fine up to one month salary as specified under article 59 sub-article 2. Any sanctions beyond these shall be referred to AVP.

Academic Staff Disciplinary Committee (ASSC/DC)

- At each college or equivalent institute of the University there shall be established Academic Staff Disciplinary Committee accountable to the respective Dean of the college.
- The ASSC/DC shall be chaired by a senior Academic Staff member to be assigned by the head of the college and shall have no less than two and no more than four other members to be elected by the general staff meeting of the campus from among the full-time staff members for a period of two years.
- The ASSC/DC shall be responsible for the hearing and investigation of any breach of duty or violation of disciplinary regulations by an Academic Staff submitted to it in accordance with the provisions of sub-article 5 hereof.
- The University shall establish rules of procedures for ASSC/DC in line with the Law of the Land, this legislation and accepted norms of fairness and equity.
- A complaint for the initiation of disciplinary proceedings shall be made in

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writing and shall contain all the allegations, which are said to constitute the conduct disapproved of along with evidences available.

- Proceedings before the ASSC/DC may be initiated by:
- The Dean and/or Head of the academic unit where an Academic Staff is said to have committed a serious breach of duty or violation of disciplinary regulations;
- Colleagues, students and/or any other officer of the University who have sufficient and substantiated reasons to believe that a staff member is responsible for violation of disciplinary regulations, serious or otherwise.
- The findings of the ASSC/DC and the recommendations of the sanctions to be applied thereon shall be submitted to the Dean or the AVP as the case may be.
- The AVP, upon the recommendation of the ASSC/DC, shall take the sanctions under Article 59(2) (c - e).

⚡ **Inter-College/Institute Disciplinary Proceedings**

- Breaches of duty or violations of disciplinary regulations that are intercollege in nature shall be heard or investigated by an ad-hoc committee of five academic staff to be established for this purpose by the AVP.
- The composition of the committee is at the discretion of the AVP. However, there shall, at least, be a member from the academic unit of the staff member, whose case is under scrutiny.
- The provisions of Article 59 and 60 of this Legislation that pertain to the modalities of initiation of disciplinary proceedings, hearings, examinations and the recommendations to be made thereon shall apply *mutatis mutandis* on a case being considered by such an ad-hoc committee.
- On the basis of the recommendation to be made by the ad-hoc committee, the AVP may take any one of the sanctions specified under the provisions of Articles 59 on a staff responsible for breaches of duty or violations of disciplinary regulations.

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7.3. Appeal Procedure

- An academic staff against who measure is taken in accordance with Article 59 and 60 of this legislation may lodge appeal as per the following rules.
- An academic staff dissatisfied with measure taken by the head of an academic unit may appeal in writing to the Dean within one week from the date the staff is notified of the measure.
- An academic staff dissatisfied with measures taken by the dean of a college/institute may appeal in writing to the AVP within two weeks from the date the staff is notified of the measure.
- An academic staff dissatisfied with measures taken by the AVP may appeal in writing to the President of the University within two weeks from the date the staff is notified of the measure.
- Decision taken by the President shall be final

8. Service departments

✦ Security and safety

Debre Berhan University Asrat Woldyes health science campus has put sound security in place and operates a fully-fledged security service manned by both internally appointed staff and contracted external security services. Every officer must be concerned with security issues. All members of staff are expected to have staff identity card during the course of his/ her duties.

✦ ICT services


Online, Internet, e-mail and any other computer facilities are available in the campus and Hakim Gizaw teaching hospital through local and wide area networks. Once a staff has reported, it is required that they to get in touch with the Directorate of ICT for registration, allocation of emails and any other internet services. You are encouraged to use the service responsibly and especially for research, teaching, and official communication.

✦ Library facilities

- The campus has three ICT libraries.
- The campus had staff library equipped with internet

✦ Financial services

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- All financial transactions are done in finance department including the pay roll management.
- Staffs are encouraged to familiarize themselves with issues to do with impress, claims and payment of different items or get in touch with the chief finance officer.

✚ **Transportation**

- There is transport for official use only.
- Each member of Staff is required to follow the laid down procedures in the facility to ask hospital medical college cars to perform activities.
- There is vehicle service request format submitted to vehicle service allocation office prior to one day or if it is urgent prior to morning ___ local time.
- Then for all staff university bus is availed by the by the university four times per day, morning, at launch time (6:30 & 7:30 DLT) and at the evening time. All staff can use the service by holding the identification card given from the institution human resource directorate.

9. Communication and collaboration

- Effective communication and collaboration are essential for the success of AWHC and Hakim Gizaw hospital.
- All staffs in the collage are expected to actively engage in communication and collaboration with various stakeholders, including students, colleagues, administrators, and external partners. Some key aspects of communication and collaboration at the college include:


➤ **Communication with Students:**

- AWHSC members are expected to communicate clearly and effectively with students, providing them with information on course expectations, assignments, and resources.
- AWHSC staffs expected to be approachable and responsive to student inquiries and concerns, maintaining open lines of communication to support student learning and success.

➤ **Collaboration with Colleagues:**

- AWHSC members are encouraged to collaborate with their colleagues within and

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across departments to foster interdisciplinary approaches to teaching and research.


- Collaboration may involve sharing resources, co-teaching courses, conducting joint research projects, or engaging in professional development activities together.
- **Communication with Administrators:**
 - AWHSC members should maintain regular communication with administrators to share updates on their teaching and research activities, seek guidance or support, and contribute to decision-making processes within the institution.
 - Each school in the campus may participate in departmental or college-wide meetings to discuss academic matters, curriculum development, and strategic planning.
- **Collaboration with External Partners:**
 - AWHSC staffs are encouraged to collaborate with external partners, such as healthcare organizations, research institutions, and community stakeholders, to enhance the campus impact and relevance.
 - Collaboration with external partners may involve joint research projects, clinical placements for students, and community outreach activities.
- **Effective Use of Communication Tools:**
 - The campus staffs should be proficient in using communication tools and technologies, such as email, learning management systems, video conferencing, and online collaboration platforms.
 - These tools facilitate efficient communication and collaboration with student's colleagues, and external partners, especially in situations where face-to-face interactions are not possible.
- By actively engaging in communication and collaboration, the campus staffs a collaborative and supportive academic community at the campus. This fosters a conducive environment for teaching, learning, and research, and strengthens the institutions overall mission and goals.

10. Teaching, research and community service load

10.1. Load: Definition

- a. Load is defined as the total credit hours of teaching and related assignment an Academic Staff carries, which takes into account the total lecture equivalent hours of courses, class size, contact hours, research work, student advising, administrative

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duties and other activities that the Senate considers as a load.


- d. Full work load is the number of hours that an Academic Staff is required to work for the institution. Any Academic Staff is expected to spend about 39 hours of work per week in preparing for courses, teaching, research, community service, administrative work, committee assignment, student advising, etc...
- c. Full teaching load is the number of credit hours beyond which an Academic Staff is not required to teach without compensation (extra pay) for extra lecture equivalent hour of work rendered. Considering that an Academic Staff is expected to work for 39 hours per week, the full teaching load of a full time Academic Staff is 12 LEHs. Based on the assumption given in sub-article 1 of this Article, 12 LEHs are equivalent to 36 hours of work per week. Every Academic Staff is required to advise/consult students for up to 3 hours a week.
- d. The teaching staff members of the University are expected to engage in research activities. However, not to take a big share of the teaching time, teaching staffs is not expected to be engaged in a research work and community service for more than 25% and 15% of their time respectively

10.2. Teaching Load

1. Measurement Unit for Teaching Load

- I. The teaching load of an Academic Staff shall be expressed in terms of Lecture Equivalent Hours (LEHs). A Lecture Equivalent Hour is normally 1 credit hour, and a credit hour requires 3 hours of workload.
- II. A course having only lecture hours in ECTS curriculum structure is in a straight line identical to conventional credit hour system by rejecting home study hours billed in ECTS. Therefore, for such courses: Credit Point (CP) in ECTS = Conventional Credit Hours (Cr. Hr) = Lecture Contact Hours (LCH)
- III. A course that has lecture and tutorial hours in ECTS equals to conventional credit hours system, multiplying tutorial hours by 2/3 and adding the dividend hours of tutorial to lecture hours of ECTS. Therefore, for such courses: Credit hours (Cr. Hr) in conventional system = a + (b x 2/3) Where a= lecture hours in ECTS, b= tutorial hours in ECTS.
- IV. A course that has lecture, tutorial and laboratory/practice hours in ECTS equals to

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conventional credit hours system, dividing each hour specified in tutorial and laboratory/practice by three and adding the dividends to lecture hours of ECTS. Therefore: Credit Hours (Cr. Hr) in conventional system = $a + [(b \times 2/3) + (c \times 2/3)]$
 Where c= laboratory/practical hours in ECTS. The total credit hours of a course = $a + [(b \times 2/3) + (c \times 2/3)]$

- V. A “credit point for a course that has biomedical/ skill laboratory practice; community/home/hospital visit attachments; clinical practice (patient bed side teaching, operation theatre and procedure teaching) is considered as 3 LEHs, 3 LEHs and 5 LEHs respectively.

Therefore:

Credit Hours (Cr. Hr) in conventional system for courses having Biomedical/skill laboratory practice = $a + [(b \times 2/3) + (3*c \times 2/3)]$

Where a= biomedical/ skill laboratory practice in ECTS;

Credit Hours (Cr.Hr) in conventional system for courses having Community/home/hospital visit attachments = $a + [(b \times 2/3) + 3*c]$

Where b= community/home/hospital visit attachments in ECTS


Credit Hours (Cr. Hr) in conventional system for courses having clinical practice (patient bed side teaching, operation theater and procedure teaching) = $a + [(b \times 2/3) + 5*c]$

Where c= clinical practice (patient bed side teaching, operation theater and procedure teaching) in ECTS.

- VI. For the purpose of computing staff load, course credits, lab/tutorials, senior project/essay or thesis advising are expressed in terms of LEHs according to the following category:

- a) One undergraduate course credit.....= 1.0 LEH
- b) One graduate course credit.....= 1.5 LEH
- c) One hour lab/practical/ or tutorial session.....= 0.67 LEH
- d) One undergraduate student senior project/essay advising...= 0.33 LEH*
- e) Undergraduate senior project/essay group advising.....= 0.5 LEH*
- f) One PhD student dissertation advising.....= 2.0 LEH*
- g) One PhD student dissertation co-advising.....=1.5LEH*

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- h) One Master’s thesis advising..... = 1.5 LEH*
- i) Co-advisory for one Master’s thesis.....= 1.0 LEH*
- j) Advising one medicine or veterinary student.....= 1.5 LEH*
- k) Undergraduate Internship student advising.....=0.33LEH*

➤ Such teaching load can only be considered for duration of essay or thesis advising.

2. Teaching Load for the Different Categories of Academic Staff

A full teaching load in the regular program for the different categories of Academic Staff shall be as follows:


- Full-time Academic Staff.....12 LEHs
- University Approved Project Coordinators/equivalent.....9 LEHs
- Department Heads/Coordinators at Academic unit level/or equivalent.....6 LEHs
- Deans, Directors and Coordinators at University level/equivalent.....5 LEHs
- Campus Heads/equivalent.....4 LEHs
- Research Staff.....3 LEHs
- The Vice-Presidents/equivalent may be required to teach maximum load..3 LEHs
- President.....0LEHs
- Except in extra ordinary situation, academic staffs are not expected to handle more than three different courses. In case a course is offered to more than one section, each extra section will be treated as separate class.

3. Maximum Teaching Load

In order not to overload Academic Staff to the detriment of the quality of instruction, the total full teaching load in the University, in both the regular and continuing education program, shall not be more than two courses or six LEHs.

In cases where academic units have serious shortage of staff and it can be demonstrated that there are no other alternatives, an additional 3 more LEHs for each category of staff may be approved by the AVP or designate. However, this may not be applicable in some health science disciplines due to practical nature of courses delivered in these programs, such as community/home/hospital visit attachments, problem based learning patient bed side teaching , operation theatre and procedure

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teaching.

4. Overload in Teaching Assignments

An Academic Staff member who, due to a serious shortage of staff, is assigned to take teaching duties in excess of the full load specified in this Article for the regular program may be compensated in one of the following two ways:

- a. Proportional reduction in teaching load in the succeeding semester, or
- b. Remunerative compensation at the prevailing rate for part-time employment in regular program.

5. Reporting Teaching Load

Teaching loads for all staff members engaged in teaching (full or part-time) shall be reported each semester by academic unit heads through their respective channel to the AVP on forms prepared for this purpose before the end of the fourth week after the start of classes. Justifications have to be provided in writing in instances where the teaching load of an Academic Staff is below the average or above the maximum.

10.3. Research Load

10.3.1. Research Load for Academic Staff


- a) A full time teaching staff member who carries out a research approved by his respective AAC and/or Vice President for Research and Community Service will get a reduced teaching load of up to 3LEH from his weekly LEHs for the duration specified for the specific research
- b) The duration of every research project shall be determined by the Office for Research and Community Service Vice President.
- c) When more than one academic staff members are involved in a research project, the LEHs shall be shared among the researchers.
- d) Detailed implementation of the research load shall be carried out by a separate research guideline/ directive of the University.

10.3. 2. Research Load to Research Staff

The following are the components of research activities to research staff of the University:

- a. Project formulation and preparation
- b. Conducting full time research, research administration and coordination of research

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activities of the institute

- c. Research management by each project leader
- d. Data management by each project participant
- e. Reporting by each project participant
- f. Preparation of publications by each researcher or research group
- g. Seminars/workshops/training programs organized and conducted by specified staff, and
- h. Others to be determined by the appropriate University authority.

10.4. Community Service Load

- a) An academic staff member is required to engage in community services. A full time teaching staff member who carries out a community service project approved by his respective AAC and/or Vice President for Research and Community Service will get a reduced teaching load up to 2LEH from his weekly LEHs for the duration specified for the specific community service project.
- b) The duration of every community service project shall be determined by his respective AAC and/or the Office for Research and Community Service Vice President.
- c) When more than one academic staff members are involved in a community service project, the LEHs shall be shared among the community service provides.
- d) Detailed implementation of the community service load shall be carried out by a separate research guideline/ directive of the University.

10.5. Pay for Extra-Teaching Assignment


The University shall make payments to the teaching staff for services rendered in teaching beyond the full load expected of them. The community service the staff provides and the research he conducts shall be taken into account in determining the full load. The payment shall vary depending on the rank of the staff rendering the service and the kind of service rendered. The payment shall follow the rates proposed by the Ministry for regular program.

11. LEAVES AND OTHER ADMINISTRATIVE MATTERS

✦ Study Leave

- Any Academic Staff who is awarded fellowship through the University or who


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can provide satisfactory evidence regarding an opportunity for a reasonably funded scholarship in a reputable University leading to a higher Degree in a particular field of specialization may be granted a study leave provided that it is in line with the staff development plan worked out by the respective Academic Unit and approved by Academic Vice President.

- For all Academic Staff, the leave provided in this Article may be taken only after a staff member has served for a minimum of two years following employment or reinstatement after a study leave. However, under special circumstances, Graduate Assistants can be granted a study leave in a shorter time frame provided that
- The Academic Unit to which such a Graduate Assistant belongs has a great shortage of qualified Academic Staff, and it has been decided a priori that the Graduate Assistant would be granted a study leave in a shorter time frame.
- The condition in 2 (a) above is in line with the staff development plan of the University and approved by Academic Staff Recruitment, Promotions and Scholarship Committee (ASRPSC).
- Payment of salaries to staff members on study leave shall be governed by the applicable Government policy during the tenure of the leave or any other rules that may be issued by the University.
- A staff member who is on a study leave shall keep the University informed via semester and annual reports for in country and abroad, respectively, starting from the end of the first semester/year of leave. These regular reports shall in all cases be endorsed by the appropriate academic advisor(s) or major Professor of the staff member in the University or College. Failure to submit such reports may result in the discontinuation of payment of salary that may be due or other appropriate actions.
- An Academic Staff who, for acceptable reasons, cannot complete the required studies within the originally granted period of absence has to formally request the University for an Extension of leave. Such an extension shall be limited to a maximum period of one year for those pursuing M.A./M.Sc/LL.M. Degrees and a maximum of two years for those studying for Ph.D Degree or its equivalent.

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However, the salary payment during the study leave shall be based on the rules and regulations of the Government. While extension due to enrolment into a higher Degree is not normally desired, extension may be granted upon the recommendation of the SC/DC and the approval of AVP.

- A staff member who fails to return to the University to resume his work within the period specified in this Article shall lose his standing in the University. The University may claim against the staff member the total sum of salaries paid to him on study leave and compensation for damage sustained to it because of the staff member's failure to return. Nothing in this sub-article shall affect the special provisions stated in a contract entered into between the University and staff.
- A staff member who fails to return to the University to resume required duties within the periods of time specified in this Article or fails to complete required studies due to incompetence or for unjustified reasons shall lose standing with the University. In the event of reemployment, the case shall be handled as though it were employment of first instance and services rendered to the University prior to the award of the study leave shall not count towards any benefits that may accrue.

✦ **Research Leave**

- a) A full-time Lecturer and above who has served in the University for a minimum of four consecutive/uninterrupted years is entitled to a research leave for a maximum period of six months with pay provided the applicant has not taken any other academic leave during the four years preceding the anticipated starting date of the leave sought.
- b) A Staff member requesting research leave under this Article shall present a specialized program of study or research to improve scholarly capabilities to the respective Academic Unit. In certain cases such a leave could be a study leading to certificate, diploma or higher Degree. The applicant is required to continue rendering services to the University for a Minimum of one year upon completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries paid to the staff during the leave period plus damages.
- c) Application for research leave shall be submitted by the staff member to the

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appropriate Head of Academic Unit three months in advance of the start of the leave. The Head shall convene the SC/DC on and decide on the application of the Academic Staff. The decision of the SC/DC shall be sent to the AVP. The AVP, in consultation with the SAC, shall grant the leave unless it is determined that the teaching need of the academic unit cannot be met if the Leave is granted for the period sought in which event the leave is to be granted within a period of one year.

- d) Research leaves provided in this Article shall be granted with full pay and benefits.
- e) Research leave may be extended without pay for a period not exceeding six months on the condition that:
 - The academic Unit confirms that such extension will not seriously impede its academic or research programs and
 - The staff member concerned produces satisfactory evidence that the leave is necessary to complete the on-going piece of research, the output of which is expected to enhance knowledge and also improve the teaching and research skills of the individual staff member.

✦ **Sabbatical Leave**

- a. A full-time Academic Staff member holding academic rank of Lecturer and above who has served the University continuously for a period of six uninterrupted years and intends to continue association with the University for at least two years is entitled to a sabbatical leave, as of right and with full pay, for a period of a year
- b. Sabbatical leave shall be applied for and granted as follows:
- c. Application for sabbatical leave shall be submitted by the staff member to their respective Academic Unit Head six months in advance of the start of the leave. But such an intention should not necessarily be considered a final application for a leave, which should be submitted at least two months before the intended departure.
- d. The Head shall convene the SC/DC and decide on the application for the Academic Staff. The department shall ensure that the normal function of teaching and research will not be adversely affected by the departure of the staff member in question.
 - The decision of the SC/DC shall be sent to the ASAC for final approval, unless

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it is determined that the teaching needs of the academic unit cannot be met if the leave is granted for the period sought in which event the leave is to be granted within a period of one year.

- o Academic Staff may apply for an unpaid leave of absence for a maximum period of one year contiguous to their sabbatical leave if they can demonstrate to the satisfaction of their academic unit and the University that returning to full time duty would seriously prejudice the completion of work on which they had spent the full length of their sabbatical. This additional leave of absence can be granted only if the academic unit determines that teaching activities in the unit would not be compromised and the right of other staff member for leave would not be jeopardized by the granting of the leave. Such a determination should be endorsed by the SC/DC. The AVP, in consultation with ASAC, shall approve the decision of the SC/DC before the extension is granted.
- c. An Academic Staff who is granted sabbatical leave shall be required to sign an undertaking to continue services to the University for a minimum period of two years after the completion of the leave. Failure to comply with the undertaking shall entitle the University to claim the salaries that were paid during the leave plus any other damages.
- d. A beneficiary of a sabbatical leave shall upon completion of the leave, submit a report detailing experiences and/or accomplishments to the respective academic unit. Such a report should be in line with the original proposal for the leave. Failure to do this will be considered as a serious breach of duty.
- e. A request for a sabbatical leave cannot be entertained if the person forwarding the request is already past the retirement age as determined by law.
- f. Irrespective of sub-article 1 of this article, a staff member who has served as an academic administrator for at least five years is entitled to a sabbatical leave at the end of five years of uninterrupted service to the University.
- g. Detailed implementation of the sabbatical leave shall be carried out by a separate guideline/directive of the University.


⚡ **Other Leaves**

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- An Academic Staff member who has served the University for more than one year shall be granted sick leave with full pay for three months and an additional six months of leave with half pay in the event of protracted illness within a given year. However, such sick leave should not exceed 16 months in four years' time. In either case the leave shall be granted only where the staff member produces proof from a recognized medical institution that such a leave is medically required
- A University-employed spouse of an Academic Staff member who is on a study leave may be granted leave of absence without pay for a maximum period of one year to be in the company of the latter provided that the study leave is at least two years long and that the University unit for which the spouse works confirms that the granting of such a leave would not cause a serious disruption of its normal functioning.
- Occasional leaves including those to attend seminars, workshops, symposia, short courses, etc. may be granted with full pay for a period not exceeding a total of 30 calendar days continuously in one semester. If such leaves are required for longer than one month in a semester the following conditions must be met:
 - a. The teaching assignment of the Academic Staff can be covered by another staff
 - b. The training is relevant to the professional development of the Academic Staff and the capacity building of the University
 - c. The Academic Staff is willing to compensate for such leave by taking assignment during the long vacation period
 - d. The maximum duration of such a leave should not be more than 3 months in one academic year and cannot be granted in consecutive years.
 - e. Such leave of absence must be approved and endorsed by SC/DC, and any leave longer than one month at a time should be approved by the AVP.
- A full time Academic Staff may be granted leave without pay for a maximum period of two years without extension provided that the following conditions are fulfilled:
 - a) The staff member applying for the unpaid leave of absence had not benefited from a study leave or a sabbatical leave during the three years prior to applying for such a leave.
 - b) That the granting of the leave will not seriously disrupt the normal functioning of academic activities in the academic unit.

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- c) The period of time for which the Academic Staff member would be on such a leave shall not be counted as a period of service to the University.
- d) A staff member eligible for such a leave must have effectively served the University for a Minimum of five years altogether.
- Other leaves like maternal and occasional leave shall be granted to Academic Staff in accordance with the Civil Servants Proclamation.

✦ **Accumulating Leaves**

Sabbatical and research leaves can be split but cannot be accumulated.

✦ **Arrest or Conviction**

An Academic Staff member who is arrested, charged with, or convicted of, any criminal offence, saves for petty offences like violation of traffic regulations, etc., shall take all reasonable measures to inform anyone of the respective superiors, and governed by the Civil Servants Proclamation.

✦ **Working for Other Institutions or Private Interest**

- a) An Academic Staff member shall give full energy and attention, to the best of his ability, to the required duties in the University unless with the endorsement of head of the academic unit and approval of AVP, assigns duties for other institutions.
- b) No Academic Staff member shall undertake any outside activity which may tend to impair his usefulness to the University or conflict with their duties.
- c) No Academic Staff member shall take up or accept any activities outside prearranged University duties for remuneration which may impede upon university time and without written prior permission of the head of the academic units.
- d) The provisions of this Article, however, shall not be deemed to constitute a bar on an Academic Staff member from participating in social organizations, civil societies, and professional associations without affecting the University working time.

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