

Introduction

The Nugaal University is expected to produce qualified professionals, who are competent, skilled, and attitudinally & ethically committed to their profession. The University is also expected to establish a system and culture of continuing professional development through diverse modes of delivery with the principles of life-long learning in order to meet the health professionals' demand in the country.

In line with the above regards, it is pertinent to set a legislation that governs and directs the University. Therefore based on the Human Resource Development plan framework, the University's legislation is produced with the approval and confirmation of the University's Academic senate.

This legislation is founded in the exercise of the Administrative charter or Regulation vested to the Academic senate in order to make recommendations to the University concerning the conditions of employment of academic staff and its general powers to discuss and determine the regulation of the University with respect to disciplinary and academic matters. Therefore, it reflects the recommendations of the Academic senate with respect to those general principles, rules and regulations that should govern the conditions of employment, professional responsibilities and rights of the instructors at the University.

As the progress and strength of the University depends, in the first instance, on the professional strength of its staff, it is a function of the University to develop itself as a community of scholars devoted to the continuing improvement of the University as a free institution in the service of the society in accordance with the best traditions developed by other similar training Universities with in the country as well as the Region. In order to develop a strong University capable of attracting outstanding scholars into institute careers, it is desirable that the University develops working principles, rules and regulations.

Therefore the implementation of this legislation will enhance the delivery of effective training and further realize the achievement of stated objectives of the UNIVERSITY.

SECTION I

1.0 OBJECTIVES OF THE NUGAAL UNIVERSITY

1. To train various professionals who will be able to accomplish the objectives of the National policy within the framework of need of society.
2. To produce professionals who are academically qualified, professionally skilled, attitudinally and ethically committed to their profession;
3. To establish a system and culture of a continuous professional career programme using diverse modes of delivery;
4. To conduct and disseminate scientific researches aimed at improving the training system and knowledge expansion;
5. To give civic and ethical education for students and produce professionally responsible and dependable professionals aware of their rights and obligations, their social responsibilities and equity in gender, nationalities and urban-rural settings;
6. To establish strong links and clear communication with the community, different Institutions and all stakeholders within the region as well as the country;

SECTION II

2.0 ACADEMIC ORGANIZATIONS

2.1 The University

The Nugaal University shall have duties & responsibilities to:

1. Design and implement academic programs based on the principles and standard set by Ministry of Education and need of society;
2. Admit students in accordance with standards set by the University Academic senate;
3. Confer academic certificates, diplomas, bachelor and master's degrees, prizes and ranks of promotion as may be appropriate;
4. Organize and strengthen educational and community based research and study units to initiate, conduct and support the research activities;
5. Prepare, publish and distribute academic journals, brochures and newsletters, and research findings;
6. Produce, organize, own, procure and collect teaching materials, laboratory equipment, and library reference materials to ensure a conducive learning environment;
7. Organize and conduct seminars, workshop, symposia particularly focusing on the needs of the region;
8. Establish relations with local and foreign institutions having similar objectives;
9. Render relevant community based services to the society;
10. Promote staff development and ensure the improvement of professional competence and service quality;
11. Charge appropriate fees for services it renders;
12. Devise and plan appropriate programmes and activities necessary to generate its own income;
13. Own and purchase properties, enter into contracts, sue and be sued in its own name;
14. Keep every financial records and documents according to the financial code of the Regional state;
15. Raise and administer developmental funds as provided for in the appropriate legal code of the Region;

16. Take all measures necessary for its expansion and strengthening its capacity and to perform other activities conducive to the attainment of its objectives.
17. Ensure the civil service reform program and raise the quality of service delivery.

2.2 General Assembly of the Academic Staff

1. The general assembly is a general gathering of the all-academic staff and professionals whose presence is demanded and relevant to the issues on the agenda;
2. The meeting is chaired by the University president and its minutes is kept by a secretary to be elected by the assembly;
3. The meeting plays a consultative role in:
 - a) Discussing and commenting project proposals formulated by the University;
 - b) Discussing and forwarding inputs on strategic and annual plans and budget proposals;
 - c) Discussing on proposals and mobilizations related to the entire academic programmes and expansion of the University;
 - d) Nominating eligible candidates for membership on different committees;
 - e) Evaluating overall performance of planned activities of the University on regular basis;
4. The general meeting shall be held at least twice during the academic year;
5. Urgent meeting can be convened when a critical demand occurs. In addition, when two-third of the staff members, express their demand by signatures, the meeting could be arranged.

2.3 The Academic Senate

The Academic senate is composed of: -

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|------|---|-------|------------------|
| i. | University President | ----- | Chair person |
| ii. | Vice President | ----- | Vice Chairperson |
| iii. | Academic affairs and Registrar | ----- | Secretary |
| iv. | All deans | ----- | member |
| v. | Research unit head | ----- | “ |
| vi. | Head of exam and curriculum board | ----- | “ |
| vii. | Head of finance and Administration department | ---- | “ |

Powers and duties of The Academic Senate:

The Academic Senate of the University shall have powers and duties to:

- a) Approve the University academic calendar;
- b) Discuss on the University strategic, annual and action plans and forward amendments;
- c) Based on the approved academic legislation, issue rules, regulations, and directives follows up effective implementation of various educational programs of the University;
- d) Set procedures and determine number of trainees for placing to different departments in consistency with existing capacities of the University and strategic manpower needs of the region;
- e) Devise appropriate methods and strategies for betterment of the learning culture in the University;
- f) Lay down the modalities of examinations, approval of grades and promotion of students in line with the general principles and direction set within national and regional framework;
- g) Submit recommendations that can promote the training, research and consultation roles of the University to Regional organizations, society & other concerned bodies;
- h) Evaluate and approve proposals for research activities and preparation of teaching materials and professional development of the staff;
- i) Set guideline for the presentation, dissemination and subsequent publication of research findings in the Universities;
- j) Decide on the students' academic status, approve students' graduation and grant of academic testimonials as may be appropriate upon completion of an academic program;
- k) Deliberate on complaints and grievances related to graduation, academic status and award of prizes and pass final decisions;
- l) Devise ways of strengthening the relations with other higher learning institutions and relevant government and non-government institutions;
- m) Generate and submit suggestions, proposals and recommendations on new academic initiatives and programs according to the needs of the region and country;

- n) Scrutinize applications of academic staff for promotion to the next academic rank.
- o) Form standing committees, set and regulate their working proposals and procedures regularly;
- p) Approves the assignment of different office coordinators;
- q) Issue its own procedures of meetings and internal regulations;
- r) The academic senate shall have the right to extend the load of instructors up to 14 hrs per week with justifications.
- s) Ensure the civil service reform program and raise the quality of service delivery.
- t) Perform other appropriate duties addressed to it from the Regional Health Bureau and the University board;

2.4 The University President

The University President is the chief academic and managerial head of the University.

The University dean is accountable to the Board of the University;

Powers and duties of the University dean;

- a) Exercise the powers vested on him for the development and the smooth running of the University;
- b) Employs and administers the academic staff of the University in accordance with the regulation.
- c) Heads meetings of the Academic senate;
- d) Manage the administrative and supportive staff of the University in accordance with civil service laws of the country;
- e) Prepares and presents annual plan and budget of the University to the Academic Senate for discussion, comments and implementation;
- f) Ensures the implementation of decisions and directives issued by the academic senate;
- g) Represents the University in all its dealings and agreements with third parties
- h) On behalf of the University signs appropriate contractual agreements and documents with third parties;
- i) In cases where the University officials fail to effectively execute their responsibilities, she/he submit suggestions to the Academic senate requesting for their resignation;

- j) Discharges responsibilities to the various office holders, officials and heads of departments for effective and smooth running of the University activities;
- k) Devises means and strategies to strengthen the research activities that help enrich learning culture within the University;
- l) Effects expenditures of budget in accordance with the approved budget of the University in line with the Regional financial rules and regulation;
- m) Initiates formulations of viable studies and proposals to improve and upgrade the capacity and jurisdictions of the University;
- n) Initiates and executes projects for revenue generation and development of the University;
- o) Report the activities of the University to the Board of University and the Academic senate;

2.5 The Vice President

The vice president is accountable to the Dean of the University.

Powers and duties of Vice president:

- a) Assists the University President on academic and administrative affairs of the University;
- b) Replaces the President and works all duties when the president is not there
- c) Acts as vice chairperson of the academic senate;
- d) Devises the means and ways to strengthen efficient service delivery by mobilizing human and material resources;
- e) Ensures the fulfillment of materials and human resource, and monitors their proper handling and efficient utilization in the University;
- f) Plans and proposes human resource and material capacity building projects and implements them when approved by the concerned bodies;
- g) Ensures execution of every planned activity of the University according to rules and regulation;
- h) Manages and oversees performance and management responsibilities of the all
- i) department deans;
- j) Coordinates and follows up the execution of management responsibilities of all departments and offices in the University;

- k) Makes efforts to create a safe, conducive and attractive learning environment in the University premises;
- l) Plans and evaluates performance of activities by the academic and administrative staff in accordance with performance based management system;
- m) Participates in appropriate academic and administrative committees of the University;
- n) Submits report to the University dean;
- o) Coordinates and monitors all research activities;

2.6 The Academic affairs

The Academic affair is accountable to the vice president of the University.

Powers and duties of the Academic affairs;

- a) Effects & ensures the implementation of every academic decisions and directive issued by the academic senate of the University;
- b) Provides explanations and appropriate directions on academic activities and agendas to the academic senate;
- c) Plan, Administer and monitor the implementation of every academic programs and activities;
- d) Effects the University academic calendar in collaboration with the University registrar and deans;
- e) Formulates appropriate academic regulations, task procedures and guidelines and implements them upon approval by the academic senate;
- f) Ensure that students formally see their academic performance (grade) for every academic assessment each semester;
- g) Facilitates and mobilizes supports and resources for the strengthening of the academic programs;
- h) Participate in appropriate Academic and Administration committees;
- i) Set programs for quality teaching and learning processes and follows their proper implementation;
- j) Takes corrective measures where irregularities occur during academic implementations;
- k) Submit reports to President and Vice president;

- l) Carries out other duties and responsibilities assigned to him/her by the University President, vice president and Academic Senate;

2.7 The Registrar

The registrar is appointed by Academic senate under nomination by the University President. S/he is accountable to the Academic affairs of the University.

Powers and duties of the Registrar:

- a) Prepares student registration forms and schedules for registration processes;
- b) Prepares and compiles course catalogues in collaboration with the deans and implements them upon approval of the academic senate;
- c) Prepares the academic calendar and submit to the academic senate for approval;
- d) Admit and register applicants;
- e) Submits students' results to the academic senate
- f) Issues grade report cards;
- g) Prepares lists of prospective graduates and failures and submits them to the concerned bodies;
- h) Organize and submits academic statistical reports relevant to planning and decision making to the various sections and offices of the University;
- i) Presents lists and documents of graduating students with those deserving awards and prizes for approval by the academic senate,
- j) Handle the graduation and certification ceremony;
- k) Facilitates smooth communication, efficient registration and documentation of students attending in the various academic programs of the University;
- l) Registers students in the different academic programs, entitles the successful ones for graduation, and after checking their clearances, hands over the proper academic credentials according to its preset programs;
- m) Supervises and evaluates work efficiency and quality of the registry and suggests more efficient procedures and implements them when approved by the academic senate;
- n) Ensure the safety of academic records of students;
- o) Establishes computerized system of registrar appropriately and systematically;
- p) Receives admission applications and processes them properly.

- q) In consultation with deans, resolves different academic problems students may face;
- r) Represent the registry in all affairs;
- s) Submit report to University President.

2.8 The Dean of Students

The students' dean is assigned by the Academic senate after nominated by the President. S/he is accountable to the Academic affairs.

The duties and Responsibilities of the Dean of Students:

- a) Ensure that students receive guidance and counseling services;
- b) Ensures proper implementation of students affairs regulation and procedures;
- c) Creates conditions to ensure females academic performance and participation at an equal level with their counter part- the male candidates;
- d) Generates innovative ideas to create conducive learning environment in the University premise and implements them upon approval by the concerned bodies;
- e) Ensures that students receive proper orientation of the academic and administrative regulations of the University, and initiates and administers social, cultural and extracurricular activities;
- f) Declares various students' related decisions set to the students;
- g) In collaboration with the University registrar and concerned officers, coordinates the different ceremonies;
- h) Performs other appropriate duties related to students management and overall development of the University;
- i) Manages recreational facilities and students' service centers so that they discharge effective and appropriate services;
- j) Participate in academic and administrative committees of the University and matters related to students affairs;
- k) Gives permissions to students on reasons of serious social and health problem upon consensus to be reached with the department deans;
- l) Submit reports to the Academic affairs;
- m) Performs other activities assigned by Academic senate.

2.9 The Department dean:

The department dean is department staff member with an academic rank of at least GA-II. S/he is accountable to the Academic affairs and Vice president.

The dean has the following duties and Responsibilities:

- a. Coordinates and manages department programs, including course planning, and finalizing results;
- b. Designs means to improve instructional procedures and implements when approved;
- c. Set all academic programs and schedules and send to academic affairs;
- d. Follows proper implementation of all academic programs and schedules;
- e. Facilitate remedial programs for students with academic deficiency;
- f. Orients and regularly advises students of the department on academic matters;
- g. Conducts at least two regular consultative meeting with the department students and staff members in the semester;
- h. Reports the outcome of the meeting to President, Vice president and academic affairs;
- i. Keeps academic and disciplinary records of students in the department;
- j. Scrutinizes cases of make-up exams and submits eligible applicants with justifications to the academic senate for approval;
- k. Ensure that students formally see their academic performances (grades) for every academic assessment each semester;
- l. Approve and submits results to the registrar;
- m. Provides the Academic senate with ways and means of solving academic problems upon request or demand forwarded to the department;
- n. Strictly ensures and gives appropriate decisions on complaints and grievances of students about re-marking of examinations;
- o. Ensures that every staff in the department gives timely and appropriate feedback to students after every assessment;
- p. Approve grade reports upon submission and draw up grade statistics and endorses it to the academic senate for final approval;
- q. Evaluates instructors on performance-based management system;
- r. Prepares and submits detailed plan of activities and reports to the President, Vice president and Academic affairs;
- s. Acts as member of the academic senate.

- t. Supervises and directs the work of the department team;
- u. Carries out other duties and responsibilities assigned by the Academic vice dean

2.10 Research and Publication Unit Coordinator;

Being accountable to the ARVD, the Research and Publications Unit Coordinator shall have the following roles and responsibilities.

1. Initiates and supports all departments and other resourceful individuals to conduct research activities;
2. Select relevant areas of research, discuss for its appropriateness with the Vice president and academic affairs and effects as when approved by the academic senate;
3. Prepares and submits annual plan of action;
4. Directs and administers the research and publication activities;
5. Designs ways and means of securing funds from external sources to undertake research and teaching material production;
6. Organizes workshops, symposia, seminars;
7. Ensures and facilitates the accessibility of publications such as: Bulletins, Newsletters, Proceedings, Journals, and other printed educational materials relevant to the University community;
8. Works with the University administration and especially with the chief librarian and with ICT unit to have a network of global information and access to newly introduced education technology;
9. Facilitates and coordinates workshops, seminars, symposia related to Academic works;
10. Co-ordinates and facilitates the activities of research & publications committee;
11. Prepares and submits progress reports of its activities as demanded by the University;
12. Participates in appropriate academic and administrative committees of the University;
13. Carries out other activities assigned by the University and actively participates in the University affairs;
14. Determines its own rules and procedure;
15. Performs other tasks assigned by the University.

2.11 Distance and Continuing Education Program Coordinator

Being accountable to the Academic affairs, the coordinator shall have the following duties and responsibilities:

1. Initiates and prepares short, medium and long term plans for the improvement and expansion of distance and continuing education;
2. Works with the registrar in announcing the programs, recruiting and placing new students;
3. Advises the academic senate on matters pertaining to distance and continuing education program;
4. Lay down general budget guidelines and give advice as the budget request of the department;
5. Prepares time tables for teaching learning activities and examination concerning distance and continuing education program
6. Monitors the implementation of all schedules and program plans;
7. Prepares proposal on the rate of tuition fees for the various services rendered under the program, and presents it to the academic senate and implements upon approval;
8. Ensure the civil service reform program and raise the quality of service delivery
9. Prepares and submits a report on its activities to the Academic affairs;
10. Determines its own work procedure;
11. Carries out other activities assigned by the University.

2.12 The Gender Unit head

The University gender unit comprises female students assigned to the various University departments. The unit shall be set up with active participation of female students and female instructors in the University. As appropriate, other female administrative staff can join to promote the cause and initiate positive involvement within the student community.

The unit head (female student) is selected and assigned by the female students and accountable to President of the University.

She has the following duties and responsibilities: -

1. Act as the gender focal person within the University and realize affirmative action to female students:

2. Support teaching learning process for female students, guide how to study, provide guidance and counseling service and make available reference and text books.
3. Develop short and long term plans of the unit.
4. Arrange and facilitate workshops for female students in the University.
5. Prepare and submit project proposals for funding agencies for assisting female education development.
6. Coordinate and monitor the implementation of physical year plans of the committee.
7. Act on all gender related matters in collaboration with the University officials and pertinent bodies elsewhere.
8. Submit progress report of the committee activities to the University.
9. Determine the units own rules and work procedures.
10. Perform other additional duties assigned by the University.

SECTION III

3 STAFF AFFAIRS

3.1 APPOINTMENTS AND PROMOTIONS OF ACADEMIC STAFF

An academic staff may be defined as a person who joins the University as a full-time instructor and/or as a researcher, based on contractual agreement that would be renewed every year.

3.1.1 CRITERIA FOR APPOINTMENT AND PROMOTION OF THE ACADEMIC STAFF

The criteria for appointments and promotions of the academic staff of the University have six major components;

1. Academic qualification;
2. Year of service;
3. Effective teaching experience;
4. Publications;
5. Teaching materials development; and
6. Effective participation in the University's and community's affairs.

Instructors joining the University as full-time staff member will be assigned academic ranks in accordance with the general criteria established. Each person assigned to a rank shall be eligible for promotion in accordance with the procedures and rules set forth in the subsections of this legislation.

3.2 Rank, Salary Scales, and Promotion

3.2.1 Ranks:

The University uses the following academic rank hierarchy (ascending order):

3.2.1.1 Academic Staffs

- a) Graduate Assistant - I
- b) Graduate Assistant - II
- c) Assistant Lecturer
- d) Lecturer
- e) Assistant Professor
- f) Associate Professor
- g) Professor

Technical Assistants

- a) Technical Assistant I
- b) Technical Assistant II
- c) Technical Assistant III

Unless specific contractual arrangements are made to the contrary, a teacher joining the University for the first time will be subject to a probationary period of one semester with the University, during which time the University may, inform the teacher that he/she will not be re-employed the following semester.

Persons contracting to join the University to perform essentially administrative, non-teaching duties may, in exceptional cases, be assigned an academic rank within a relevant department of the University providing the following conditions are satisfied:

- i. The person must be a recognized scholar in his/her field with prior experiences;
- ii. The person must be invited to join a specific department of the University with his/her attachment to that department need entail teaching or other academic duties.
- iii. The candidate must be formally recruited pursuant to the University rules and regulations.

3.2.2 Salary Scales

A general salary scale would be applicable according to the University policy and considering regional context.

This salary scale should take into account the teacher's assigned University rank and other factors including academic and related experience, and prior professional position. It will thus be used to establish a proper salary level for each teacher in the University.

- The salary of the President and vice president will be his/her monthly salary plus 20%;
- The salary of the Academic affairs, deans and other office heads will be their salary plus positional allowances as approved by University higher managers (President and Vice);
- Salary increments within the rank shall be made based on service years (usually every two years) and results of evaluations by students, Department Heads, and colleagues as set out by the University.

3.2.3 Pay for Distance and Continuing Education, Part-time Teaching, extra assignments

- The Academic senate will propose and approve Continuing Education, part-time and over-load pay rates
- The university higher managers will approve the pay rates proposed by the senate.
- The university may pay to its staffs for some extra assignments
- The university may provide full accommodation for some academic staffs; particularly foreigners, as decided by higher officials.

3.2.4 Criteria for Appointments and Promotions

The University shall appoint all academic staff on a one-year contract basis of which six months is a probation period. If the performance of the candidate becomes unsatisfactory, his/her appointment shall be terminated after the initial six months period.

For all academic staff, the minimum Cumulative Grade Point Average (CGPA) requirement shall be 2.75 as appropriate. The CGPA requirement may be changed under special circumstances justified by the academic senate. However, it should not by any means be less than 2.50.

Definition of ranks

- **Graduate Assistant I** – Is a candidate with the qualification of Bachelor’s degree.
- **Graduate assistant II** - Is a candidate with the qualification of?
 - A post basic (After diploma) Bachelor’s degree; or
 - Graduate Assistant I plus one year effective teaching service ; or
- **Assistant lecturer** - Is a candidate with the qualification of:
 - a. Bachelor’s degree plus two or more years’ effective teaching; or
 - b. Graduate Assistant II plus one Year effective teaching; or
 - c. Medical-Doctorate degree

- **Lecturer – Is a** candidate with the qualification of:
 - a) Master’s degree; or
 - b) Assistant lecturer plus one publication on standard journals; or
 - c) Assistant lecturer plus one teaching material development plus two years teaching experience.
 - d) Medical Doctor plus one year effecting Teaching.
- **Assistant professor – Is a** candidate with the qualification of:
 - a) Master’s degree Plus two years teaching experience and 2 articles publication; or
 - b) Master’s degree Plus two years teaching experience and one article publication and one teaching material production or
 - c) Medical doctorate degree + specialization, or
 - d) PhD
- **Associate professor – Is a** candidate with the qualification of:
 - Assistant professor + 4 years of teaching experience + 3 solo articles
- **Professor** - A candidate with the qualification of:
 - Associate professor + Minimum of 10 years teaching experience + Publications

Technical Assistants

- **Technical assistant I** - Is a candidate with the qualification of Diploma + 0 yrs. service
- **Technical assistant II** - Is a candidate with the qualification of : -
 - a. Technical assistant I plus two years effective teaching service; or
 - b. Diploma in Upgrading Program, with three or more years’ service at certificate level; or
 - c. Diploma plus six years non-teaching service.
- **Technical assistant III**
 - a. Technical assistant II plus two years effective teaching service; or
 - b. Diploma in Upgrading Program with at least 3 or more years’ service before upgrading plus 2 or more years’ service after upgrading.

3.2.5 Principles and Procedures for Promotion

The Staff Appointments and Promotions Committee of the University will consider request for promotion from all departments.

The procedures for **approval of** promotion shall be as follows:

- The University Staff Appointments and Promotions Committee shall approve promotion until the rank of a lecturer.
- All promotions of Assistant Professor, Associate Professor and Professor shall be approved by the board of senior academicians and managers.
- Department deans propose the promotion of both academic staff & technical assistants. Department staffs who are not recommended for promotion has the right to apply the committee or board.
- The staff Appointment and Promotion Committee of the University evaluates the proposal and approves. And the committee will notify the academic senate.
- All promotions above the lecturer shall be presented to the board for their approval. The effective date of promotion will be the date on which the Board approved the promotion.
- The standards for promotion are generally set forth in the University regulations but the staff appointments and Promotions Committee may prescribe further standards.

3.3 Weekly Work Load

- The teaching load of a full time academic staff shall be 14 hours per week
- The number of courses and weekly loads should be fair among department staff members.
- Department deans and office coordinators' load will be 12 hrs./week
- All academic staffs and department deans should have two hours per week of consultation and advisory services for their students.
- When the time taken is more than stated above, *the University will pay the extra hours work load payment;*

- Instructors are obliged to offer tutorial classes that shall not be considered as weekly workload.

3.4 Study Leave

The University within its capacity will provide training opportunities based on its staff development plan. In implementing this, the following principles apply. An instructor offered a study leave shall sign an agreement to serve equal of the duration s/he spent on the study after completion.

- A Diploma, BSc. /B.A. or MD or MSc. /M.A holder is entitled for his/her first, second or third degree training after serving for two academic years in the University.
- A University member who has obtained a leave of absence exceeding one month shall compensate for the duration of the leave before applying for study leave.
- When a staff member leaves for his/her first, second or terminal degree, she/he is entitled for his/her salary.

Other leaves

- Study leaves
- Research leave
- Semester leave
- Yearly leave
- Leave without payment may be granted if approved by higher managers
- Sick leaves, maternity leave (including short leave for father), leave to mourn the death of family member, leave for wedding, shall be handled in accordance with the rules and regulations of the University.

3.5 Institute Property Clearance

A University property clearance shall be required of:

- All contract employees at the end of the contract period;
- All non-contract employees including tenured staff at the end of their service years,
and

- All those going on study leave

The last salary of all three categories of persons shall be paid after presenting duly signed clearance by relevant units of the University.

The University shall issue letters to concerned government body, when these are required.

3.6 Code of Conduct and Regulations of the University's Academic Staff Members.

3.6.1 Academic Freedom

Any Academic Staff member shall have the freedom and duty to discharge his/her teaching or research activities so that:

- a. his/her contact with students for teaching purposes may always promote and permit an atmosphere of free, rational and dispassionate inquiry with respect to issues relevant to the subject matter of the courses, by including, where he/she deems it necessary a discussion of controversial issues and the presentation of particular views there-on, without, however, forcing the assumption that these issues are settled in advance;
- b. His/her research methodology and findings always promote and permit an atmosphere of free, rational and dispassionate inquiry and findings with respect to issues relevant to the subject matter of the research.

3.6.2 Research Activities

An Academic Staff member shall have the freedom and duty to conduct research in any area of his/her choice that may advance the alleviation of the problems of the society and the enhancement of scientific knowledge.

3.6.3 Teaching Activities

Any Academic Staff Member shall have the freedom and duties to develop material related to his/her discipline and offer a full-fledged course in accordance with the University rules and procedures on course offerings in various disciplines in pursuit of knowledge in the University.

3.6.4 Dissemination of Findings

- Any Academic Staff Member shall have the right to disseminate his/her findings by journals, seminars, symposium, internet and any other ways within or outside the University.
- The right to disseminate an Academic Staff Member's research findings may not, however, be exercised in a manner contrary to morality, law and order or the security of University or country; nor may it be exercised in the name of the University without the approval of the appropriate authority of the University.

3.6.5 Complaints

- Every Academic Staff Member shall have the right to complain in writing to the Vice president of the University if he/she feels aggrieved, or feels that prejudice has been shown against him/her, after exhausting lower channels of authority, where such authority exists.
- The Vice president of the University may, when he/she deems it necessary, order an investigation to be conducted by establishing an ad-hoc committee. If the nature of the complaint involves issues beyond regular administrative matters, such as breach of duty and discipline, the Vice president of the University will refer the complaint to the Disciplinary Committee.
- The composition of the ad-hoc committee shall be as decided by the Vice president of the University.
- The ad-hoc committee shall submit its findings on the complaint, together with its recommendation as to measures that should be taken, to the Vice president.

3.6.6 Other Rights of academic & technical staff

An academic & technical staff has:

1. The right to maintain the privacy of his/her office. No inspection of his offices will be done except through the written notice from a court or an approved official;
2. the privilege to teach in the evening;

3. the right to academic promotion in accordance with the rules and regulations established;
4. the right to be nominated to any academic position, if he/she meets the requirement for the position and get training opportunity;
5. to be compensated for the extra weekly teaching load;
6. the right to exercise the legal rights;
7. the right to undertake research activities;

3.6.7 Academic & technical Staff Obligations

1. An academic staff member is obliged to concentrate his/her energy on the best interests of his/her University;
2. All academic staff members are bound to comply with the rules and regulation established by the Regional government and the University;
3. All academic staff members are required to maintain professional ethics and competence to promote a positive image of their profession;
4. An academic staff member shall treat and evaluate all students equally irrespective of their religion, clan, sex, nationality, etc.
5. Every member of an academic staff is obliged to involve in team works for effective operation of the University's business;
6. An academic staff member is required to teach professionally in responsible way;
7. All managing bodies (President and vice president) are required to teach at least one if appropriate;
8. An academic staff member shall regard his/her service to the University as a full-time employment. But the staff can engage in other activities or part time works outside the University with noticing the respective Dean, President or Vice president;
9. An academic staff member is required to refrain from using his/her official position or Institution's facilities for the dissemination of her/his personal

ideas, which may create disruption of her/his personal ideas, interests or actions, which may create disruption in the University.

10. In addition to class lecture, all academic staff member is strictly required to set 2 Hours office consultation hours per week mainly for the purpose of students service delivery;
11. Academic staff members are expected to annually evaluate their own work and plan for improvement in consultation with the proper authority of the University;
12. Nothing in the provision of the preceding sub-articles of this document shall, however, be interpreted as a prohibition on an academic staff member from participating in professional associations, consultancy services and community development activities;
13. Academic staff is required to carry out research activities, give a talk at seminars, conferences;
14. Academic Staff Member is expected to maintain at all times, within and outside the University, behavior and conduct which gain the respect of the public for his/her profession as well as University;
15. The academic/technical staff has the right to exercise his constitutional as well as human rights in the University premises unless and otherwise impose upon others rights;
16. Every Academic Staff member shall give full energy and attention to the best of his/her ability to the job to which he/she is assigned;
17. No Academic Staff member shall undertake any activity which may, in any way, tend to impair his/her usefulness, or conflict with his/her duties, or be inconsistent.
18. The academic staff has professional and ethical obligations to participate in social organizations, Professional associations or consultancy services.
19. In his/her contacts with students, an Academic Staff member shall use all his/her energy to the best of his/her ability to equip them, with knowledge and skill that will enable them to render services to the people whom they are intended to serve.
20. Any academic staff should inform his/her immediate boss if in case can't come to class, so that the class will be managed;

21. All unhealthy relationships with students shall be strictly dealt with.

3.7 Disciplinary penalties and Procedures

Types of Disciplinary Penalties

For breach of discipline any of the following categories of penalty procedures may, depending on the level and seriousness of the breach, be imposed up on an academic staff member:

Light penalties

- Verbal warning;
- Written warning;
- Fine, 5 %, 10 %, ... of a month salary;
- Fine, one to two months' salary;

Heavy penalties

- Fine, three months' salary or more
- Salary demotion;
- Postponement of the next academic rank
- Removal from any responsible academic and/or administrative position;
- Temporary dismissal from the University
- Complete dismissal from the University

Procedures for Disciplinary penalties

Any of the penalties specified above may be applied simultaneously with another penalty or other penalties so specific where it is believed the combination of more than one of these penalties would better facilitate the reformation of an academic staff member; extra vagrant dialogue/addressing.

Examples of **'light'** breach of duty or discipline, but not limited to, include:

- i) Disturbing the teaching learning process;
- ii) Profanity or insulting students, staff members, administrative officials;

- iii) Absence from one class without prior notice or valid reason

Examples of **'serious'** breach of duty or discipline, but not limited to, include:

- a) Repeated and intentional refusal to perform assigned teaching, research and committee function, etc. provided that the academic staff member is in a position to prove it otherwise;
- b) Misconduct clearly reflecting immorality or dishonesty;
- c) Neglect of duties; Regular duties negligence, which affects a considerable problem to the learning process;
- d) Habitual drunkenness;
- e) Altering grades to favor or harm students;
- f) Clear violation of professional ethics and principles governing the academic profession;
- g) Any type of physical assault;
- h) Sexual assault;
- i) Others as appropriate.

Initiation of Disciplinary Proceedings

- a) Disciplinary proceedings may be initiated by a complaint submitted to the Disciplinary Committee by the concerned authority;
- b) In the case of a breach of discipline or duty, no action may be taken without the initiation of complaints by the complaining authority or duly appointed representative and the disciplinary committee's hearing;
- c) complaints shall be made in writing and shall contain all allegations which constitute a breach of duty or discipline;
- d) A complaint shall be prepared in three copies and duly signed; and a copy will be submitted to the Disciplinary committee, one to the accused academic staff member, and the third copy to the authority complaining;

The Defense Action of the Accused

- a) The accused academic staff member has the right to argue the case, be heard and request recession/proceedings;
- b) The accused academic staff member shall have the right to be represented by anybody he/she chooses at any stage of the disciplinary proceedings. The disciplinary committee shall, after receiving any complaint, summon the academic staff member concerned and ask for his/her plea;
- c) Where the summoned academic staff member prefers to consult with his/her defense counsel before his/her plea, the disciplinary committee shall adjourn the case so as to give reasonable time to enable the accused academic staff member to consult with his/her defense counsel;
- d) The accused academic staff member must produce the justification which may support his/her action;
- e) Where the accused academic staff member opts to exercise his/her right to produce defense evidence, the Disciplinary Committee shall use every means as its disposal to enable the accused academic staff member to produce all her/his defense evidences;

Process of Investigation

- a. The committee must produce an abstract of each case;
- b. The committee must collect the pertinent regulations related to the case;
- c. The committee must obtain the accused staff member's file;

Final Report

- a. After careful consideration of all facts and evidences, the Disciplinary Committee shall return the case to the President or vice president of the University with its findings and recommendation; the President or vice president may order an additional investigation if the case does not appear to be sufficiently clear or complete. This is done only once;

- b. Where the Disciplinary Committee finds the accused academic staff member proven guilty of the action or lack of action complained of, it shall suggest an appropriate penalty;
- c. The Disciplinary Committee's finding on the proven guilt or innocence of an accused academic staff member shall be final and binding on the approval of the President or vice president;
- d. Where the Disciplinary Committee finds the accused academic staff member not guilty of the action complained of, it shall suggest to the President or vice president measures to be taken against the complaining authority to readdress the damage done to the academic staff member as a result of a false or unproved accusation;

The Establishment of the disciplinary Committee

The University shall establish a disciplinary committee, whose duty shall be to investigate complaints on breaches of duty and discipline by an academic staff member.

Composition of the Committee

- a. 3 full-time & senior academic staff members elected by the Academic Senate of the University;
- b. 1 full-time academic staff member elected by Teachers;
- c. Academic affairs;
- d. The President or Vice president (He/she will be the head of the committee);
- e. A simple majority of the members shall constitute a quorum.

Power and Duties of the Disciplinary Committee

- The Disciplinary Committee shall establish facts and shall have to be subject to the law of the country, the power to apply the necessary procedures that will enable it to establish facts;
- Without limiting the generality of the foregoing, the Disciplinary Committee shall, in particular, have the following power;

- a. to summon only someone whom the Committee thinks can give testimony to established facts;
- b. to order the production of any document that the committee thinks necessary for the proper discharge of its duties;
- c. to recommend and approve the penalty

Removal of the Committee Members

- When the Chairperson is the plaintiff in a case, he/she will be replaced for that case.
- When a member of the Committee is related by blood or marriage to the accused on the case, the member will be replaced for that case;

SECTION IV

7.0 STANDING COMMITTEES OF THE UNIVERSITY:

The University shall have the following standing committees:

1. Academic senate (AS)
2. Staff Appointments and Promotions Committee
3. Board of senior academicians and managers.
4. Board of senior academicians standards and curriculum Review committee
5. Student disciplinary committee
6. Staff Disciplinary committee
7. Academic Standards and Curriculum Review Committee (ASCRC):
8. Temporary committee such as graduation committee and others as needed

Purpose

The standing committees are primarily entitled to play functional roles to activate efficient useful operation in the University academic programs. They are supposed to give due concern and effect all spheres of activities within their limits. Sound and rational opinions and suggestions get their birth here and flourish even better as these committees intensify their unparalleled efforts.

Establishment:

These standing committees may create sub- or ad-hoc committees as deemed necessary:

1. The Academic Senate or higher managers will make Nomination and election of persons to serve in the standing committees;
2. Standing committees shall report to the Academic Senate;
3. Objections to the nominations or declining to accept the assignment by the elected member should be submitted to the Vice president in writing within one day of the announcement; the Vice president then takes the appropriate action.

Academic Standards and Curriculum Review Committee (ASCRC):

The ASCRC shall have:-

- The Curriculum and exam board as Chairperson
- The respective deans as its secretary and
- Academic affairs as member.

Duties and Responsibilities:

The ASCRC shall:

1. Advise the Academic Senate of the University on matters pertaining to students' academic performance and teaching standard within the University;
2. Coordinate and follow up the correct implementation of the academic policy of the University in accordance with the Education and Training Policy.
3. Receive and consider grievances and recommendations from department on matters pertaining to the academic standards of the University;
4. Advise the Academic Senate on the establishment of courses of instruction and curricula for the various department and on any major changes in approved curricula submitted by the department concerned;
5. Conduct in University and out of University follow up assessment on the efficiency and effectiveness of graduates; collect suggestions from graduates to improve the academic quality;
6. register changes of curricula decided and reported by the academic senate, such as the substitution of one course for another, the permanent transfer of a course from one year to the other, changes in the number of credits or contact hours for approved courses, etc, as long as these changes do not interfere with University regulations regarding supplementary and professional requirements;
7. Initiate and coordinates curriculum review activities and analyzes the experience and knowledge gained from the administration of the academic activities;

8. Investigate causes of academic failure and proposes to the Academic senate steps which can be taken to improve conditions;
9. Communicates in writing or any appropriate means with departments, coordinating offices and committees for the conduct of its duties (stated herein);
10. Follow up the implementation of directives from the Academic senate;
11. Advise the academic senate on academic testimonials of proficiency to be granted by the University;
12. Follow ups and implements exam standardization, institutionalization and overall quality.

Graduation Committee (GC)

Graduation committee consists of; -

- Student from graduating students (One from each department)
- Student dean
- Two teachers assigned by the academic senate

Accountability:

- The chairperson is the student dean
- The committee is accountable to the Academic Senate and to the University President

Duties and Responsibilities of Graduation committee:

- Submits proposal to the President concerning overall readiness of the University for graduation such as;
 - Preparation of graduation bulletin and invitation card,
 - Availability of adequate gowns for both students and instructors,
 - Conditions of reception;
 - Overall budget required for graduation and program;
 - The proposal must be submitted three months before the graduation.
 - Implements proposal on approval;
 - Follows up the fulfillment of all the necessary materials and conditions for graduation;

- Submits progress report to the president;
- Determines its own rules of procedures;
- Carefully work out details of actual ceremony and sets timetable of the event;
- Performs other duties assigned by the University;

7.2.1 The Staff Appointment and Promotion Committee (SAPC)

The committee consisting of five members: -

- The president or Vice president as its chairperson
- Academic affairs as its vice chairperson
- Three senior instructors whose academic rank is GAI and above as members.

Two of these are elected by the Academic Senate and one by the general staff meeting. One of staff represented members will be the secretary of the committee.

This committee is in charge of very important and sensitive affairs of the University, and it is accountable to the President, Vice President and academic senate.

Duties and Responsibilities of the SAPC:

- a. Receive applications and recommendations of evaluation, academic rank promotion, and present recommendations to the Academic Senate through the academic affairs;
- b. Advise the Academic Senate on matters related to the general welfare of the staff concerning academic rank, salaries and academic duties, and staff freedom and morale; investigate those areas of staff concern and accordingly make recommendations to the academic senate;
- c. Recommend the optimal staff size required by various units of the University and establish the staff composition in terms of rank and degree of qualification;
- d. Propose on the kind and number of the University staff joining graduate or post-graduate studies;
- e. Propose on the kind and number of the University staff going abroad for further studies;
- f. Propose on the kind and number of the University staff going on Research Leave;

- g. Look into ways and means of obtaining scholarships through bilateral, multilateral agreements or through international agencies;
- h. Follow up the progress of the staff that are abroad and at home on study leaves;
- i. Set up its own rules of procedures which must be approved by the Academic Senate;
- j. Recommend on years of service required of the University staff to be trained abroad or at home, give guidelines on the allocation of scholarship funds; and
- k. Determines the committee's working manuals.

SECTION V

5.0 AMENDMENT:

- a) The amendment/ amendments are accepted when it is confirmed by the President or Vice president of the university.

SECTION VI

6.0 Implementation of the legislation

This legislation of Nugaal University shall come into effect on the date the legislation is accepted and signed by all Academic senate and approved by President and Vice president.

ANNEX

Definitions and Usage of some of the Terms in this Section

i) Evaluation by students

Effective teaching evaluation is conducted by the students, colleagues and department dean or Academic affairs as appropriate. The evaluation by students shall be done by distributing a structured standard questionnaire to the students to fill up at the end of every course before they take final examination.

ii) Evaluation by colleagues

The evaluation by colleagues shall be done by distributing a structured standard questionnaire to colleagues to be filled at the middle and end of each academic year,

iii) Evaluation by department dean

The dean of the department evaluates each teacher twice in each academic year according to the result oriented plan.

iv) Publications and Teaching Materials production

Publication and teaching material can be one of the following: -

- 1 Research published in a reputable journal;
- 2 Teaching material (standardized printed book) prepared by an instructor for a course that he/she teaches;
- 3 Books prepared for a specific course;
- 4 Books prepared for a reference;
- 5 A book published on the basis of original research product;

v) Teaching Material

- 1 A material prepared by the instructor for a course he/she teaches;
- 2 The material to be used for promotion should be confirmed by respective dean, Academic affairs and Vice President's office that it has been in effective use as teaching material for at least one year before being submitted for promotion;
- 3 The teaching material cover 100% of the course;
- 4 If this material is to be used for promotion to assistant professorship or above, it must be evaluated by two external professionals and one internal professional in the field and should be approved at least by any two of them.

vi) Effective Service to the University and Community

1. Participation in the Affairs of the University and Professional Activities
2. Work in department affairs, standing or ad-hoc committees and taking assignments when called upon the department or by the University administration.

3. Participation in activities such as in journal editing, organizing workshops, reviewing, research, etc. to enhance one's profession shall also count towards the extra commitments including : -

- i. Academic administration
- ii. Work in committees
- iii. Professional activities

The largest share of points is allotted for academic administration since this task requires a great deal of sacrifice in terms of effort and time from the academic staff who is shouldering such responsibilities.

Community Service

Community Service includes:

- a. Providing sincere service in local or national committees;
- b. Providing articles for the newspapers, radio television and participate in public speeches (forums) or
- c. Giving community service beyond what is expected from regular task of Employment;