



# FACULTY MANUAL



University of Technology Bahrain would not have surpassed several transitions over the past few months without you. It is an exciting time for all of us as we rebrand and affirm the University's path towards new heights of excellence. Achieving change may mean playing the long game and thinking globally but acting locally. I am confident that through our concerted efforts, and the dedication that all of you have shown over a very challenging academic year, we will prevail.

With UTB's goals of diversifying programme offerings, promoting culture of cross disciplinary collaboration, pursuing high-impact research and innovation, and achieving academic excellence, your roles as UTB faculty and staff are paramount and vast.



As you engage in your everyday tasks, this manual acquaints you with your rights, policies, benefits, services, and resources for the efficient, effective, and ethical professional conduct of your responsibilities. Your hard work, commitment, ingenuity, and creativity to support our students and help sustain their academic progress is truly appreciated.

Let us continue to inspire students to learn and to achieve their dreams.

You have my very best wishes.

Sincerely,

**DR. HASAN ALMULLA**  
**President\_**

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## ABOUT THE UNIVERSITY

The University of Technology Bahrain is decisive and transformative in its quest for more academic recognition and unprecedented commitment to excellence. With its viable blueprint and commitment to continue to serve as a key player in economic development and growth, UTB offers market-oriented programmes namely: Bachelor of Science in Business Informatics, Bachelor of Science in International Business, Bachelor of Science in Accounting and Finance, Bachelor of Science in Computer Science, Bachelor of Science in Informatics Engineering, and Bachelor of Science in Mechatronics Engineering, Master of Business Administration, Master of Science in Digital Marketing, Master of Science in Logistics and Logistics and Supply Chain Management, NCUK International Foundation Year (IFY), Bachelor of Science in Environmental Engineering, Bachelor of Science in Informatics Engineering, Bachelor of Science in Mechatronics Engineering, Bachelor of Science in Information Technology in three majors – Applications Development, Networking, and Cybersecurity and Data Analytics and Artificial Intelligence.

UTB's ambition is to become the leading university in business, science, and technological innovation. It offers bachelor and postgraduate programmes that are on par with the best universities worldwide, taking pride in its programmes that have sustained the rigorous scrutiny of national and international accrediting bodies.

The business programmes, under the College of Administrative and Financial Sciences, include the Bachelor of Science in Business Informatics, Bachelor of Science in International Business, and Master of Business Administration. All these have received full accreditation status from the European Council for Business Education (ECBE), an international organization that ensures that its accredited members satisfy the requirements of the European Higher Education set out in the Bologna Process and other European standards. Considering that the global economy is dependent on business opportunities at large and several startups are booming to date, the college also offers a Bachelor of Science in Accounting and Finance, Master of Science in Digital Marketing, and Master of Science in Logistics and Logistics and Supply Chain Management.

The College of Computer Studies offers a Bachelor of Science in Computer Science programme which is accredited by ABET (Accreditation Board for Engineering and Technology) CAC (Computing Accreditation Commission). The college also offers a Bachelor of Science in Information Technology from which students can progress to one of the three (3) majors; Applications Development, Networking and Cybersecurity, and Data Analytics and Artificial Intelligence.

The engineering programme offerings under the College of Engineering are Bachelor of Science in Informatics Engineering, Bachelor of Science in Mechatronics Engineering, and Bachelor of Science in Environmental Engineering. To train students in turning their hobby of keeping up with the latest advances in the field of information technology into a promising career.

In addition, the bachelor and postgraduate programmes, International Foundation Year programme, in collaboration with Northern Consortium of United Kingdom (NCUK), provide nine months of intensive skills training to international students. After completing NCUK International Foundation

Year programme at UTB, students can progress to a wide variety of degree programmes in world-class universities in UK, USA, Canada, Australia, New Zealand and other popular study destinations.

Visually, the UTB identity has been created with students in mind, focusing on a youthful application and modernistic representation through the use of dynamic typography and vibrant color, and shall be reflected in all aspects of the university's identity, marketing, and communications.

The university advocates an innovative and a student-centered approach to teaching and learning, coupled with a holistic vision of education that aims to develop students to their full potential and make them ready and employable for the world of work.

UTB provides a holistic education through internationally accredited business, engineering, and computing programmes. Our learning model provides students with a flexible, blended, and integrated learning approach. Students are given opportunities to implement concepts and principles in real-life situations. Such an approach ensures the development of work-ready graduates.

Obtaining a degree programme from UTB ensures the university's commitment to conform or even surpass the threshold of academic standards. Through the collaborative efforts of all stakeholders, UTB is ready to respond to new opportunities and developments with a commitment to expand its academic programme offerings.

**VISION**

**MISSION**

**QUALITY POLICY**

**VALUES\_**

## **VISION**

The University of Technology Bahrain will contribute to the advancement and application of knowledge and will have a transformative impact on the lives of learners and the society, whilst continuing to inspire students and the future generation to come.

## **MISSION**

To contribute to the growth and sustainability of the economy and the expansion of human knowledge in business, science and technology by fostering continuous innovation and excellence in education and research, strategic partnerships, international recognition, and entrepreneurial development.

## **QUALITY POLICY**

UTB ensures that the delivery of instruction, the conduct of its research initiatives, and its interaction with community is at the highest level of excellence, which is objective, credible and imbued with integrity.

## **CORE VALUES**

1. Excellence and quality
2. Professionalism
3. Creativity and Innovation
4. Growth and development
5. Commitment and engagement
6. Collaboration
7. Integrity



# ADMINISTRATION AND STRUCTURE

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## **ADMINISTRATION**

### ***University President***

As chief executive officer of the University, the University President provides the overall administrative and educational leadership for UTB. He/she oversees the implementation of the University approved policies, procedures, plans and programs that will ensure attainment of the University mission.

The University President is vested with the authority to appoint the head of the academic and administrative offices in accordance with established policies procedures for such office.

The University President submits a budget to the Board during the regular meeting for consideration and approval and shall submit an annual report to the Board on the performance and condition of the University.

### ***Vice President of Academic Affairs (VPAAs)***

The Vice President for Academic Affairs (VPAAs) provides leadership and coordination in the design, development, implementation and evaluation of all matters relating to curriculum, instruction, research and academic services through the different colleges, offices and centers. The VPAAs establishes academic linkages or partnerships with other educational institutions, groups or academic associations.

### ***Vice President for Administration and Finance (VPAFs)***

The Vice President for Administration and Finance (VPAFs) oversees the financial and business operations of the University. The VPAFs manages financial operations of the University which include financial planning, financial analyses, handling of University investments (CAPEX), and provision of appropriate controls and reports for funds management, accounting, and payroll (OPEX). Likewise the administrative operations of the University including campus facilities maintenance and security, accounting, finance, purchasing, property and information technology are managed through the different offices under the VPAFs.

## ACADEMIC DEPARTMENTS

### ***Colleges***

UTB has three (3) Colleges and one (1) Center. Each College is headed by a Dean and supported by Associate Deans and Programme/Department Heads to deliver curricular programmes through the academic department.

The three colleges, one center and six programmes are as follows:

***College of Administrative and Financial Sciences (CAFS)*** offers Master of Business Administration (MBA); Bachelor of Science in Business Informatics (BSBI) and Bachelor of Science in International Business (BSIB).

***College of Computer Studies (CCS)*** offers Bachelor of Science in Computer Science (BSCS);

***College of Engineering (COE)*** offers Bachelor of Science in Informatics Engineering (BSIE) and Bachelor of Science in Mechatronics Engineering (BSME).

***Center for General Education (CGE)*** is non degree granting and offers all the general education requirements of the three colleges.

### ***Deanship of Student Affairs (DSA)***

The Deanship of Student Affairs (DSA) provides system-wide leadership and support in furthering University efforts and initiatives to promote intellectual, cultural, social, recreational, emotional, and personal development of all students through the Office of the Registration, Admission, and Students' Services.

### ***Registration***

The Registration Office is responsible in the execution and implementation of policies and procedures pertaining to registration/enrolment, academic records, safe keeping and maintaining confidentiality of students' records, evaluation of student records, graduation, processing, and release of student documents; attends to students' queries and submission of needed reports.

### ***Admission***

The Admission Office is responsible for supervising the admission process of admitting new freshmen and transfer applicants; makes use of the different resources (manpower, financial, service groups, etc.) in order to attain the enrolment target set by the management.



### ***Student Services Office***

The Student Services Office is responsible for ensuring quality student services: conduct of student discipline, supervising Student Council and Clubs; Administer and coordinate Guidance Counselling Activities.

### ***Research Center***

The Research Center manages all areas related to research and development, research grants and contracts, research compliance, intellectual property, technology transfer and liaison with government and industries for university research collaboration and sources of faculty research funding. The Research Center provides leadership, assistance and guidance in the review, revision or drafting of new plans and programs for the University utilizing the available data and information resources of the Research Center.

### ***Faculty Development Office (FDO)***

The Faculty Development Office provides oversight and monitoring of all forms of faculty development activities of the University through the Faculty Development Committee (FDC) of each College. This includes determining appropriate support, resources, seminars, and training opportunities to facilitate faculty professional growth. The FDO is responsible for providing continuous improvement through a diverse range of faculty development programs designed to support teaching, leadership, and research.

### ***Center for Teaching and Learning (CTL)***

CTL is responsible for providing teaching and learning leadership through facilitating the development of teaching expertise and learner-centered approaches in teaching, supporting rigorous and thoughtful ongoing assessment and feedback to improve learning outcomes. The responsibility includes collaborating with academic departments and academic support units to promote a university-wide culture that values effective teaching and meaningful learning and support excellence, inquiry and innovation.

### ***Center for Innovation and Entrepreneurship (CIE)***

CIE is responsible for providing leadership and strategic planning efforts for all aspects of the UTB-CIE program and activities that offers opportunities for students, alumni, and the business community to channel their innovative spirit of entrepreneurship into action by providing services, professional networking and physical co-working space and facilities.



### ***Library***

The Library Department is responsible for managing the library resources including digital and non-print collections; and strictly implements the rules and regulations in borrowing books.

## **Councils and Committees**

### ***UNIVERSITY COUNCIL***

The University Council is a participatory governing body chaired by the President of the University. The primary responsibility of the Council is to review or recommend curriculum, plans and programs, facilities improvements, student services, and university activities. It is a recommendatory body to the President and to the Board. The functioning of the University Council shall not supersede the role of the Board of Trustees or of the President as the Chairman.

### ***ACADEMIC COUNCIL***

The Academic Council is the recommendatory body of UTB pertaining to academic matters. All resolutions are submitted to the University Council for deliberations and endorsement to the President for approval.

- The VPAA will chair the committee during the regular meetings.
- All academic related matters will be discussed and deliberated by the members of the academic council.
- All decisions of the academic council will be in a form of a committee resolution for final approval of the President of the University.

### ***ADMINISTRATIVE COUNCIL***

The Administration Council is the recommendatory body of UTB pertaining to administration and operations matters.

- The VP for Administration and Finance will chair the Committee during its regular meetings.
- All operation-related matters will be reported to the Committee and concurred by the Head of Administration.

- All matters discussed in the Operations Committee will be in a form of resolution for the final approval of the President of the University.

### ***RESEARCH COMMITTEE***

The Research Committee is the recommendatory body of UTB to the University Council on matters involving formulation and review of research policies that guide and give general direction to the research activities and concerns of the University.

- Evaluates and endorses research proposals for funding and other support by the University for its conduct.
- Reviews status of on-going researches and recommends appropriate actions such as technical recommendations and releases of funding support according to the result of review an on the work and financial plan of the research.
- Assesses completed researches based on the presentation of the researcher and the submitted research manuscript and recommends appropriate actions such as declaration that the research is completed on time, with delay, for further improvement or termination of support, among others.
- Recommends to the management for approval and supports faculty who are invited to engage in research peer review undertakings.

### ***CONTINUOUS QUALITY IMPROVEMENT COMMITTEE (CQI)***

The CQI Committee is responsible for maintaining continuing quality improvement processes in the respective Colleges especially in the areas of curriculum, assessment and evaluation, and syllabi design.

- The member of the CQI committee will be the point person of the College during programme evaluation and accreditation undertakings;
- The member of the CQI committee will coordinate quality improvement initiatives of the Colleges and will institute implementing mechanism to ensure effectiveness of monitoring and evaluation.

### **INSTRUCTIONAL MATERIALS AND LIBRARY COMMITTEE**

- The Instructional and Library Committee is responsible for the identification of new library materials (print and non-print) of the University.
- The Instructional and Library Committee is also responsible for the checking, validation and approval of course materials developed by faculty members prior to adoption by specific course;
- All decisions of the Instructional and Library Committee are in a form of a resolution with recommending approval by the VPAA.
- All decisions by the Instructional and Library Committee will be forwarded to the President of the University for Final Approval.

### **CURRICULUM OVERSIGHT COMMITTEE (COC)**

The Curriculum Oversight Committee (COC) performs check and validation of new or equivalent course vis-à-vis attainment of programme outcomes.

- The COC endorses to Academic Council new and approved courses for approval and deliberation;
- The concerned dean presents the rationale for adding new/equivalent course or programme(s);
- The Academic Council approves/disapproves through a committee resolution new and approved course(s) or programme(s);
- All approved courses or programmes will be forwarded to the President of the University for final approval.

### **COMMUNITY ENGAGEMENT COMMITTEE (CEC)**

The Community Engagement Committee is responsible for the coordination of the community engagement initiatives of the University.

- Each member of the committee is also responsible for the identifying, coordinating and implementing the community engagement activities of the college.

- Each member of the committee is also responsible in identifying and communicating with the target communities industries and other organizations.
- The committee identifies specific programmes and projects which are beneficial to partner communities and which are anchored on the core competencies of the University.
- The committee ensures sustainability and mutual responsibility as its ultimate objective.

#### ***CENTRAL EXAMINATION COMMITTEE***

The Central Examination Committee is responsible for administration and management of final trimester's examinations by implementing the proper rules and procedures.

#### ***COLLEGE COMPOSITION***

##### ***Dean***

The academic deans are nominated by the VPAA and appointed by the President and reports directly to the VPAA. The deans of each college provide academic leadership for the development, implementation and evaluation of a specific programme in order to ensure effectiveness and quality of instruction. Academic Deans are full-time faculty members with the rank of at least Associate Professor and are in-charge of college budget and of all the activities of the department in their respective colleges.

##### ***Associate Dean***

The associate dean is nominated by the Dean and appointed by the President. The associate dean is responsible for overseeing the instructional facilities, laboratories and instructional support areas of programmes in a college. The Associate Deans are full time faculty members with the rank of at least Assistant Professor.

##### ***Programme/Department Heads***

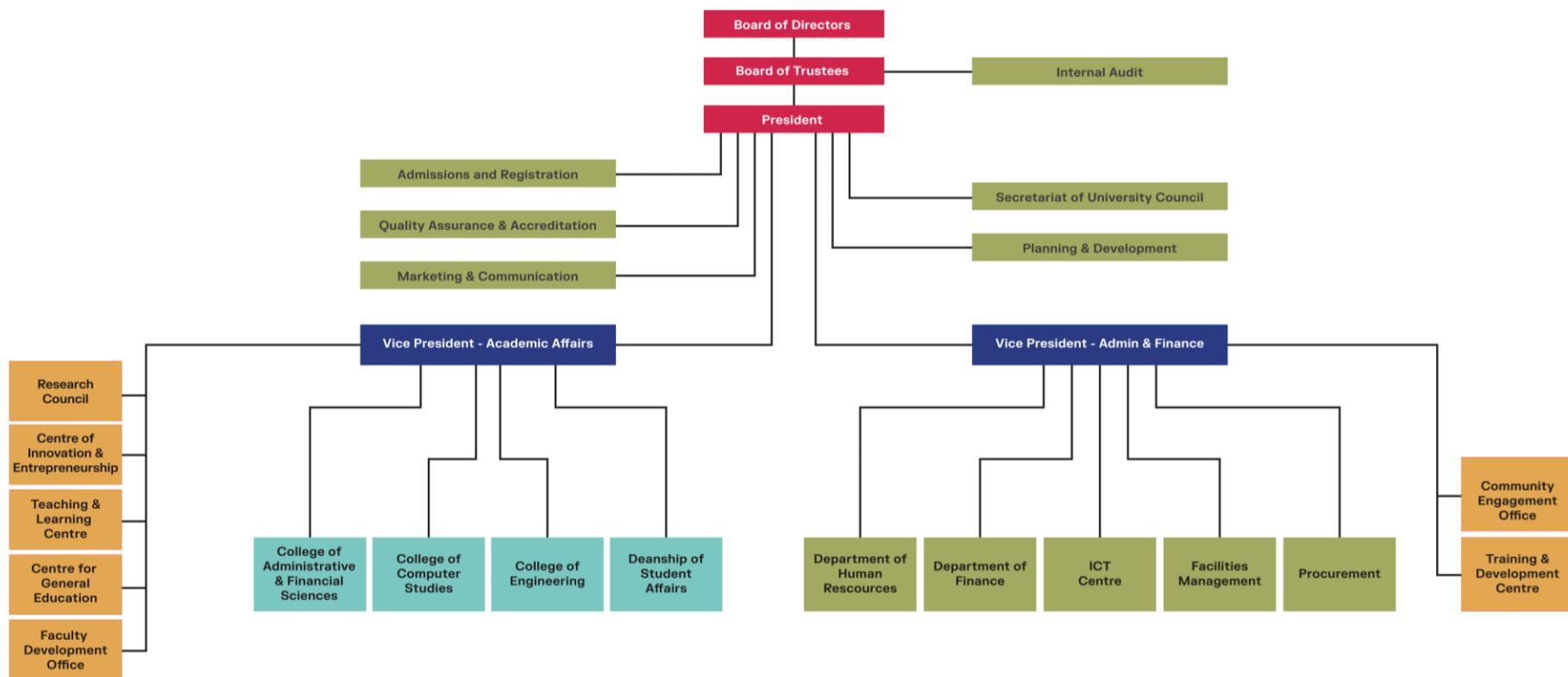
The Programme/department head is the point person specifically tasked to oversee the individual programmes of the college. He/she is responsible for identifying courses to be offered (including elective courses) for the term; assigns courses to appropriately qualified members of the faculty; evaluate the performance of members of the faculty under the department; and supervise the review and enhancement of the programme attributes.

### ***Faculty***

The Faculty member is responsible in providing effective and efficient teaching, learning and assessment functions to students and ensures attainment of learning outcomes. He/she directs educational activities to students in a form of regular class lessons, supervision duties, laboratory hours, and other activities which are relevant to the subject matter and which are in accordance to the University's vision and mission.



# UNIVERSITY OF TECHNOLOGY BAHRAIN ORGANOGRAM



ACADEMIC  
APPOINTMENT,  
RANKS AND  
TENURE

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## **ACADEMIC APPOINTMENT**

It is the policy of the university to provide equal employment opportunities for individuals applying for academic posts and to undertake deliberate steps that increase the likelihood of a diverse applicant pool to address local and international best practices. UTB ensures that all individuals have an equal opportunity for employment, without regard to race, color, sex, nationality, marital status, and sexual orientation.

This process is applicable to all employment practices including recruitment, selection, promotion, transfer, merit increases, demotion and separation.

## **FACULTY INDUCTION**

It is the policy of UTB to provide the new employee the basic background information about the university and his functions and responsibilities. The purpose of the policy and procedures is to ensure that new employee develops a successful and positive working relationship by building a foundation of knowledge about the university mission, vision, objectives, policies, organizational structure, and functions.

To ensure that all faculty members will acquire the knowledge of all administrative and academic procedures and resources of the University to succeed in their roles as esteemed faculty, a faculty induction is conducted which is detailed in the Policies and Procedures Manual.

## **FACULTY RANKS AND TENURE**

UTB adheres to equal opportunity and affirmative action and does not allow discrimination on the basis of age, sex, race, color or religion. It strives to observe fairness in all stages and aspects of employment and commits itself on hiring only the most qualified applicants.

All faculty members who hold salaried appointments, fully or partly paid by UTB will be governed by this Faculty Manual.

## CLASSIFICATION AND ACADEMIC RANKS

### ***Academic Ranks***

Full-time faculty members of UTB are ranked accordingly as Lecturer, Assistant Professor, Associate Professor or Full Professor.

Their full-time duties at the university include teaching, academic advising, research, committee duties and service to the university and the community.

### ***Adjunct Professorial Ranks***

These are members of the Academic Staff with the ranks of Adjunct Assistant Professor, Adjunct Associate Professor, or Adjunct Professor. They are individuals with PhDs or equivalent terminal degrees whose primary employment is in another institution and whose appointment at UTB, usually for one trimester term, is for the purpose of teaching a specific course or playing a limited role in a research project. This title may also be used for a faculty member of UTB but whose primary appointment is in another department or college at UTB.

### ***Visiting Professorial Ranks***

These are members of the Academic Staff with the ranks of Visiting Assistant Professor, Visiting Associate Professor or Visiting Professor. These are full-time temporary appointments given to individuals who are on leave from their primary places of employment. They can come from academic institution from industry or government. These individuals are expected to return to home institution at the end of their assignment at UTB. The terms of the employment will depend on the memorandum of agreement executed by UTB and the home institution of the Professor concerned or upon the terms of the invitation. Compensation shall be on a case-to-case basis. Requests for budget should be made in advance, at least 6 months before the end of the current school year, by the requesting unit for purposes of budget allocation and to be implemented the following school year.

Upon the recommendation of the College Dean and approval of the University President, visiting professors may be invited to teach courses offered in the University on a temporary basis. The length of contract may vary from 1 trimester/term to 1 year. All visiting professors' appointments should be within the approved faculty criteria.



### ***Non -Professorial Ranks***

a) Lecturer:

Lecturer holds at least a Masters' degree and is being considered for appointments as Assistant Professors in the tenured track. The employment contract is for 2 years subject to annual performance evaluation and annual renewal of appointment until the PhD or doctorate degree is earned at which time the faculty becomes eligible for promotion to Assistant Professor.

b) Teaching Assistants, Research Assistants:

Graduate students whose teaching, research or service is conducted under the supervision of a senior member of the faculty. The appointments are generally part-time and annual in nature.

### ***Conditions and Qualifications for Appointment***

To qualify for appointment as faculty member at UTB with the rank of assistant professor or higher, an applicant in addition to the other conditions and qualifications provided in this manual must hold a PhD degree or equivalent doctorate degree for the academic discipline from a recognized university.

To be given an initial appointment of ***Full Professor***, a candidate must:

- Hold a PhD in the required discipline from reputable and recognized universities
- Have at least ten years teaching experience since obtaining a PhD or equivalent doctorate degree
- Have the rank of Full Professor from a reputable and recognized university teaching in the required academic discipline
- Have demonstrated high level of competency in teaching and research; must have published a significant number of valuable and genuine scientific works in highly reputable and recognized scientific journals, periodicals or books
- Have participated in academically recognized events including significant participation in research projects and scholarly activities of academic societies, among others



To be appointed **Associate Professor** the candidate must:

- Hold a PhD or equivalent doctorate degree in the required field of specialization from a reputable and recognized university
- Have at least five years teaching experience as Assistant Professor since obtaining a PhD or equivalent doctorate degree
- Have the rank of Associate Professor from a reputable and recognized university teaching in the required academic discipline
- Have demonstrated high level of competency in teaching and research; must have published a significant number of valuable and genuine scientific works in highly reputable and recognized scientific journals, periodicals or books
- Have participated in academically recognized events including significant participation in research projects and scholarly activities of learned societies, among others

To be appointed **Assistant Professor** the candidate must:

- Hold a PhD or equivalent doctorate degree in the required field of specialization from a reputable and recognized university
- Have demonstrated potential of high level of competency in teaching and/or research; a significant number of post doctoral research experiences; must have published at least one (1) international research under sole authorship, or at least three (3) co-authored research published in local or regional refereed scientific journal
- Have at least 2 years of teaching experience in a recognized university, teaching in his discipline; or at least 4 years of appropriately aligned industry experience
- Have participated in academically recognized events including significant participation in research projects and scholarly activities of learned societies, industry trainings and certifications among others

### ***Adjunct Professorial Rank, Visiting Professorial Rank***

- PhD or equivalent doctorate degree in the required field of specialization from a recognized university
- Satisfy all the requirements indicated in a signed agreement or memorandum between UTB and another recognized university

Appointment to the Non-Professorial ranks requires meeting the following requirements:

#### ***Lecturer***

- Master's degree in the required field of specialization from a recognized university
- Demonstrated potential in teaching, student advising and research
- Presented definite plans to complete a PhD or a Doctorate degree in his line of discipline within the next five (5) years

#### ***Teaching Assistants, Research Assistants***

- Bachelors degree in the required field of specialization from a recognized university
- Demonstrated potential in teaching or research

#### ***Duration of Initial Employment***

Professorial ranks, 2 years; renewable every year subject to annual performance review; after 5 years of satisfactory performance can be extended up to 10 years renewable every year.

Non professorial ranks, 2 years; renewable every year subject to annual performance review; after 2 years of satisfactory performance can be extended up to 2 years.



## RENEWAL OF APPOINTMENT AND EMPLOYMENT CONTRACT

### ***Professorial ranks***

The initial 2-year employment contract for faculty appointed in Professorial rank is temporary and subject to annual review of performance.

After 2 years, if the review of performance warrants and there is mutual agreement on contract terms, UTB will renew the appointment for another 2 years.

A member of the faculty must have obtained a minimum average annual performance rating of 75% and has no record or outstanding disciplinary sanctions that compromised his/her honesty, integrity and professionalism.

### ***Non-professorial rank***

The initial 2-year contract for faculty in the Non-Professorial rank is temporary and subject to annual review of performance.

After 2 years, if the review of performance warrants and there is mutual agreement on contract terms, UTB will renew the appointment for another 2 years. Subject to continued satisfactory performance and mutual agreement on contract terms, subsequent renewals can be extended up to a maximum of five 5 years where in a faculty must have earned a PhD or equivalent doctorate degree and may be considered in the tenure-track professorial rank as assistant professor.

A member of the faculty must have obtained a minimum average annual performance rating of 70% and has no record or outstanding disciplinary sanctions that compromised his/her honesty, integrity and professionalism.

### ***Part time faculty***

Upon the recommendation of the College Dean and endorsement of the VPAA, the University President may authorize hiring of part-time lecturers or Professors who shall be paid for each teaching unit in accordance with approved rate for part time members of the faculty.

However, the college must ensure that the numbers of part time faculty should not exceed 25%

of the total teaching staff for the bachelor's level and must not exceed 50% for the Masters' level.

A member of the faculty must have obtained a minimum average annual performance rating of 70% and has no record or outstanding disciplinary sanctions that compromised his/her honesty, integrity and professionalism

## **FACULTY RESPONSIBILITIES**

The primary responsibility of a member of the faculty at UTB is to uphold academic honesty, integrity and professionalism in the fulfillment of duties and responsibilities. Faculty members are expected to demonstrate leadership, exercise critical thinking and good sense of judgment in teaching, research and providing service to the students, the University and the community.

Faculty members are expected to:

- Pursue excellence and intellectual honesty in carrying out assigned teaching, research and extension services;
- Present courses that are consistent with the course descriptions in the catalog of the College and conduct classes using appropriate teaching methodologies to ensure that course intended learning outcomes are achieved;
- Inform the students of the expectations in the course, the evaluation procedures and the grading policy. Design appropriate assessment tools that will train students to work responsibly and independently, turning excellent projects, desire for continuous learning and improvements;
- Evaluate students fairly, equitably and in manner appropriate for the course and its intended learning outcomes. Provide marks and grades to students' projects and tests without prejudice or bias;
- Demonstrate and instill among students academic integrity, exemplary behavior and observing scholarly standards;
- Exhaust all efforts to prevent the occurrence of academic dishonesty through appropriate design and administration of assignments, projects and examinations and regular reassessment of evaluation procedures;

- When an academic dishonesty is suspected, it is the responsibility of the member of the faculty to ensure that appropriate action is taken in accordance with college/university approved procedures;
- Attend to students' problems and concerns or coordinate with or refer students to the appropriate university professional staff or department when problems are beyond his/her jurisdiction;
- Produce original academic or applied researches which are aligned with the research thrust of the college/university and which are publishable in local or international scientific journals;
- Participate actively in the university events, college activities, departmental and committee activities, attend faculty and/or committee meetings, and university-community collaborative activities;
- Be committed in realizing the University mission through sincere, honest and efficient discharge of duties and responsibilities;

#### ***Course Management Requirements***

Faculty members are required to meet the following requirements in teaching a course at UTB:

1. Strictly observe attendance to scheduled teaching hours, research hours, administrative hours and community/university activities. The required full attendance for full time faculty member is forty (40) hours per week.
2. Participate in the preparation, deliberation and adoption of course specification/syllabus for assigned courses and ensure distribution of the course specification/syllabus to all students enrolled in the course.
3. Participate in the preparation of appropriate assessment materials to measure the level of learning and competencies of students.
4. Assess all student works (e.g. summative assessment, research works, projects, etc as specified in the syllabus), assign appropriate marks, provide objective feedbacks and return assessed work to student on time.
5. Participate in course evaluation and assessment of learning outcomes and provide recommendations for improvement.

### **Work Load**

Fulltime faculty members are required to attend the University for at least forty (40) hours per week. Breakdown of the workload distribution is as follows:

Rank	Distribution	Total Workload /week
<b>Professor</b>	Regular teaching load	9 units/week
	Academic Research	9 hours/week
	Student advising/consultation	6 hours/week
	Engagement hours	16 hours/week
<b>Associate Professor</b>	Regular teaching load	12 units/week
	Academic Research	9 hours/week
	Student advising/consultation	6 hours/week
	Engagement hours	13 hours/week
<b>Assistant Professor/ Lecturer</b>	Regular teaching load	15 units/week
	Academic Research	9 hours/week
	Student advising/consultation	6 hours/week
	Engagement hours	10 hours/week

Part time (PT) faculty members are paid based on assigned teaching load or teaching credit hours/units and actual attendance in classes only. On special case, PT faculty members may be assigned student advisee/s if needed.

Maximum teaching load for part time faculty members is 12 credit units. Part time faculty members are paid per credit unit rate and depending on the rank of the faculty.

### **Required Student Consultation Hours**

Faculty members are required to render student consultation hours as part of their responsibilities: at least six (6) hours of student consultation per week for a teaching load of 15 credit hours/units; at least two (2) hours per week for a teaching load between 6-12 credit hours/units; and at least one (1) hour per week for a teaching load below 6 credit hours/units.

Student consultation hours are part of the responsibility of a part-time faculty member to the students and are therefore NOT paid separately. Schedule of consultation hours must be submitted to the department heads together with the schedule of assigned teaching load.

Faculty members with administrative duties are appropriately given lower teaching loads. However, appointment to administrative position is not an excuse for non completion of academic research and non attendance to assigned classes. Additional administrative hours are given with appropriate compensation in the form of honorarium.

#### **Work Load of Faculty Members with Administrative Duties**

Administrative Position	Teaching load	Research load	Administrative load	Student Consultation & Community Engagement	Total Workload/week
College Dean, Associate Dean and Department Head with a rank of:					
Professor	6 credit units/week	9 hrs/week	19 hrs/week	6 hrs/week	40 hrs/week
Associate Professor	9 credit units/week	9 hrs/week	16 hrs/week	6 hrs/week	40 hrs/week
Assistant Professor	12 credits units/week	9 hrs/week	13 hrs/week	6 hrs/week	40 hrs/week

*\* A female worker shall be entitled after her maternity leave and until her child is six (6) months of age to two periods to suckle her newly born child each of which shall not be less than one hour. She shall also be entitled to two periods of care for 30 minutes each until her child completes one year of age.*

#### **Temporary Administrative Assignments**

A faculty member who is not currently appointed with an administrative position may be assigned temporarily as Officer-in-Charge (OIC) of an office in the absence of the head of office and will be given additional pay or honorarium.

#### **Assignment of Credit Hours with Pay**

Assignment of credit hour teaching load depends on the level of courses handled and the number of students per class.

### ***Lecture Classes***

All pre-baccalaureate, non-credit remedial courses (level 4 courses) are given full credit hours equivalent to number of required lecture hours provided the number of students per class is at least 8.

Non-credit courses (e.g. Euthenics Courses) are given full credit hours equivalent to number of required lecture hours provided the number of students per class is at least 8.

One (1) hour lecture class for level 5, 6, 7 and 8 courses are given one (1) paid credit hour provided the number of students per class is at least 8.

One (1) hour lecture class for level 9 courses are given one (1) paid credit hour provided the number of students per class is at least 5.

### ***Laboratory Classes***

Two (2) hours of laboratory or skills training classes for all levels (5-9) are given 1 paid credit hour for a minimum class size of 8.

### ***Academic Counselling and Student Consultation***

Fulltime faculty members are required to dedicate at least 6 hours per week for student consultation and academic counselling or academic advising. Faculty members are required to submit the schedule of consultation hours to the department head and inform all concerned students.

Fulltime faculty members, especially advisers, must strongly encourage their students/advisees to consult with them on academic matters. Students with below average academic standing must be given priority and maybe referred to the Guidance Office for further assistance.

### ***Administrative Hours***

Apart from student consultations, fulltime faculty members are required to render additional hours for administrative hours which includes: college activities, university activities or committee works (e.g. faculty meetings, faculty development planning and workshops, Curriculum or Course review, etc)

Some standard activities where fulltime faculty members are required to actively participate



are: Student registration, University events, Foundation day, University Week, Graduation, etc) and university community engagement activities.

### ***Academic Research***

Fulltime faculty members are required to engage in research, present and publish research output and participate in other scholarly activities. Their research undertaking should be aligned to the research thrust of the university and the needs of the community in the Kingdom of Bahrain.

In a certain discipline, a scholarly work may take the form of creative works. These activities should reinforce teaching.

To support the research and publication plans of the university, fulltime faculty members are given nine (9) research credit hours per week. Schedule of the nine (9) research hours must be submitted to the College Department Head and to the Office of the University Research and Publication.

Faculty members are given free access to all the Research and Library facilities, print journals and 24/7 access to on-line journals (EBSCO, ACM, IEEE, SCOPUS, etc), access to all computing software and statistical software.

Faculty members are required to submit research progress report every end of the trimester to the Research Center. At the minimum, faculty members must complete at least one (1) research in one year which can be extended up to two (2) years subject to approval of request to extend completion of the research. The head of the Research and Publication will recommend approval to the University President.

### ***Substitution and Make-up Classes***

Faculty members are required to call the Office of the College Department Head or College Dean if they will not be able to attend their classes. Faculty members are required to call in at least 2 hours for emergency leaves and sick leaves and at least one (1) day for planned/scheduled leave. In such cases the department head will select and field in substitute faculty to attend to the class of the absent faculty.

Only faculty members with the same line of specialization as that of the absent faculty member will be allowed to serve as substitute for the absent faculty member. Substitution is implemented to ensure that topics for discussion in the class are delivered as scheduled.

Substitute teaching hours are paid accordingly.

In case no substitute faculty was field in, the regular faculty is allowed to conduct a make-up class subject to availability of the students and approval of the College Department Head and the College Dean. In which case, all approved make-up classes must be coordinated with the HRD and the Head of Facilities for provisions of required facilities or equipment.

Make-up classes are allowed to be conducted in the event that classes are suspended due to force majeure or as declared by the University. Allowed make up classes are for class hours missed due to the following reasons:

- Special Non-Working Holidays
- suspension of classes by the university
- absence of a substitute teacher when a faculty member is on sick leave

#### ***Working Hours during Term Breaks and Enrolment Period***

Vacation Leaves (VL) will be used during the term breaks. As a general rule, faculty members are not required to report during trimester breaks. However, during enrolment period, faculty members of the different colleges will be requested to report to the university to provide advice and assistance to the students as special faculty adviser (SFA).

#### ***Work Schedule***

The schedule of the teaching load component of the total work load is assigned by the programme/department head.

Full-time faculty members' schedule for student advising/consultation, research and university/community services will be under the discretion of the faculty. However, the schedule for each of the advising/consultation, research and university/community services must be reflected in the Faculty Schedule Form (Plotting Form) together with the assigned teaching load schedule and must be submitted to the College Department Head once load is finalized for reference purposes.

Part time faculty members are required to submit the Faculty Schedule Form (plotting form) with the assigned teaching load schedule and student consultation schedule to the College Department Head once load is finalized for reference purposes.

### ***Assignment of Teaching Load***

Programme/Department Heads ensure that teaching assignments and responsibilities for faculty members are within their area of specialization (based on degree) or specific training (appropriate certification must be attached) or field experience (appropriate certificate must be attached).

The maximum number of academic preparation that can be assigned to a faculty member should not exceed four (4) different course preparations within the faculty member's specialization.

### ***Teaching, Consultancy and other Services outside the University***

In general, full time faculty members are not allowed to accept paid teaching or engage in paid consultancy services outside the university without prior approval of the University President. Consultancy is giving one's service to a person, a company, or institution at some regular hours for which remuneration is given. It does not refer to occasional speaking engagements in academic conferences, seminars or trainings without prior approval of the University President.

### ***Conflict of Interest***

Conflict of interest may arise when a faculty member's personal interests interfere with his responsibility to the University. The key factors in avoiding ethical and legal conflict of interest are personal responsibility and integrity. Therefore UTB expects all faculty members to conduct their activities in a manner that reflects well on themselves, their profession and the University.

Avoiding potential conflict of interest involves prior disclosure and dialog between the faculty member and his/her department head and college dean. Faculty members who may be assigned in purchasing supplies, services and equipment for the University should disclose to the college dean any potential conflict of interest such as ownership or relation to the owner of the supplier of goods or services and is subject to special approval of the University President.

### ***Conflict of Commitment***

Conflict of commitment may arise when there are competing demands upon the time of a faculty member as a result of outside activities or interests. Hence fulltime faculty members are discouraged from committing to responsibilities outside the university. Committing to responsibilities outside the University requires prior approval of the President.



# **FACULTY APPRAISAL SYSTEM**

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## **FACULTY APPRAISAL SYSTEM**

The University's policy is to provide a continual and constructive evaluation procedure that allows faculty members to improve their efficacy and foster better instruction delivery, research and community engagement.

### **CRITERIA FOR EVALUATION**

The process of evaluating a faculty member's performance covers five criteria: Teaching and Learning; Research; University Service; Community Service; and professionalism.

Each faculty member's rank is allocated a weighted percentage based on the five criteria. This policy applies to all faculty members who have successfully completed their probationary period.

### **FREQUENCY OF THE PERFORMANCE EVALUATION**

The evaluations for the faculty members will occur once a year. All data will be collected every trimester, every end of the term to support and encourage excellence by recognizing and rewarding outstanding academic performance; to provide guidance for faculty members regarding professional improvement and development and to obtain information relevant to contract renewal, promotion and/or termination, awards for teaching, research, advising and merit pay decisions.

### **SUMMARY OF CRITERIA FOR FACULTY MEMBERS**

Category	Research	Teaching & Learning	University Service	Community Service	Professionalism	Total
<b>Professor</b>	35%	40%	10%	10%	5%	100%
<b>Associate Professor</b>	30%	45%	10%	10%	5%	100%
<b>Assistant Professor</b>	25%	50%	10%	10%	5%	100%
<b>Lecturer</b>	20%	55%	10%	10%	5%	100%

## PROCEDURES

### *Research*

1. Components of the research criteria are the following: Research/book publications in refereed journals (Scopus). Paper presentations in a research conference. Accepted research project with industry or external group.
2. Each faculty member will download the Research Activities form, which will be used to record all research activities completed during the academic year, together with supporting materials.
3. The documents for evaluation will be submitted within the College's stipulated timeframe.
4. The documents will be evaluated by the immediate supervisor (Programme Head/Head of Department) in accordance with the approved rubrics.
5. The result of the evaluation will be presented and discussed with the concerned faculty member, and signatures from both parties will be affixed.

### *University Service*

1. The following are among the university's service achievements: engaging in activities related to quality assurance, taking part in the work of both standing and ad-hoc committees, participating as a chair, coordinator, or member in organizational events such as conferences, workshops, and seminars (refer to University Service Rubrics).
2. Each faculty member will download the University Service Achievements form, which will be used to record all university service achievements completed during the academic year, together with supporting materials.
3. The documents for evaluation will be submitted within the College's stipulated timeframe.
4. The documents will be evaluated by the immediate supervisor (Programme Head/Head of Department) in accordance with the approved rubrics.
5. The result of the evaluation will be presented and discussed with the concerned faculty member, and signatures from both parties will be affixed.
- 6.

### *Community Service*

1. Components of the community service achievements are the following: delivering public lectures that serve the community; participating in activities organized by official professional/cultural societies; membership of technical or ad-hoc committees, or boards; providing scientific consultation or conducting workshops or seminars; participating in media activities related to the major, such as articles, TV or radio interviews; participating as a judge/referee in official local, regional, or international contests; and participating in other community service activities.
2. Each faculty member will download the Community Service Achievement form, which will be used to record all community service achievements completed during the academic year, together with

supporting materials.

3. The documents for evaluation will be submitted within the College's stipulated timeframe.
4. The documents will be evaluated by the immediate supervisor (Programme Head/Head of Department) in accordance with the approved rubrics.
5. The result of the evaluation will be presented and discussed with the concerned faculty member, and signatures from both parties will be affixed.

### **Teaching and Learning**

1. Components of the teaching and learning are the following: students' evaluation (all classes every trimester) and immediate supervisor's evaluation (classroom observation).
2. Each faculty member will download the Summary of Course Taught form, which will be used to list all courses taught with corresponding ratings completed during the academic year, together with supporting materials.
3. The documents for evaluation will be submitted within the Academic Affairs Department's stipulated timeframe.
4. Classroom observation will be conducted by the immediate supervisor every trimester. Results will be accumulated for the whole academic year. The College Dean prepares schedule for the classroom observation of all faculty members every trimester.
  - The College Dean/Associate Dean/Department Heads **conduct actual classroom and observation on the set schedule.**
  - The College Dean/ Associate Dean/ Department Heads **conduct an individual post-conference with the faculty concerned.**
5. The documents will be evaluated by the immediate supervisor in accordance with the approved rubrics.
6. The result of the evaluation will be presented and discussed to the faculty concerned and signatures from both parties will be affixed.

### **Professionalism**

1. Components the personal and behavioral capabilities are the following: Institutional commitment; collaboration and teamwork; client service and achieving results.
2. The immediate supervisor will evaluate the faculty member in accordance with the approved rubrics.
3. The result of the evaluation will be presented and discussed to the faculty concerned and signatures from both parties will be affixed.

## PERFORMANCE EVALUATION APPEAL PROCESS

1. If a faculty member is dissatisfied with their performance review or final rating, he/she can submit a written appeal to the Dean within 10 working days of receiving their final feedback.
2. If the Dean is the appraiser, a faculty member has the authority to appeal to a higher level of senior administration.
3. The appeal will be submitted in a confidential letter outlining the reasons for the disagreement. The letter should include a copy of the appraisal as well as any extra paperwork.
4. The appeal will be sent to the Appeal Committee, which will have 10 working days to respond.
5. The Academic Appeal Committee will be composed of the Vice President for Academic Affairs and two College Deans. The Chairman of the Appeal Committee will be the Vice President of Academics. If the person who is appealing or the evaluator is already on the Appeal Committee, a new member must be chosen. The Academic Council will nominate members of this Committee at the start of the academic year.
6. Before making a final judgment, the Appeal Committee may conduct separate discussions with the employee and the faculty member's immediate supervisor.
7. The decision that has been reached is irrevocable. The HRD will receive a copy of the final decision, which will be filed in the personnel file of the faculty member.

The final ratings shall be assigned using the following rating scale for the faculty members:

Numerical Rating	Descriptive Equivalent
93 - 100	Outstanding (O)
85 - 92	Very Satisfactory (VS)
80 - 84	Satisfactory (S)
70 - 79	Moderately Satisfactory (MS)
Below 69	Not Satisfactory (NS)

These ratings will be recorded on the faculty member's record file and may be used to make decisions about providing incentives, bonuses, pay increases, promotions, and training programs, as well as grounds for considering termination or non-renewal of contract for non-performance.

**FACULTY  
DEVELOPMENT  
PROGRAM**

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## Faculty Development Program

The University acknowledges that professional development is integral to personal job satisfaction, workplace productivity, reward and recognition and is critical to the achievement of the university's mission and continuous improvement in the quality of its programs and services.

The Faculty Development Office (FDO) of UTB is an academic unit under the Office of the Vice-President for Academic Affairs (VPAA). Its main responsibility is to plan, provide oversight and monitoring of all forms of faculty development activities of the University through the Faculty Development Committee (FDC) of each College. This includes determining appropriate support, resources, seminars and training opportunities to facilitate faculty professional growth. The FDO is responsible for providing continuous improvement through a diverse range of faculty development programs designed to support teaching and instruction, and other related FD attributes, based on the consolidated plans of the different colleges.

The Faculty Development Committee (FDC) in the college is in charge of the preparation of the College Faculty Development Plan (CFDP) in consultation with members of the faculty. The purpose of the faculty development program is to promote career advancement for members of faculty.

The plan includes career advancement and development program activities to promote continuous improvement and learning. It also includes: training, seminars, research, conference, memberships in professional organization, participation in research collaborations, study grants, etc.

The Faculty Development programs of UTB are anchored on the Faculty Development Plans (FDP) of each College. Each College has a Faculty Development Committee, a standing committee whose responsibilities, inputs, deliverables and reporting are detailed in the UTB's Standing Committee Guidelines. The FDPs are product of the Training Needs Assessment (TNA) done by the College based on several inputs as shown in the Faculty Development Framework. These inputs are the bases for the formulation/implementation of the College FDP which is mapped against the Colleges' Operational Objectives and the University's Mission, Vision and Objectives. The Faculty Development Office consolidates these College FDPs which are the bases for planning, design, implementation and assessment of the Institutional Faculty Development Programs.

## **Peer Review and Mentoring Program**

To ensure successful integration of new faculty members into their respective programmes, the following activities are conducted: Peer Review and Mentoring program.

It is also the policy of the university to ensure that all teaching faculty members must undergo peer evaluations of teaching performance on a regular and ongoing basis. This policy, in part, establishes procedures and guidelines that must be followed for the evaluation of faculty teaching effectiveness to determine additional mentoring activities for the faculty, if needed. Moreover, it is also the policy of the University to provide support for faculty who, as a result of the Peer Review, need to undergo further mentoring to improve and succeed in their roles as faculty members within their Colleges and programs. This peer mentoring program aims to establish a mentoring relationship between a mentor and a mentee. The mentor is a senior faculty member, or head of department, with sufficient skills and knowledge of their operations or programs and can impart this knowledge to new faculty.



# **FACULTY PROMOTION**

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## **FACULTY PROMOTION**

University of Technology Bahrain (UTB) supports continuous advancement and excellence among academic staff in the areas of teaching and learning, research and scholarship, and community engagement. Hence, UTB adopts a policy to promote academic staff based on their qualifications, exemplary performance and scholarly contributions to academia and the community.

## **PROMOTION BOARD**

### ***1.1 Institutional Promotion Board***

The board shall be responsible for adhering to the procedures in the promotion policy and ensuring that all promotional criteria requirements are met. Moreover, the board shall evaluate the submitted publications to ensure that they contribute to the applicant's specialization area and the scientific community. If any of the members listed below are in absence, the institutional board will appoint an alternate member and the promotion board will proceed as usual.

**The board shall have the following members:**

- a. VP Academic Affairs (VPA)
- b. College Deans
- c. QA Senior Director
- d. Research Director
- e. One Full Professor

### ***1.2 External Evaluators***

1. The committee shall be composed of 3 members, to be determined by the Institutional Promotion Board.
2. The appointed external evaluators shall serve as reviewers of the results deliberated by the Institutional Promotion Board.
3. Must have a PhD degree aligned with the candidate's specialization.
4. Evaluators must be of a higher academic rank than the faculty member applying for promotion.
5. Must not have any connections with the candidate (such as being a co-author, relative or co-organizer of any scholarly activities with the applicant)

# PROMOTION CRITERIA

## *Promotional Rank*

### **Assistant Professor to Associate Professor**

- 1- An Assistant Professor candidate must have a PhD degree with aligned specialization from a recognized Higher Education Institution.
- 2- The candidate shall have at least 70% teaching evaluation for the past 3 years prior to their application.
- 3- The candidate shall have at least 4 international publications in indexed Journals (SCOPUS) and may attend conferences domestically or internationally for additional points.
  - At least 2 of the Publications submitted for promotion must be published papers are single authored.
  - At least 2 of the publications submitted for promotion must be published during his/her employment with UTB.
  - All submitted papers for promotion should have been published following the applicant's
  - last promotion.

### **Associate Professor to Full Professor**

- An Associate Professor candidate must have a PhD degree with aligned specialization from a recognized Higher Education Institution.
- The candidate shall have at least 70% teaching evaluation for the past 3 years prior to the application.
- The candidate shall have at least 6 international publications in indexed Journals (SCOPUS) and may attend conferences domestically or internationally for additional points.
- At least 3 of the Publications submitted for promotion must be published papers are single authored.
- At least 3 of journals submitted for promotion must be published during his/her employment at UTB.
- All of publications and activities submitted for promotion should have been published following the applicant's last promotion.



## AREAS OF PROMOTION

### *Teaching and Learning*

- a. Irrespective of the rank applied for, the candidate must have satisfied the requirements mentioned in section 5.1.
- b. The candidate must be evaluated based on his/her teaching performance through the Dean's Evaluation and Students' Evaluation as well as non-paid university services provided. These include but are not limited to committee members and chairs.
- c. An applicant must submit supporting documents related to his/her teaching and educational activities (such as production of teaching materials, developing courses, and the courses that he/she has taught during his/ her current academic rank).
- d. An applicant must submit evidence of professional development during their employment at UTB prior to promotion. This includes any courses attended and /or certifications obtained.
- e. An Applicant must score at least 70% of the evaluation of his/her teaching and educational activities based on performance appraisal and students' evaluations with 60% and 40%, respectively for the past 3 years

### *Research and Scholarship*

- a. The majority (more than 50%) of the scientific research papers submitted for promotion must be in the applicant's specific area of specialization, the rest should be in the general area of specialization.
- b. Research papers submitted for promotion must not be plagiarized, nor extracted from the applicant's master's dissertation or PhD dissertation, Applicants violating this clause will be referred to an investigation committee.
- c. Research Papers submitted must not be submitted for a previous promotion at the University of Technology Bahrain (UTB) or any other university.
- d. Research published in a refereed scientific journal (SCOPUS), as part of a special issue of conference proceedings, shall be treated in the same manner as research published in scientific journals if there is a proof that this research was meticulously refereed by the journal and if there is a proof that the journal implemented the normal publishing procedures.
- b. Research published in a particular scientific refereed journal and submitted for promotion must not exceed (50%) of the total number of research papers.
- c. Book chapters are considered publications if the book has an ISBN#.
- d. All the publications need to be indexed under Scopus.
- e. Scholarly contributions that expand the candidate's knowledge in his/her specialization are expected. These include, but are not limited to, memberships in editorial boards / refereed journals and /or evaluators or supervisors of MBA or PhD thesis.

**Points obtained by the applicant are calculated as shown in the following tables:**

**A. Scientific Research**

Publication type	International/Local		
	Sole Author	Main Author	Co-Author
Research Publication (Scopus)	18	12	8
Accepted research project with industry or external group	18	12	8
Paper presentation in a research conference (Scopus)	9	7	5

**B. Books and Patents**

Activity Type	Sole Author	Main Author	Co-Author
Published Book	12	8	4
Chapter in a published book	3	2	1
Approved Patent	12	8	4

**C. Supporting Research Activities**

Type of supporting activity	Points gained per activity
Refereeing a research paper, dissertation, or scientific award	3
Keynote speaker in a conference	3
Editorial member in a refereed scientific journal	3
Translating book	3
Creative work	3
Unpublished funded research or contractual research project for an establishment	3
Any other activity (of the same status of the above, based on the assessment of the relevant promotion committee)	3

**D.** To meet the requirements for promotion to the rank of Associate Professor, the applicant must score (54) points, of which at least (42) points are for published research. The total score allocated for Supporting Research Activities must not exceed (6) points.

**E.** The applicant to the rank of Full Professor must score (72) points, of which at least (54) points are for published research. The total score allocated for Supporting Research Activities must not exceed (6) points.

## **Community Engagement**

UTB believes in the role of universities in giving back to the community.

### **Community Service Activities**

Community service is any professional / non-professional activity conducted outside the university for the benefit of the Bahraini community.

Points obtained by the applicant are calculated as shown in the following tables:

<b>Community Service Activities (Per year)</b>	<b>Organizer/ Co- organizer/ Chair/co-chair Coordinator</b>	<b>Member of the organizing team</b>	<b>Participant/ Attendee Remarks</b>	<b>Remarks</b>
Delivering general lectures in the candidate's area of specialization to schools, clubs, or societies.	3	2	1	Present signed certificate and/or activity report
Participating in activities or membership of professional, cultural, or social societies.	3	2	1	Present signed certificate and/or activity report
Membership in technical or specialized committees; or board member of councils of associations, authorities, or clubs of service or social nature.	3	2	1	Present signed certificate and/or activity report
Providing scientific and academic consultations, conducting workshops, or convening seminars of service or social nature.	3	2	1	Present signed certificate and/or activity report
Media activities related to area of specialization (such as newspaper articles, TV and broadcasting interviews). Community services of social, humanitarian, or cultural dimension.	3	2	1	Present signed certificate and/or activity report
Any other professional activities related to serving the Bahraini community	3	2	1	Present signed certificate and/or activity report
Community services of social, humanitarian, or cultural dimension	3	2	1	Present signed certificate and/or activity report
Other professional activities related to serving the Bahraini community	3	2	1	Present signed certificate and/or activity report

Note: Should score 2/3 of the maximum score of 72 points. The minimum score for community services is (48) points.

## **University Services**

Points obtained by the applicant are calculated as shown in the following tables

<b>University Services Activities (Per year)</b>	<b>Organizer/ Co-organizer/ Chair/co-chair Coordinator</b>	<b>Member of the organizing team</b>	<b>Participant/ Attendee Remarks</b>	<b>Remarks</b>
Participating in the activities of standing and ad-hoc committees at the department, college, or university level.	3	2	1	Present signed certificate and/or activity report
Participating in organizational activities such as conferences, workshops, seminars at the department, college, or university level.	3	2	1	Present signed certificate and/or activity report
Delivering lecture at the department, college, or university level.	3	2	1	Present signed certificate and/or activity report
Proposing development initiatives at the department, college, or university level.	3	2	1	Present signed certificate and/or activity report
Proposing an academic program that has been adopted/discussed by the Academic Council.	3	2	1	Present signed certificate and/or activity report
Participates in preparing accreditation requirements, or institutional review for the Education and Training Quality Authority, or HEC, ABET, ECBE, whether at the department, college, or program level.	3	2	1	Present signed certificate and/or activity report

*Note: Should score 2/3 of the maximum score of 54 points. The minimum score for university services is (36) points*

## **PROMOTION PROCESS AND PROCEDURES**

1. The applicant shall submit his/her promotion application form to the relevant Department/Programme head to assess whether it satisfies the promotion requirements.
2. Department/Programme head shall check the application form (UTB-Number) as per requirements.
3. In case the Department/Programme head found some missing/lacking documents, he/she shall ask the applicant to complete the requirements.
4. In case the Department/Programme head satisfied, he/she shall refer the promotion file to the Department/Program Council.
5. Department/Program Council to decide whether it meets the requirements for promotion.
6. In case the Department/Program Council has some concerns and there are some lacking documents, the applicant shall be notified through the Department/Program head indicating the requirements.

7. If the council members approve the applicant report, the council shall determine the scoring points for each promotion criteria. Hence the promotions file to be submitted to the dean through the Department/Program head.
8. The dean shall refer the application to the college council. The college council shall review the extent to which the applicant has met the relevant criteria of promotion and shall take decision on approval or no approval of the application.
9. The college council shall verify the points of the promotion criteria.
10. In case the College Council has not approved the application, due to incompleteness, the applicant shall be notified through the Department/Program head indicating the reasons for not approving the applications.
11. In case the council members approve the applicant report, the promotion files to be submitted to the Institutional Promotion Committee.
12. The Institutional Promotion Board shall review the scientific research and activities of the applicant after ensuring the accuracy of the prescribed actions in the minutes and reports of the department and college councils and to ratify them.
13. The Institutional Promotion Board shall verify the points of promotion criteria.
14. The chair of the Institutional Promotion Board may request from the dean or the concerned representative of the college any information on issues raised by its members.
15. The Institutional Promotion Board may return the promotion file to the college, for reviewing, if it deems that the actions were not fulfilled.
16. The applicant shall be notified of the type and number of requirements needed, through the Department/Programme head to complete the items, and their submission according to the applied procedures.
17. In case the Institutional Promotion Board satisfied with application of the candidate, they shall consider the scholarly accomplishments (Papers published and accepted for publication in Journals and Conferences) for external evaluation, shall select 3 external evaluators followed by sending them the papers with "Paper Evaluation Form", (Form UTB-NO) and "Evaluation Summary Form" (Form UTB- NO).
18. In case the result of refereeing the research is negative, the applicant shall submit the promotion file containing the scientific research and activities only. He/she must observe that research papers with weak evaluation from most referees should not be resubmitted.
19. In case the result of any of the promotion committees at the department, college, or the university level is negative, the respective applicant shall submit the file including only the unsatisfied requirements in the previous submission, provided that the resubmission be made in a period not more than 12 months from the date of rejecting the file, otherwise, the applicant shall resubmit the file with all the requirements.
20. The Institutional Promotion Board shall submit its report on results of refereeing the research of the applicant applying for promotion and whether he/she has fulfilled the requirements to the Vice President who shall forward it to the University Council to issue the proper decision.

## TIME SPAN FOR PROMOTION

1. Any faculty member who has spent five years in his/her academic rank may apply for promotion to a higher rank in accordance with the rules and criteria specified in these regulations.
2. The applicant may submit the promotion application six months prior to the submission date, provided that the promotion shall not be effective before the completion of the specified period.
3. If the applicant publishes new research papers after the submission of his/her application and are not included in the file, he/she may add them during the evaluation of the file at the department level only, or he/she may include them in a subsequent promotion application file.
4. Promotion shall be effective as of the date of the University Council's approval of the promotion.

## CONFIRMATION AND EFFECTIVITY OF PROMOTION

1. The confirmation of promotion must be in a memorandum signed and approved by the University President.
2. The VPAA presents the results of the promotion application to all members of the board together with the candidate in either a meeting or via email.
3. The VPAA sends a communication on the approval of the applicant to the HRD Office for filing and updating of faculty records.
4. A copy of the promotion approval is also sent to the VP Administration and Finance, and Accounting Office.
5. Upon announcement and communication of the promotion approval, the promotion shall be effective immediately.

## PROMOTION APPEAL

1. Appeals on 'failed' promotion decision may be filed if the candidate believes that there was a violation of established standards and procedures.
2. Appeals with supporting documents must be filed with the Institutional Promotion Board through the Office of the VPAA.
3. A special External Committee on appeals will be formed to validate the evaluation of the Institutional Promotion Board.
4. The board's recommendation is advisory to the President, who makes the final decision to affirm or reverse the original decision of the Institutional Promotion Board.
5. The decision of the University President is final and non-revocable.

# FACULTY RIGHTS

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# FACULTY RIGHTS

## Statement of Rights

In cognizance and in consonance with the university vision-mission and core values, UTB faculty members are entitled to the following rights:

### 1. *Academic Freedom*

Academic freedom is defined as the right of a faculty member as professionally qualified to search or discover, publish and teach subject matter in his/ her field of specialization not subject to control or authority with the exception of the rational methods by which the truth and conclusions are based on established standards/methods in a particular discipline.

Faculty members shall enjoy freedom in the classroom to discuss subject matter reasonably related to the course within the approved course specification. Thus, faculty members should not introduce into their teaching controversial matters which have no relation to the course.

Faculty members have the responsibility to encourage free and honest inquiry and expression on the part of the students. They must demonstrate respect for students as individuals and always act as intellectual guides and counsellors.

Faculty members have the right to conduct, present and publish research and creative works relevant to their field of specialization free from censorship, provided there is no violation of academic honesty policy and do not compromise the integrity of the faculty member, the College and the University. Faculty members must at all time act with utmost honesty, integrity and professionalism.

### 2. *Participation in Governance*

Faculty members have the right to participate in the governance of the University and are entitled to an effective participation in the process of decision making. They have the right to participate in the revisions of academic programme specifications, course specifications, course contents, course assessments, course materials, degree requirements and other academic policies through the established procedures and proper channels in the College level or the University level.

### 3. *Right to Information*

Faculty members have the right to information that affects them individually or collectively. Information are published in the faculty handbook, disseminated through interoffice memoranda, forwarded to the official e-mail addresses of each faculty or uploaded in the university website.

### 4. *Right to Grievance*

Faculty members have the right to petition for or address grievance through established processes, procedures and proper channels.

# FACULTY RESEARCH

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## FACULTY RESEARCH

### ***Research Support Services***

UTB provides research support services to faculty members such as provision for a research laboratory, computing facilities, free access to print and online journal, research funding, compensation (9 paid credit-hours), reduced teaching loads, possible assignments of research assistants and research funding.

Internally funded individual or collaborative faculty researches and University sanctioned researches are supported by departments/colleges with provision of materials, equipment and other necessities.

Externally funded research through research collaboration or research consortium between or among UTB and other organization(s) are allowed and encouraged. The Office of Research Center (RC) provides assistance in sourcing for and release of research funds and in monitoring the progress to ensure that the research will be completed as agreed upon by funding parties.

### ***Research Ethics and Plagiarism***

#### **A. Research Ethics**

Ethics is of great importance to research and provides guidelines for the responsible conduct of well-defined research. In addition, research ethics educates and monitors scientists conducting research to ensure a high ethical standard. To help researchers address the issue of ethics, UTB has produced a policy and set of procedures that apply to all research activity being undertaken by faculty members, staff and students of the university.

#### **B. Ethical and Safe Conduct of Research**

In the context of research ethics, the research committee assesses the ethical acceptability of a research project through consideration of the foreseeable risks and the ethical implications of the project including but not limited to safety, privacy, confidentiality and intellectual property rights.

### **Responsibilities of the Researcher**

- Respect the dignity of participants, including their rights, beliefs, perceptions, customs, and cultural heritage;
- Consider how the research might be designed to maximise any benefits to participants and the researcher and to minimise the risk of legal, environmental, social, emotional, psychological, and physical harm or discomfort to participants; inform participants of any risk including associated risks.
- Inform participants of the nature and purpose of the research;
- Seek voluntary informed consent from participants and, if the participants are unable to
  - give informed consent, from participants' parent(s) or legal guardian(s);
- Respect the right of individuals not to participate in research or to withdraw from research at any time without explanation and without negative consequences;
- Protect any personal information that they may acquire;
- Respect any agreement made about anonymity;
- Respect the confidentiality of the individual or groups of people in the conduct and reporting of their research;
- Use data or test results only for the purpose for which consent has been obtained, and obtain consent for any subsequent publication;
- Submit genuine findings or results of their research.

### **C. Plagiarism**

UTB uses a proper detection anti-plagiarism system to scan work for evidence of plagiarism. This system has access to many sources worldwide (journals, books, articles, magazines, websites etc.). The software helps scan documents of any type for plagiarism using cutting-edge technology to identify and highlight similarities with other documents in the database; giving our faculty, staff and students an opportunity to check their documents for plagiarism before submission. This policy is applicable to all researchers, faculty members and staff of the University.

1. Each faculty/staff is responsible for the uploading of his/her own research output to the anti-plagiarism software.
2. Faculty/staff has to attach the result of check of plagiarism during the submission of his/her research to college research committee. The threshold for similarity index should not exceed 20%.
3. Any violation for research ethics and conduct subjects a researcher to the university penalties.

## **D. Research Misconduct**

### ***1. Research Misconduct***

UTB demands that all faculty members and students engaged in scholarship to research activities adhere to the highest ethical standards. Misconduct in scholarship/ research by any member of UTB community threatens the image of UTB and the person. Hence, all scholarly activities must be free from any form of scholarly misconduct.

### ***2. Forms of Scholarly Misconduct***

Fabrication, falsification, plagiarism, violation of intellectual property rights, submission of falsified/tampered research papers, misuse research funds and no submission of research output in accordance to the specified research guidelines.

## **E. Penalties for Misconduct**

Faculty members and staff who after due process, are found to have committed scholarly misconduct may be levied one or more of the following sanctions depending on the gravity of the offense:

OFFENSE	OCCURRENCE & PENALTY			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Fabrication, falsification, plagiarism	4			
Violation of intellectual property rights	4			
Submission of falsified/tampered research papers	4			
Misuse of research funds	4			
No submission of research output in accordance to the specified research guidelines.	4			
Late submission of research output in accordance to the specified research guidelines.	1	2	3	4

### **Legend:**

1 – Verbal Reprimand  
3 – Three-day Suspension

2 – Written Warning  
4 – Termination for a Cause

The University reserves the right to report proven allegations of research misconduct against its faculty, former faculty and current and former registered students to potential, new and subsequent employers. Where employees or students of another institution are involved in a collaborative research project with the University and are implicated in a University finding of serious research misconduct, the University reserves the right to notify the home institution of those involved.

## **INTELLECTUAL PROPERTY RIGHTS**

It is the policy of the University to protect the intellectual property rights of faculty members, students and staff on research outputs and scholarly activities.

This policy and procedures provide guidelines on protecting the research outputs and scholarly activities of the faculty members, students and staff. This document covers the policy and procedures on researchers' consent, copyright, patent, production, distribution and marketing of research outputs, royalty and administrative mechanism, which are coherently, aligned with the national laws and regulations of Intellectual Property and copy rights in the Kingdom of Bahrain such as:

- Law No. 22 of 2006 on the Protection of Copyright and Neighboring Rights.
- Law No. 1 of 2004 on Patents and Utility Models, as amended by Law 14 of 2006.
- Law No. 7 of 2003 on Trade secrets, as amended by Law No. 12 of 2006.
- Law No. 44 of 2005 on approving the accession of the Kingdom of Bahrain to the Patent Cooperation Treaty and its Regulations (2006).
- Law No. 19 of 2005 on Approving the Accession of the Kingdom of Bahrain to the Patent Law Treaty and Regulations (2005).

### **Researcher's Consent**

All completed researches conducted in the University (faculty members, and students) should be submitted to the Research Centre. Researches, which have been published internationally, should be accomplished with research consent form to the Research Centre.

### **Copyright**

1. Ownership and University-Financed Research
  - a. If the research work is done during the official duty of the researcher, copyright will be in joint ownership of the University and the researcher.
  - b. If the research work is not done during the official time of the researcher but with the financial assistance from the University, the University is entitled to a percentage of the royalty from the research work. Formal agreement will be formulated for such conditions.
2. Commissioned Research
  - a. For University-commissioned researches, the copyright shall be in joint ownership of the University and the researcher.

- b. For researches that are commissioned by external entities, ownership will depend on the agreement made by the University, the researcher, and the external entity.

### 3. Collaborative Researches

Ownership of collaborative researches, that is, researches conducted through joint efforts of the University, external entity and the researchers shall belong in joint ownership of the parties involved.

### **Production, Distribution and Marketing**

The manner of production, distribution and marketing of research works will be assessed by the Research Centre and the University Academic Council (AC). The Research Centre and AC's recommendations will be submitted to the University Vice President who in turn endorses it for approval to the University President. The Research Centre is the office responsible for the processing of the approval.

### **Royalty**

The royalty derived from the research work shall be awarded according to the manner of ownership previously mentioned. The details of which will however be stipulated in the agreement that will be formulated and signed by the concerned parties.

### **Patent**

Patenting of research work will generally follow the form of ownerships earlier mentioned. Details of the patent will be based on the form of ownership.

### **Administrative Mechanism**

The Research Centre together with the University AC shall be responsible in the formulation of standards, guidelines, rules and regulations relating to copyrightable and patentable researches to be endorsed by the University Vice Presidents and approval of the President.



 <p><b>University of Technology Bahrain</b></p>	Doc. No.	QR-RC-01
	Issue No.	01
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College/Department:		
<b>Intellectual Property RIGHT (IPR)</b>		Page 1 of 92
Title of Article		
Author(s)		
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Dissemination (e.g. conferences, publication,...etc)		
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College/Department:		
RESEARCH CONSENT FORM		Page 1 of 92
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# RESEARCH COUNCIL

## 1.1 Members of the Council

The University established a council called “Research Council” and this council is comprised of:

- Vice President for Academic Affairs – Chairman
- Director of Research – Member
- Research committee chair of each college – Member
- Library Head - Member
- Director of Quality Assurance and Accreditation Centre – Member
- Student Council representative – Member

## 1.2 Roles and Responsibilities of the Research Council

The main purpose of this council is to promote research initiatives and culture, publications and to ensure that such research is conducted to the highest ethical standards by performing the following duties and tasks:

- UTB Research Council prepares the strategic and operational plans necessary for research at the University.
- Issuing research policies that promote the achievement of the University's strategic objectives.
- Reviewing the University's research ethics policies and following up their implementation.
- Monitoring that research activities are prepared, reviewed, and conducted in a manner that guarantees its integrity and quality.
- Endorsing the funding of research projects proposals submitted by faculty members at the University and monitor their implementation.
- Supervising the preparation and implementation of the Annual Excellence Symposium, in addition to research handbooks.
- Reviewing key performance indicators for research and the related feedback.
- Establishing the joint committees to monitor the utilization of equipment of research laboratories and identifying it's the devices for common use.
- Monitoring the research conducted by the faculty members in the university and provide necessary support to publish the research work in reputed journals.



## **POLICIES ON FACULTY RESEARCH**

### **2.3 Research Funding**

The University of Technology Bahrain allocates 3% of its revenues for Scientific Research and implements a transparent and clear mechanism of funding and spending from scientific research budgets on specified objectives of research plan and in accordance with the Article (10) of Scientific Research Regulations of the Higher Education Council, which are:

1. Purchasing research equipment and tools including computers and specialized software needed for the research project.
2. Purchasing biological, chemical and physics materials including glassware and tools and others needed for the research project.
3. Purchasing specialized books and scientific periodicals to support certain project however, such books and periodicals shall be given to the institution library after the end of the project.
4. Purchasing databases required for execution of the research project or payment of subscription fee, therefore.
5. Purchasing specialized scientific tests and metrics or leasing equipment required to execute all or part of the research project.
6. Execute contracts with suppliers to repair and maintain equipment and machines purchased for research projects.
7. Scientific publication expenses resulting from publication of research made by a teaching faculty member in the reputable scientific periodicals or conferences volumes and folders as given in the publication guidelines.
8. Expenses of organizing scientific conferences and scientific symposiums and related academic activities.
9. Travel expenses of a teaching faculty member if he is required to visit a body outside the kingdom to perform certain research project such as compiling data or using specialized equipment which is only available with that body.
10. Scientific consultation and external services expense if required for the research project.
11. Expenses of the practical consultancy and external services, if required by the research project.
12. Any other expenditures required to complete the research project and of a similar nature to the items mentioned above.

### **2.4 Research Projects**

1. The principal investigator submits the research project proposal to the Program Head according to an application form issued by the Research Director. In case of multiple departments/colleges of the research team, the form must be submitted to the Program Head to which the principal investigator belongs.
2. The Program Head submits the research proposal to the Dean of the College, providing his opinion in the space provided in the application.
3. The Dean of the College refers the research proposal to the Research Committee in the College for reviewing and evaluation.

4. The Chairman of the College Research Committee submits the committee's recommendation to the Dean of the College, stating the opinion of the Committee in the space provided in the application.
5. The Dean of the College studies the application and submit the proposal, including all attachments to the Director of Research.
6. The Director of Research submits the reviewed proposal with attachments to the Academic Council.
7. The Academic Council deems the research proposal for making the appropriate decision and determine the amount of support. The council may seek the specialists' opinion other than its members to assess the scientific value of the research project.
8. The Chairman of the Academic Council submits the recommendations of the Council to the University Council to make the appropriate decision regarding the research project and the amount of financial support.
9. After approval by the University Council, the amount of support will be paid in stages and based on the approved plan and budget of the proposal and the progress reports submitted by principal investigator.
10. The Director of Research approves all procedures of disbursement according to original invoices or purchase orders submitted by the principal investigator by filling the relevant forms after being approved by the principal investigator to be deducted from the research project budget according to the disbursement guidelines at the University.
11. The principal investigator submits progress reports at the end of each phase to follow up achievement of the project.
12. No change or amendment to the project plan may be made after approval unless a written approval obtained from the Research Council is.
13. The principal investigator is committed to finish the project during the period specified in the application form, with the possibility of extension for the duration of the project according to a report submitted by the principal investigator explaining the reasons for the extension.
14. In case of terminating the project for any reason, the Research Council recommends to the University Council to take any of the following actions:
  - Stop the project and return the remaining amounts to the research budget at the University.
  - Assign one of the researchers involved in the project or an external researcher to complete the project.
  - Recover a percentage of the amounts spent on the project from its beginning as determined by the Research Council.
15. Upon completion of the project, the principal investigator submits two final reports (technical and financial) to the Research Council.
16. The Research Council deems the final reports and submit its recommendations to the Academic Council for appropriate decision.
17. If the contract of any of the research project team ended before the completion of the project, it is permissible to continue participating in the project upon recommendation from the Research Council and approval of the University President.

### **2.2.1 Terms and Conditions of Project Funding**

1. The applicant must be a faculty member at the University and at least has a rank of Assistant Professor.
2. The principal investigator submits the research project proposal during the period stated in the call for project proposals.
3. The principal investigator submits the research project proposal according to an application form issued by the Director of Research for this purpose.
4. The principal investigator agrees not to submit the same research proposal to another supporting body and not to obtain prior support for the same research proposal.
5. The researcher may submit or participate in more than one research project proposal.
6. The submitted research project proposal should be consistent with the University and the national research priorities.
7. An outcome of a published or accepted for publication article in a Web of Science or Scopus indexed journal or conference from the research project.
8. In the published article, the researcher(s) should mention University of Technology Bahrain in the affiliation and state that the project was funded by the University of Technology Bahrain.

### **2.2.2 External Collaborative research**

1. Faculty members of UTB can submit the research project proposal in collaboration with the researchers outside the university to the research director.
2. The proposal shall be referred to the research committee of the specific college(s) related to the received proposal for their consideration and approval.
3. The research committee(s) of the concerned colleges will evaluate the feasibility of the conducting the research and the required budget from UTB and the external bodies. Notification will be sent to the concern faculty member(s) of UTB and external bodies in case of rejection.
4. A contract is signed between the research director and the project team upon receiving the approval(s) from the college research committee(s).
5. The project shall be implemented according to the contract.

## **2.3 Publication in Journal**

### **2.3.1 Eligibility criteria for availing publication fee**

1. The source of the published article must be indexed with Scopus.
2. A published article is eligible for claiming full processing fees only if the author(s) are from University of Technology Bahrain.
3. A published article is eligible for claiming half of the processing fees if the first author is from UTB and co-author(s) are outside the UTB.

### **2.3.2 Procedure for Applying Publication Fee:**

1. The faculty member submits the Publication Fee Claim Form with the supporting documents to the Research Committee Chair of the respective college. The supporting documents include:

- A copy of published article in a journal or Acceptance Letter Source details of the journal (Scopus with covering period)
- A receipt showing the amount paid as publication fees for the article.
- Ethical Assessment Form

2. The Research Committee Chair verifies and submits the claim form with supporting documents to the Programme Head who forwards it to the college dean for endorsement.
3. The endorsed claim form is forwarded to the research director for review and approval.
4. Approved claim form is forwarded to the Vice President for Academic Affairs.
5. The Vice President for Academic Affairs forwards it to the Vice President for Administration and Finance to make the appropriate decision of the payment of the publication fees.

## 2.4 Participating in a Conference

### 2.4.1 Guidelines for participating in the conference

1. The University shall, fully or partially, fund the expenses of the faculty member participation in Scopus indexed in conferences. This funding includes any of the following items:
  - Conference fees
  - Travelling expenses
  - Accommodation fees
  - Daily Allowances
2. If the faculty member participates in a conference within the Kingdom of Bahrain, the University shall contribute only to the registration fees.
3. The faculty member shall submit a research article to the conference that is relevant to the faculty member specialization and college research thrust.
4. The faculty member should submit the acceptance letter and the affiliation of the accepted article must include University Technology Bahrain

### 2.4.2 Procedure for Applying Conference Participation Fund:

1. The faculty member submits the Conference Application Letter for Participating in a Conference along with the supporting documents to Research Committee Chair to which he/she belongs. The supporting documents are,
  - Acceptance Letter of the conference
  - Conference details
  - A copy of the accepted article
  - A receipt showing the amount paid as subscription fees if paid already.
  - Ethical Assessment Form
2. The Research Committee Chair verifies and submits the Conference Application and all attachments to the Program Head to which the applicant belongs.
3. The Program Head forwards the claim form and all documents to the Dean of the college.

4. The Dean writes his remarks in the space provided in the claim form and forwards to the Research Director with all supporting documents.
5. The Research Director writes his remarks in the space provided in the claim form and forwards to the Vice President for Academic Affairs.
6. The Vice President for Academic Affairs writes his opinion in the space provided in the claim form and forwards to the Vice President for Administration and Finance to make the appropriate decision of the payment of the publication fees.

## 2.5 Expected Research Performance of the faculty members

The research performance of the faculty members is evaluated annually using the performance criteria as follows:

- A. Fully meets expectations
- B. Partially meets expectations
- C. Needs improvement

	A. Fully meets expectations	B. Partially meets expectations	C. Failed to meet expectations
	<b>Completion of one of the following as per UTB research guidelines in an academic year:</b>	<b>Completion of one of the following in an academic year:</b>	<b>Completion of one of the following in an academic year:</b>
<b>Research and Scientific Activities</b>	1. Publishing in an international journal/conference (Scopus). 2. Publishing a book chapter (indexed) 3. Completion of a research project with industry or external group.	1. Completed Research 2. Presenting in one or more research conference (Scopus).	No accomplishments as per the items mentioned in “Partially meets expectations” column.



# FACULTY BENEFITS

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## FACULTY BENEFITS

### ***Earned Benefits and Compensation Salary***

The monthly base salaries and merit increments for faculty members are defined on the basis of the established UTB pay scales in accordance with academic rank, qualifications and professional experience. Merit increments for faculty members are considered each year on the basis of their annual performance evaluation rating. The compensation and financial benefits package for faculty members are listed in the employment contract and faculty appointments.

### ***Awards***

UTB's awards are means of acknowledging faculty members efforts to achieve the highest standards in teaching, research and student advising. The awards are outstanding teacher award, outstanding researcher award. One awardee of each type will be awarded by the University. Winners of the awards receive symbols of recognition from the President of the University during the Recognition Ceremonies at the end of each school year. Winners of the awards are selected by the HRD, in accordance with procedures to be developed jointly by the committee and the academic deans.

### ***Leaves and Other Benefits***

UTB faculty members are allowed sick leaves, vacation leaves, sabbatical leave, maternity leave and emergency leaves and observe all legal holidays declared by the Kingdom.

- First Day of Al-Hijra calendar year
- Eid El-Adha
- Eid El-Fitr
- 1<sup>st</sup> Muharram
- 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> Thulhajja
- 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> Shawal
- The Prophet's Birthday
- 12<sup>th</sup> Rabie Al-Awal
- National Day - 16<sup>th</sup> and 17<sup>th</sup> December
- Ashoora - 9<sup>th</sup> and 10<sup>th</sup> Muharram
- First date of the New Gregorian Year - 1<sup>st</sup> January

### ***Annual Leave/Vacation Leave (VL)***

Faculty members who completed one year continuous service at UTB are entitled to thirty (30) days vacation leave with full pay.

Faculty members are entitled to a fraction of the 30 days VL for the fraction of year served in the university.

Faculty members may not waive the entitlement to leave in lieu of monetary value unless the university required him/her to report during the scheduled vacation leave.

Faculty members are required to schedule the dates of their vacation leave during the trimester breaks only.

Vacation leaves Plan per School Year must be submitted by the Deans at least two (2) months after the start of the School Year and must be approved by the College Department Head, College Dean and the VPAA then must be submitted to the HRD office.

### ***Sick Leave***

Faculty members who completed three (3) months of full time service in the University are entitled to:

- Fifteen (15) days sick leave on full pay.
- Twenty (20) days sick leave on half pay
- Twenty (20) days sick leave without pay

The entitlement of the faculty to sick leave on full or partial pay maybe accumulated for a period not exceeding 182 days. In the event that the period of absence of a faculty due to sickness exceeds the sick leave entitlement, the excess may be deducted from the annual leave.

The sick leave must be filed online on the first day of reporting for duty thru the use of the HRMS and must be accompanied by a medical certificate if the leave is for a period of more than three (3) days. The medical certificate should also be uploaded in the HRMS.

Late filing of sick leave will not be accepted by the system and will be deducted from the salary of the faculty member.

### ***Maternity leave***

A female worker shall be entitled to maternity leave on full pay for sixty (60) days which shall not be deducted from her annual leave provided she produces a medical certificate attested by the Ministry of Health stating the expected date of her confinement. Such maternity leave shall include the period before and after confinement. Further, she may have an additional leave without pay for fifteen (15) days.

### ***Sabbatical Leave***

Faculty members are allowed to apply for sabbatical leave to pursue scholarly activities and interact directly with scholars in leading academic research institutions. Scholarly activities that are considered for sabbatical leave may include pursuing and extending some ongoing research, initiating research in new and diverse areas, gaining research- orienting experience, or writing a research-oriented book.

The faculty member may also make use of the sabbatical leave for updating course materials or preparing new courses. All these activities must be relevant to the faculty member's academic development and in accordance with the needs of his/her department/college and the university.

Faculty members are eligible to apply for one year sabbatical leave after serving the University for a minimum of five (5) years with the rank of associate professor and have established an outstanding record in producing and publishing academic research in his/her area of specialization.

To be considered for sabbatical leave, the applicant should prepare a complete proposal that states clearly the objectives, research plan and budget of his/her research. The proposal should be submitted to his/her department at least one (1) year before the intended leave date. The proposal is forwarded to the Head of Academic Affairs for review and endorsement to the University President for approval.

Within thirty (30) days following return from sabbatical leave, the faculty member is required to submit a report of sabbatical leave activities to the department head and the college dean. In addition, said faculty member is expected to comply with the provisions in the return service agreement upon completion of the sabbatical leave.

While on sabbatical leave, a faculty member is not allowed to accept gainful employment except under meritorious cases as recommended by the VPAA and approved by the University President.

Salary while on sabbatical may range from 0%-100% of basic salary with provision for additional support if necessary such as: airfare, research budget assistance, transportation allowance, etc. Additional benefits are tied up with the nature of the approved sabbatical plan.

### ***Other Types of Leaves***

A. A worker shall be entitled to a 3-day leave on full pay in the following circumstances:

- In the event of his marriage only once.
- Death of his/her spouse or one of his relatives to the fourth degree of relationship
- Death of his/her spouse's relatives to the second degree of relationship.

B. A worker is entitled to leave for one day on full pay upon the birth of his child.

An appropriate leave must be filed with the College Department Head or College Dean and must attach document(s) to establish the facts relating thereto.

### ***Other Benefits***

#### ***Social Insurance Organization (SIO Benefit)***

The SIO benefit is in accordance to the SIO law of the Kingdom of Bahrain.

- Expats = 1% of their salary package
- Bahraini's = 7% of their salary package

#### ***Medical Insurance***

UTB, fulltime faculty members are entitled to health benefit provided by accredited Government Health Centers and Hospitals.

#### ***Education Benefit (EDUCA)***

Fulltime faculty members of UTB including their spouse and children below 21 years of age may avail of the privilege to study at UTB. This is on the condition that the faculty member or his/her dependent satisfies the admissions requirement of the university. The amount of discounts extended to the faculty member or his dependent(s) depends on the length of service to the university:

Years of Service with UTB	% of EDUCA Availment Tuition Fee	Length of RSA	TERMS
1 Year	50%	For dependents: 12 months of RSA per dependent	Remaining 50% will be paid in cash

Registration and other fees will be paid by the UTB employee during enrollment.

#### ***Return Service Agreement (RSA)***

Upon approval of the EDUCA application, a faculty member must sign a Return Service Agreement (RSA) with the university. This means that the faculty member must continue his/her employment with the University for a period specified in the RSA.

The faculty and the dependent must satisfy the academic requirements of the courses/programmes they are enrolled in to continue to enjoy the benefit.

#### ***Additional Benefits for Expatriate Fulltime Faculty members***

##### ***Housing Allowance***

Housing allowance is provided for fulltime expatriate faculty members who are not under sponsorship of their spouses' visa. The amount varies with the rank of the faculty.

##### ***Transportation Allowance***

Transportation allowance is provided for fulltime faculty members. The amount varies with the rank of the faculty.

##### ***Annual Air Passage for Expatriates***

After completing one year of continuous service, fulltime expatriate faculty members are entitled to annual leave airline tickets to the country of origin/permanent residence. Tickets are in economy class and based on the most economical route. Arrangements of the airline tickets can be made at the HRD Office. These tickets are not convertible to cash.

##### ***Severance Pay or Leaving Indemnity***

A fulltime faculty member of UTB who have completed at least one (1) year of continuous service shall enjoy severance pay in accordance with the provision of Chapter 14: Termination of a Contract of Employment and Article 116 of Law No. 36 of 2012 of the Labour Law for the Private Sector.

**RENEWAL and  
TERMINATION  
Of CONTRACTS**

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## RENEWAL AND TERMINATION OF CONTRACTS

### ***Professorial Rank***

The initial 2-year employment contract for faculty appointed in the tenure track rank is temporary and subject to annual review of performance.

After 2 years, if the review of performance warrants and there is mutual agreement on contract terms, UTB will renew the appointment for another 2 years.

A member of the faculty must have obtained a minimum average annual performance rating of 75% and has no record or outstanding disciplinary sanctions that compromised his/her honesty, integrity and professionalism.

### ***Non-Professorial Rank***

The initial 2-year contract for faculty in the Non-Professorial rank is temporary and subject to annual review of performance.

After 2 years, if the review of performance warrants and there is mutual agreement on contract terms, UTB will renew the appointment for another 2 years. Subject to continued satisfactory performance and mutual agreement on contract terms, subsequent renewals can be extended up to a maximum of five 5 years where in a faculty must have earned a PhD or equivalent doctorate degree and maybe considered in the tenure-track professorial rank as assistant professor.

A member of the faculty must have obtained a minimum average annual performance rating of 70% and has no record or outstanding disciplinary sanctions that compromised his/her honesty, integrity and professionalism.

### ***Part Time Faculty***

Upon the recommendation of the College Dean and endorsement of the VPAA and the University President may authorize hiring of part time lecturers or Professors who shall be paid for each teaching hour in accordance with approved rate for part time members of the faculty.

However, the college must ensure that the numbers of part time faculty should not exceed 25% of the total teaching staff for the Bachelors level and must not exceed 50% for the Masters' level.

### ***Bases for Renewal of Appointment***

1. Average annual performance rating of at least 75% (PAST rating) for professorial ranks and 70% for non professorial ranks.
2. Did not exceed allowable tardiness and absences (maximum of 20% of required class hours) for no valid reason. Sickness or emergency cases will not be counted part of the 20% maximum allowable absences or tardiness provided the faculty.
3. On time or earlier submission of grades.
4. No outstanding and un-liquidated cash advances from the accounting office.
5. No outstanding and un-resolved Notice to Explain or un-served sanction or pending academic or behavioral case filed in the HRD office.

### ***Bases for Non-renewal of Appointment***

1. PAST rating below passing mark (below 75% for professorial rank and below 70% for non- professorial ranks).
2. Exceeded allowable un-excused absences or tardiness. (more than 20% of the required class attendance)
3. Non submission or late submission of grades
4. With un-liquidated cash advances and unresolved and pending disciplinary (academic or behavioral) cases in the HRD office.

### ***Letter of Intent to Renew or End a Contract***

A faculty member who wishes to renew his/her employment contract must submit a letter of intent to renew his/her contract at least one trimester before the end of the existing contract. Similarly, a faculty member who does not wish to renew his/her contract must submit a letter of intent not to renew at least 30 days before the end of the contract.

### ***Termination Prior to End of Contract***

The University may terminate the appointment of a member of the faculty if the faculty member is found guilty of dishonesty, gross personal or professional misconduct, or willful neglect of duty; if he/she is convicted of a criminal offense; if after adequate warning notice issued he/she still fails to attend diligently to his duties as determined by his/her college department head; if he/she is absent without authorization for more than one (1) week immediately following a home leave; or for any continued material breach of the terms of his/her contract.

### ***Resignation***

A faculty members' service may be terminated through voluntary resignation, which should be submitted to the appropriate department head and dean at least one (1) trimester in advance subject to all pertinent provisions under the contract. Expatriates who are leaving the university voluntarily, through retirement or resignation are eligible for payment of indemnity according to Bahrain Labour Law.



# DISCIPLINARY POLICY

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## DISCIPLINARY POLICY

It is the policy of UTB to enforce rules of conduct outlined below. All members of the faculty must adhere to rules and regulations of the university.

UTB ensures prompt and efficient procedure for handling and resolving grievances in a manner that is fair, without prejudice or fear of retaliation and where all concerned shall be treated with respect, courtesy and dignity.

### ***Faculty Grievance Committee***

The Faculty Grievance Committee is an ad-hoc committee and will be formed if the need arises. It is composed of five (5) members, two of which must be deans of colleges where concerned faculty members are not member/s of. The other members are appointed by the VPAA.

### ***Offenses and Sanctions***

Any faculty member who is accused of committing any of the following non exclusive offenses will be issued notice to explain and will be investigated fairly and impartially by the appointed Faculty Disciplinary Committee to ascertain guilt. If proven culpable, a corresponding sanction will be levied.

The following disciplinary sanctions may be given depending on the gravity of an offense: Verbal Reprimand; Written Warning, three-day Suspension; or Termination for cause.

**Offenses and Penalties:**

Legend:

**1 – Verbal Reprimand**

**3 – 3 Day Suspension**

**2 – Written Warning**

**4 – Termination for a Cause**

OFFENSES	Occurrence and Penalty			
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
Attendance				
1. Tardiness in:				
a. class	1	2	2	3
b. proctoring examinations	1	2	2	3
c. departmental/ collegiate/ institutional activities	1	2	2	3
2. Absences in:				
a. class	1	2	2	3
b. proctoring examinations	1	2	2	3
c. departmental/ collegiate/ institutional activities	1	2	2	3
3. Early dismissal	1	2	2	3
4. Non-compliance with residence hours				
a. consultation	1	2	2	3
b. instructional materials preparation/ research time	1	2	2	3
c. service to committee	1	2	2	3
5. Absence in institutional, collegiate or departmental activities, departmental meetings and activities				
a. collegiate meetings and activities	1	2	2	3
b. enrolment	1	2	2	3
c. UTB days of celebration	1	2	2	3
d. Examination week	1	2	2	3
e. Faculty development programs	1	2	2	3
f. Athletic events	1	2	2	3
g. Cultural presentations	1	2	2	3
h. Field trips	1	2	2	3
i. spiritual retreats/ recollections	1	2	2	3
j. Any other activity requiring full participation of faculty members	1	2	2	3
6. Absence without leave				
a. 5 working days or less	3			
b. more than 5 working days	4	4		
7. Other offenses analogous to the above	Sanction depends on the gravity of the offense			
B. Failure to comply with requirements				
<b>OFFENSES</b>	Occurrence and Penalty			

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
1. Failure to submit the following documents on time				
a. Examination papers	2	2	3	4
b. syllabus	2	2	3	4
c. Collegiate Teacher's Program form	2	2	3	4
d. minutes of meetings of academic advisers/ committees	2	2	3	4
e. grades	2	2	3	4
f. other documents required by the department/ college/ institutions	2	2	3	4
	2	2	3	4
2. Failure to submit the following requirements for study grant				
a. study permit	2	2	3	4
b. curriculum	2	2	3	4
c. registration forms	2	2	3	4
d. graded class cards	2	2	3	4
e. other documents related to the above	2	2	3	4
	2	2	3	4
3. Failure to log in and / or out in the attendance sheet	2	2	3	4
4. Other offenses analogous to the above	Sanction depends on the gravity of the offense			
C. Non-observance of school policies				
1. Not wearing of ID upon entering and within the campus	1	1	2	2
2. Non-observance of the proper dress code	2	2	3	3
3. Smoking inside the campus	2	2	3	4
4. Refusal to conduct make-up classes	2	3	3	4
5. Other offenses analogous to the above	Sanction depends on the gravity of the offense			
D. Falsification of school forms and documents				
1. Tampering of documents				
a. grading sheets/ class record	4			
b. log book / attendance records	3	3	4	
2. Writing false entries				
a. log book / attendance sheet	2			
b. special report of grade forms	4	3	4	
c. change of grade forms	4			
3. Other offenses analogous to the above	Sanction depends on the gravity of the offense			
E. Misuse of University name				
1. Misuse of university name, property or equipment for personal or commercial purposes	3	4		
2. Unauthorized representation which may cause damage to the university	3	4		
3. Discrediting the university's name in public	2	3	4	
F. Indiscriminate change of student's grades				
<b>OFFENCES</b>	Occurrence and Penalty			

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
1. Influencing other faculty members to change the grade of a student by reason of personal relationship, unduly using authority of one's position	4			
2. Giving a passing grade/ changing a student's grade in consideration of some remuneration or favor	4			
3. Other offenses analogous to the above	Sanction depends on the gravity of the offense			
G. Fraudulence				
1. For full-time faculty teaching in other schools without permission	4			
2. Fraud or willful breach by the faculty member of the trust given to him by his superior or duly authorized representative	4			
3. Accepting teaching and/or other tasks with or without remuneration during work hours in the university	4			
4. Plagiarism	4			
5. Violation of intellectual property rights	4			
6. Submission of falsified / tampered documents	4			
7. Other offenses analogous to the above	Sanction depends on the gravity of the offense			
H. Misconduct				
1. Giving remarks that embarrass teachers, students or employees.	2	2		
2. Gossiping, rumor-mongering, character assassination, making malicious, obscene, or libelous statements about the person of any member of the academic community	3	3	4	
3. Unauthorized solicitation or selling of advertisement, books, or other items to students	3	4		
4. Allowing students to cheat during major examinations	4			
5. Contracting personal loans or debts from students and/or parents	2	3	4	
6. Giving false statements or testimonies	3	4		
7. Gross insubordination or courtesy to superiors	3	4		
8. Grave public scandal	4			
9. Cohabiting with a partner without the benefit of marriage. Extramarital relationship	4			
10. Other offenses analogous to the above	Sanction depends on the gravity of the offense			
I. Illegal activities within the campus and its vicinity				
1. Illegal possession of prohibited drugs or deadly weapons on campus	4			
2. Physical assault				
a. attempting physical injuries	3			
b. inflicting physical injury	4			
3. Entering school premises under the influence of drugs or intoxicating beverages	4			
OFFENCES	Occurrence and Penalty			

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
4. Promoting or participating in gambling within the campus	4			
5. Other offenses analogous to the above	Sanction depends on the gravity of the offense			
J. Criminal Offenses				
1. Final conviction by a court of law of a crime involving moral turpitude	4			
2. Commission of a crime against the employer or any immediate member of his family or his duly authorized representative	4			
3. Qualified theft	4			
4. Sexual harassment	4			
K. Other offenses analogous to the above	Sanction depends on the gravity of the offense			
1. Transmission or dissemination of obscene, profane pornographic materials	1	2	3	4
2. Sending of messages that are hateful, harassing, or threatening to fellow users	1	2	3	4
3. Sending of unofficial mass e-mail that cause complains or sending large quantities of unwanted e-mails to any UTB mailing list	1	2	3	4
4. Playing of web-based, PC and network games	1	2	2	3
5. Unofficial use of download tools	2	3	4	
6. Unofficial use of chat tools or instant messengers	1	2	3	4
7. Visiting pornographic sites	1	2	3	4
8. Installing of unauthorized test servers	1	2	3	4
9. Making unauthorized attempts to gain access to any account or computer resource not belonging to the user	2	3	3	4
10. Intentionally posting or transmitting any information or software which contains a virus, worm, or other harmful feature	3	4		
11. Other offenses analogous to the above	Sanction depends on the gravity of the offense			
L. Breach of contract				
1. Failure to comply with any provisions of the contract				
A. study grant	3	4		
b. sabbatical leave	3	4		
c. research grant	3	4		
d. trainings	3	4		
e. other contracts between the institution and the faculty	3	4		
2. Other offenses analogous to the above	Sanction depends on the gravity of the offense			

In cases where -in an offense warrants more than one suspension for succeeding offenses of the same nature, the following shall be imposed;

1 <sup>st</sup> Suspension -	3 Working Days
2 <sup>nd</sup> Suspension -	5 Working Days
3 <sup>rd</sup> Suspension -	7 Working Days
After the 3 <sup>rd</sup> suspension, termination of service shall be imposed.	

## **GRIEVANCE AND APPEALS**

UTB ensures prompt and efficient procedure for handling and resolving grievances in a manner that is fair, without prejudice or fear of retaliation and where all concerned shall be treated with respect, courtesy and dignity.

## **GRIEVANCE PROCEDURE**

### ***Through Administrative Channels***

The faculty can discuss the grievance with his/her immediate superior within 7 days of the occurrence of the incident. The immediate supervisor must act and resolve the grievance within 7 working days or refer the grievance to a higher level officer who is also given 7 working days to resolve it, otherwise if the grievance is unresolved through administrative channels, it must be forwarded to the HRD office for filing of formal grievance or complaint.

### ***Through Formal Grievance Hearing***

If HRD finds the complaint valid, the complaint will be forwarded to a panel composed of 5 members and start the formal hearing process.

The panel should submit their findings, conclusions and recommendations to the President within 30 days after the hearing ends. The President shall forward his written final decision within 30 days from receipt of the panel's report. Any delays in the issuance of the decision and the reason for the delay should be communicated to both parties concerned.

## ***APPEALS***

If the formal procedure fails to resolve the grievance, either employee may begin the steps of this appeal procedure no later than fourteen (14) calendar days after receipt of the Formal Grievance Procedure decision to the Chairman of EDT for a review of the decision. A request for appeal may be filed with the Office of the President. Appeals will be acted and resolved no later than 14 days upon receipt.

## UNIVERSITY OFFICERS

<b>Office of the President</b>	
Dr. Hasan Almulla	President
<b>Office of the Vice Presidents</b>	
Dr. Haitham Alqahtani	Vice President for Academic Affairs
Dr. Adnan Altamimi	Vice President for Administration and Finance
<b>Quality Assurance and Accreditation Department</b>	
Dr. Aileen Caday	Senior Director for QAAD
<b>Planning and Development Department</b>	
Dr. Lina Calucag	Planning and Development Officer
<b>Marketing and Communications Department</b>	
Mr. Amer Bittar	Acting Director
Dr. Caren Bansolay	Corporate Communications Officer
<b>College of Administrative and Financial Sciences (CAFS)</b>	
Dr. Danilo Diotay	OIC Dean
Dr. Vishwas Chakranarayan	Programme Head - MBA
Dr. Surjit Victor	Programme Head - MSc Digital Marketing
Dr. Arsalan Najmi	Programme Head - MSc Logistics and Supply Chain Management
Dr. Muhammad Saad	Programme Head - BS Accounting & Finance
Dr. Reem Abbas Hidaytalla Abdalla	Programme Head - BS Business Informatics
Dr. Hassan Kamel Alaaraj	Programme Head - BS International Business
<b>College of Computer Studies (CCS)</b>	
Dr. Anupama Prasanth	Dean
Dr. Abdulkhadar Jilani	Programme Head - BS Computer Science
Dr. Fadheela Abbas Hussain Ali	Acting Programme Head - BS Information Technology
<b>College of Engineering (COE)</b>	
Prof. Abdulrahim Mohamed Mohamed Abbas	Dean
Dr. Dalal Alalaiwat	Programme Head - BS Environmental Engineering
Dr. Hani Ibraheem Mohammed Al-Balasmeh	Programme Head - BS Informatics Engineering
Dr. Sathees Kumar Nataraj	Programme Head - BS Mechatronics Engineering
Dr. Diksha Gupta	Department Head - Math and Science
Engr. Brendo Sy	Technician Supervisor
<b>Centre for General Education (CGE)</b>	
Dr. Rodalin Asenass	Director
Ms. Sameera Salman Alhalwachi	Languages and Literature Department Head
Mr. Dean Roy Simmons	NCUK Academic Manager
Ms. Anthonia Bamidele	UTB Writing Clinic Head
<b>Office of Student Affairs</b>	
Dr. Omar Al Hawi	Dean
Ms. Khadeeja Yusuf	Guidance Counsellor
Mr. Redha Jasim Shaker	Alumni and Career Development Officer
Mr. Hussain Alkarrani	International Relations Officer
Ms. Remedios Quinto	Librarian
<b>Research Council</b>	

Dr. Husham Ahmed	Research Director
Dr. Jayendira Sankar Pakkirisankar	Head of Digital Business Research Centre - CAFS
Dr. Firas Saidi	Head of Artificial Intelligence and Metaverse Centre - CCS
Dr. Noaman Mohammad Noaman	Head of Automation and Sustainability Research Centre - COE
<b>Faculty Development Office</b>	
Dr. Stephen Guansi	Faculty Development Officer
<b>Admissions</b>	
Ms. Sarah Yousif	Head
<b>Registration</b>	
Mr. Sayed Husain Ali Naser	Acting Head
Ms. Generita Galut	Registrar Supervisor
<b>Legal Office</b>	
Ms. Mays Abdulbaqi Al Alabid	Legal Adviser
<b>Human Resource Department</b>	
Ms. Romarita Pabillore	Director
Ms. Buthaina Marzooq	Supervisor for Employee Relations
Ms. Noora Almuawda	Supervisor for Recruitment and Training and Development
<b>ICT Centre</b>	
Engr. Rutherford Antipolo	Senior Manager
<b>Facilities Management Department</b>	
Engr. Evann Lloyd Asencio	Senior Manager
<b>Procurement Office</b>	
Ms. Rosemarie Rosales	Manager



**Important:**

Please accomplish Acknowledgement Sheet below and submit it to the office of Human Resource Department.

=====

I acknowledge that I have received and read the UTB Faculty Manual and understood the policies and procedures of the University.

I shall respect and dutifully abide by the University rules and accept responsibility for knowing and familiarizing myself with the information contained in this Manual. I shall seek clarification from the appropriate Academic or HRD Officer if it is deemed necessary.

Conforme:

Name of Employee: \_\_\_\_\_

Employee No.: \_\_\_\_\_

Signature : \_\_\_\_\_





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