

**Regulation No. 144 of 2003 - faculty Regulation**  
**A Declaration under paragraph (A) of article (25 ) From the Official Jordanian**  
**Universities Act No. (42) of the year 2001**

**(Note: This document is a translated copy of the its Arabic version, the Arabic text would prevail in the event of a dispute)**

**Article 1:** This Regulation is called the (modified Regulation of the faculty in Jordan University of Science and Technology for the year 2018) and it shall come into effect from the date of its publication in the Official Gazette.

**Article 2:** The following words appear in this Regulation, shall have the Meanings assigned to them below unless the context indicates otherwise:

**University:** Jordan University of Science and Technology

**Council:** The University's Deans Council

**President:** University President

**Committee:** The Appointment and Promotion Committee established under the provisions of this regulation

**Article 3:** The faculty member of the university is:

- a) The Professor
- b) The Associate Professor
- c) The Assistant Professor
- d) The Instructor
- e) The Assistant Instructor

**Appointment and confirmation**

**Article 4:** The council forms from among its members a committee called (Appointment and Promotion Committee) headed by the President and a membership of six professors, which exercises the powers related to the affairs of the faculty members in accordance with the provisions of this system/regulations.

**Article 5:** A faculty member at the university is appointed, promoted, confirmed, and transferred from one category to a higher category within the same rank, and his/her permit is a sabbatical leave or leave without a salary, his/her assignment, his/her secondment, acceptance of his/her resignation, and the termination of his/her service by a decision of the council based on the recommendation of the committee, based on the recommendation of both the college council and the department council

**Article 6:** Whoever is appointed as a member of the faculty at the university must meet the following general conditions, in addition to the other special conditions and qualifications stipulated in this regulation:

- a) He/she must have obtained a university degree or a professional certificate in the field of his/her specialization that enables him/her to teach at the university, provided that that degree or certificate is preceded

by the high school diploma or its equivalent, and the first university degree.

- b) Be able to do university work , especially teaching
- c) To be medically appropriate based on a report from the medical
- d) committee Approved by the university.
- e) Has no prior convictions for moral turpitude or a felony or misdemeanor.

**Article 7:**

- a) For those appointed to the rank of instructor at the university, the following must be met:
  - 1. Must have a Master’s degree or its equivalent in the field of specialization in which he/she/she will be appointed.
  - 2. Has spent no less than three years in the field of research or teaching at a university or institute recognized by the university after obtaining a master's degree, or if he/she has spent a period of no less than five years in the position of an Assistant instructor at a university or scientific institute of university level recognized by the university, provided that at least two years of it are after obtaining the master's degree.
- b) The conditions and foundations for appointing the rank of an instructor in the fields of medicine, dentistry, veterinary medicine, doctor of pharmacy and other similar medical specialties shall be determined according to instructions issued by the Council.

**Article 8:**

- A) For those appointed to the rank of assistant lecturer at the university, the following must be met:
  - 1. He/she must have obtained a master’s degree or its equivalent in the field of specialization in which he/she will be appointed.
  - 2. That he/she has worked for a period of not less than one year in the field of research or teaching at a university or institute both are recognized by the university, after obtaining a master's degree.
- B) The conditions and basis for appointment to the rank of Instructor in the fields of medicine, dentistry, veterinary medicine, doctor of pharmacy and other similar medical specialties are determined based on instructions issued by the Board.
  - 1. Research and teaching assistants at the university who have a master’s or bachelor’s degree are appointed for the purposes of delegation, by a decision of the council based on a recommendation from the committee assigned to the recommendation of the college council and the department council.

2. Research and teaching assistants stipulated in Clause (1) of this paragraph shall be subject to the provisions of the University's employee system in effect at the university, and they shall be treated as delegates upon their dispatch. Their salaries and conditions of appointment shall be determined according to instructions issued by the Council.

**Article 9:**

- a) A person appointed to the rank of Assistant Professor at a university is required to hold a Ph.D. or equivalent from another university recognized by the university, or to hold a Ph.D. degree from an academic or professional institution recognized by the university.
- b) The conditions and bases for appointment to the rank of Assistant Professor shall be specified in the fields of professional disciplines, such as medicine, dentistry, veterinary medicine and D. Pharm and other similar disciplines under instructions issued by the Council.

**Article 10:**

- a) Persons appointed to the rank of an Associate Professor at the university must meet the following conditions:
  - 1. must hold the educational qualification provided in Article 9 of these regulations.
  - 2. He/she must have held the rank of an Assistant Professor for at least five years at a university or a scientific institute of a university degree recognized by the university.
  - 3. He/she must have published a valuable scientific production which led to the advancement of knowledge which he/she carried out after obtaining the scientific qualification set forth in Article 9 of this regulation , provided that such production meets the conditions and specifications required by the University for promotion to the rank of Associate Professor.
  
- b) A person who has not served as an Assistant Professor and who has previously obtained the educational qualification provided for in Article 9 of this Regulation for a minimum of ten years and has published a valuable scientific production which has led to the advancement of knowledge, provided that such production meets the conditions and specifications required by the University for promotion to the rank of Associate Professor Or he/she did outstanding professional or technical work.

**Article 11:**

- a) A person appointed to the rank of A professor at the university must meet the following conditions:
1. be a holder of the educational qualification provided for in Article 9 of this regulation
  2. He/she must have held the rank of Associate Professor for at least five years at a university or at a scientific institute recognized by the university and deployed at the level of Associate Professor a valuable scientific output leading to the advancement of knowledge Such production shall meet the conditions and specifications required by the university for promotion to the rank of Professor.
- b) A person who has not served as an Associate Professor and who has previously obtained the educational qualification set forth in Article 9 of this Regulation for a period of no less than twenty years and has published a valuable scientific production which has led to the advancement of knowledge, provided that such production meets the conditions and specifications required by the University for promotion to the rank of Professor or for the performance of distinguished professional or technical work.

**Article 12:**

- a) A faculty member may be appointed by contract or for a monthly remuneration in the rank of a visiting Professor or Visiting Associate Professor or Visiting Assistant Professor if he/she:
1. Holds the rank from a university recognized by the University.
  2. Obtained the academic qualification stipulated in Article (9) of this regulation.
- B) The term of service of the faculty member appointed under the provisions of Paragraph (a) of this article is not considered a service for the purposes of promotion, end of service reward, savings and housing.

**Article 13:** When appointing a faculty member, it is permissible to count practical experience for him/her in duties other than university teaching for the purpose of determining the salary only, considering that every two years of that experience is one year in service as an upper limit.

**Article 14 :** When appointing any person as a member of the faculty at the university, it is permissible to adopt in his/her appointment the rank he/she occupied in any other university recognized by the university, for the purposes of determining his/her rank, seniority and any other rights stipulated in this regulation.

**Article 15:**

- A) After being appointed, a faculty member at the university is in a Probation period, and his/her confirmation shall be considered if he/she fulfills the following conditions:
1. To be Jordanian
  2. He/she has spent a period of no less than five continuous years in actual service at the university.

3. He/she was successful in his/her teaching and relationships at the university.
4. He/she has been promoted to a higher academic rank at the university unless he/she has been appointed to the rank of a Professor, in which case his/her confirmation after a period of no less than five continuous years of actual service at the university shall be considered.

B)

1. A an instructor's confirmation shall be considered if he/she has spent a period of no less than seven actual years at the university and has been transferred to the class (A) of the rank of instructor .
2. The confirmation of the Assistant Instructor shall be considered if he/she has spent a period of no less than seven continuous years of actual service at the university.

C) The Probation period for a faculty member is part of his/her actual service at the university.

D) Subject to the text of Clause (4) of Paragraph (A) of this Article, the maximum Probation period for a faculty member is ten years of actual service at the university calculated starting from the date of applying the teaching staff regulation No. (9) for the year 1999 issued on (15/4/1999) and if a faculty member did not receive confirmation during this period, then his/her service at the university ends legally.

E) It is permissible to terminate the service of a faculty member during the period of his/her experience, provided that he/she is informed of that at least three months before the date specified for termination of his/her service, and the president may not adhere to this time condition if he/she sees a justification for that

F) If a faculty member is re-appointed at the university, he/she is put under a Probation period again in accordance with the provisions of this article.

## Transfer and Promotion

### **Article 16:**

A) A faculty member is transferred from one category to a higher category within the same rank if he/she has in the category to be transferred has a seniority of no less than five years and has published at least two research papers provided that they fulfill the conditions and specifications required by the university for promotion.

B) To transfer an instructor from a category to a higher category , it is required that his/her seniority is not less than seven years after obtaining the academic qualification on the basis of which he/she was appointed and publishing at least two research papers provided that they fulfill the conditions and specifications required by the university for promotion

### **Article 17:** Whoever is promoted to the rank of an Associate Professor or to the rank of a Professor, must meet the following conditions:

A) That he/she has, in the rank from which he/she will be promoted, a seniority in the university of no less than five years, and if a previous academic service is calculated for him/her at another university recognized by the university, then it is a condition for his/her promotion in this case that he/she has spent a period of not less than two years in the rank to which he/she was appointed in the university.

B) He/she must have published while in the rank from which he/she will be promoted, a valuable scientific product that led to the progress of the university, and it may be counted within the scientific production approved for the promotion of the distinguished professional or technical works that he/she carried out while holding the rank.

C) To be successful in his/her teaching, his/her relations in university work and university activities

D) That a final warning has not been issued against him/her during the last two years of the legal period that must be available for promotion, and consideration of his/her promotion shall be postponed for a period of at least one year from the date of meeting the other conditions for promotion if such warning was issued against him/her.

### **Article 18:**

A) The council may grant a faculty member a seniority in the rank and salary that does not exceed one year in the same rank if he/she performs distinguished work in the field of scientific research and teaching or in the professional or technical fields at the university.

B) The principles and conditions under which such seniority is granted as stipulated in Paragraph (A) of this Article shall be determined in accordance with instructions issued by the Board for this purpose.

### **Article 19:**

A) The council upon the recommendation of the president may designate a Professor (Distinguished Professor) if he/she has spent in this rank for a period of not less than ten years of actual service at the university and has carried out research of a superior level attested to by the local and

international scientific communities or has performed a distinguished work in professional or technical fields.

B) The (Distinguished Professor) shall be awarded a gold medal designed for this purpose, and his/her name will be included in a special honor list, in addition to any other advantages that the university deems to grant him/her.

**Article 20:**

a) On the basis of the president's recommendation, the council may designate a professor (a Superior Professor) if he/she has spent a period of no less than ten years in active service at the university, of which at least five years are in the rank of professor, and the permissibility of this period is superior in the fields of teaching, scientific research, or professional and technical work.

b) The (Superior Professor) is awarded a gold medal designed for this purpose, and his/her name is listed in a special honor list, in addition to any other advantages that the university deems to grant him/her

**Article 21:** Based on the recommendation of the President, the council may designate a faculty member (Honorary Professor) if he/she has spent in serving the university for a period of no less than ten years and with the rank of a Professor, and during his/her work at the university he/she provided superior services in running its business, growth and development, and his/her service there ended because he/she had completed seventy years old, or his/her service was terminated at his/her request, and the honorary professor retains all his/her academic rights, and benefits from the services Provided by the university, including health insurance, and the university may benefit from his/her experience in teaching, supervision and other things, in return for a reward determined by the president.

**Article 22:** The university may, upon a decision of the President upon a recommendation from the Faculty of Medicine's Board, award honorary titles for specialists selected from hospitals and institutes specialized in diagnosis and treatment in the kingdom of Jordan, as follows:

A. The title of clinical Assistant Professor for a specialist who attains the high qualification necessary for appointment to faculty positions in the Faculty of Medicine at the university and a period of no less than five years has passed since obtaining a bachelor's degree in medicine and surgery or its equivalent.

B. The title of clinical Associate Professor for a specialist who fulfills the stipulated conditions in paragraph (a) of this article, and at least ten years have passed since he/she obtained the higher qualification stipulated in paragraph (a) of this article.

C. The title of clinical Professor for a specialist who fulfills the conditions for appointment to the rank of professor in According to the university's law and regulations.

## Duties of the faculty member

**Article 23:** The faculty member at the university enjoys, within the scope of his/her university work, a complete freedom in thinking, expression, publication and exchange of opinion in relation to teaching, scientific research and other university activities, within the limits of the current regulations with adherence to the values and the university regulations and the instructions issued pursuant thereto.

**Article 24:** The functions of the member of the faculty staff of the university shall include:

- a) Conducting teaching and exams.
- b) Conducting innovative research and studies.
- c) Supervising university theses, students' research, reports, and scientific and social activities, and directing them scientifically and ethically
- d) Academic guidance.
- e) Participating in university councils and committees, and in those in which the university participates
- f) Conducting any act that advances the university
- g) Dedicating himself/herself to his/her scientific duty at the university and make efforts to advance its scientific mission and maintain the appropriate level of the university's position in the fields of research, teaching, guidance and administration.
- h) Providing Community service and development.

**Article 25:**

- A. The faculty member must submit to the head of his/her department or the supervisor of his/her division an annual report on his/her academic activities in teaching, supervision and scientific and non-academic research related to community service and development, committees and others, and the division supervisor must submit a consolidated report on the division to the head of the department.
- B.
  1. The head of the department must submit a report including his/her opinion on the department and submit it to the Dean of the Faculty.
  2. The Dean of the faculty prepares a report including his/her opinion on the college and the activities of the departments and submits it to the President at the end of the second semester of each academic year.

**Article 26:** The Department Council may, with the approval of the Faculty Board, establish a division of the specialization for which more than one faculty member is available in one field of specialization working within the scope of the council, and the affairs of this division shall be managed by a supervisor appointed by the faculty dean from among the faculty members in that specialization based on the placement of the department head.

**Article 27:**

- A. The weekly working hours for a faculty member are forty hours, which are divided into the following work:
  1. Teaching.

2. Supervising university theses.
  3. Scientific research.
  4. Academic advising.
  5. Student reviews.
  6. Participation in councils and committees
  7. Community service and development.
  8. Other university duties
- B. The teaching load for a Professor is nine credit hours, for an Associate Professor and Assistant Professor twelve credit hours, and for the instructor and Assistant instructor fifteen credit hours.
- C. The president may, if necessary, to reduce the teaching load of a faculty member who have administrative load and responsibilities.

**Article 28:** A faculty member does not receive any rewards for the additional lectures he/she gives inside the university, unless he/she has fulfilled the teaching load assigned to him/her under the provisions of Paragraph (B) From Article (27) of this regulation.

**Article 29:** A faculty member may, with the prior written approval of the President and based on the recommendation of the dean of the faculty and the recommendation of the head of the department, give lectures outside the university, provided that the number does not exceed three credit hours per week during a single academic semester.

#### **Leaves, Delegation, Assignment, and Secondment**

**Article 30:**

- a) The annual leave for faculty members at the university for each academic year is as follows:
  1. Six weeks for a faculty member in each of the Faculties of Medicine and Faculty of Dentistry in charge of additional medical work in the university hospital and its branches, centers and clinics under the incentive plan for overtime.
  2. Eight weeks for faculty members, including administrators of the faculty from the faculties of medicine and dentistry.
  3. Eleven weeks for other faculty members.
- b) The annual leave stipulated in Paragraph (a) of this Article shall be distributed among the semesters in accordance with the instructions issued by the President for this purpose, unless the nature of the faculty's work requires contradicting this arrangement, and in all cases the leave is annual and it is not permissible to credit it for the following year.
- c) The president may assign a faculty member to work during his/her annual leave in exchange for a remuneration determined by the president.

**Article 31:** The president, after consulting the Faculty Dean and Department Head, granted a faculty member a leave of no more than three weeks to perform the Hajj, and this leave is granted to him/her once for the duration of his/her service at the university.

**Article 32:** Sick and emergency leave, and the conditions for granting it, are determined in accordance with instructions issued by the President.

**Article 33:**

- (a) A Jordanian faculty member who is fixed in permanent service at the university and occupies the rank of professor or Associate Professor may be granted a sabbatical leave for a period of one year or divided into two or more semesters for every six years that that member spent in the university service in his/her capacity as a Jordanian, provided that he/she submits a blueprint for research or research. That he/she will prepare during the vacation
- (b)
1. A faculty member receives his/her salary and all his/her allowances during the sabbatical leave and this leave is calculated as an actual service for the purposes of promotion, end of service reward and savings. But if a faculty member has spent a sabbatical leave in international well-recognized universities or distinguished international research centers, a monthly bonus incentive may be paid to him/her that does not exceed (100)% of his/her salary and bonuses, according to instructions issued by the Council for this purpose, provided that this member is devoted to his/her scientific research During vacation.
  2. During his/her leave, A full-time faculty member may work, with the approval of the president, during this leave in universities or scientific research centers inside or outside the Kingdom.
  3. If a faculty member who is on leave spends a leave to devote this leave or any part of it outside the Kingdom of Jordan for the purposes of scientific research, then the university pays him/her his/her travel wages with the spouse and children during the sabbatical year and for one time back and forth according to instructions issued by the president specifying the basis for the disbursement of those wages, the number of children, etc.
- (c) The faculty member who was granted a sabbatical leave must submit to the Dean of his/her faculty upon the expiry of his/her leave a comprehensive report on the research or scientific research that he/she prepared during his/her leave to be evaluated by the Dean of the faculty and submit the report and evaluation to the university presidency for approval. And if not approved, the university must be refunded all the payed by him/her under Paragraph (b) of this Article
- (d) The resignation of a faculty member from his/her work at the university must not be acceptable during the sabbatical leave or before the equal period of leave has passed for his/her actual service at the university after the end of the leave, unless the sums paid to him/her are refunded to the University according to paragraph (b) of this article, and it may be excluded from that a faculty member who spends scientific sabbatical leave at an official Jordanian university or an official research center within the kingdom recognized by the university, provided that his/her work continues in either of them as the sabbatical leave period, at least after the expiration of the previous leave.

**Article 34:**

A) A faculty member who has spent five years of actual continuous service at the university may be granted an unpaid leave for a period of a semester or an academic year, renewable for a period not exceeding in total of three years. As for those whose actual service was ten years or more, his/her leave may be extended for a fourth year. Provided that a faculty member is not granted a second leave, according to the provisions of this article, except after twice the previous leave period has passed.

B) An unpaid Leave is granted to any faculty staff member shall not be considered part of his/her service at the university for the purposes of promotion and end of service and savings. However, he/she shall be given seniority on salary if he/she has spent it in university teaching.

**Article 35:** The provisions of Paragraph (a) of Article (34) of this regulation exclude a faculty member who is appointed to the position of a minister or president of an official Jordanian university.

**Article 36:** In special cases evaluated by the President, members of the faculty staff may be granted compulsory leave without pay for a period not exceeding one academic semester.

**Article 37:**

- a) The president, after taking the opinion of both the faculty council and the department council, may send a faculty member to scientific courses outside the university. Matters related to this delegation, including financial matters, are organized according to instructions issued by the president after consulting the council.
- b) The period of dispatching a faculty member is considered part of his/her actual service at the university for the purposes of promotion, end of service reward and savings.
- c) Full-time lecturer may be sent to a scientific mission in accordance with the provisions of the regulation of scientific missions in force at the University.

**Article 38:**

- (a) A faculty member may be delegated to perform another job inside the university, or to perform another job outside the university for the benefit of the university and with his/her approval, for a period of one year or any part of it that can be extended, provided that the total duration of the assignment does not exceed three years throughout his/her actual service at the university.
- (b)
  1. A faculty member's assignment period is considered an actual service for him/her at the university for the purposes of promotion, seniority in salary, savings, and end-of-service bonus.
  2. The faculty member delegated outside the university or the external body to which he/she is delegated shall be responsible for covering the amounts he is entitled to and that the university contributes to in terms of social security, savings fund and end of service gratuity.

**Article 39:**

- a) The council may second a faculty member who is proven in permanent service to a university or any other governmental, regional or international body to work for a period of one or more semesters, provided that the secondment period does not in any case exceed three years and he/she is not seconded again until twice the previous secondment period has elapsed.
- b) The period of secondment of a faculty staff member shall be considered an effective service at the university for the purposes of promotion and seniority the salary, end-of-service and savings bonus, provided that the secondment or entity to which the secondment is seconded shall cover its costs and the contribution thereof for social security, savings fund and end-of-service remuneration.

**Lecturers and visiting professors**

**Article 40:** Based on the committee's recommendation, and both the Faculty and Department Councils, the council can approve to contract with full-time lecturers who are qualified to teach the subjects they will be assigned to teach in order to work at the university according to the conditions that it deems to be included in the contract.

**Article 41:** The full-time lecturer appointed as a member of the faculty at the university for the purposes of promotion is counted for the entire period of his/her service or any part thereof, and all or some of the research he/she published during his/her service at the university or at another university is counted as a full-time lecturer who holds a doctorate degree or equivalent in accordance with instructions issued by the President.

**Article 42:** The council upon the recommendation of the president based on the recommendation of the committee after taking the opinion of both the department council and the college council to contract with lecturers to work part-time and the appointment for this category of lecturers shall be a lecturer with the rank of Assistant Professor, or a lecturer with the rank of Associate Professor, or a lecturer with the rank of Professor. Their qualifications, the distribution of their teaching burdens, and the determination of their vacations, wages and others according to special foundations set by the president after consulting the council.

**Article 43:**

- A) The president, upon the recommendation of the faculty dean, and taking the opinion of the department council, may assign part-time lecturers to teach or carry out training work for the university during one or more semesters, in accordance with the principles established at the university.
- B) The president, according to the principles and conditions he/she decides, may invite people from outside the university to give lectures or carry out scientific tasks there for a specified period.

### Termination of service

**Article 44:** The service of a member of the faculty staff of the university shall be terminated from the date specified by the relevant decision or from the date of occurrence of the incident at which his/her service ends in any of the following cases:

- a) Acceptance of resignation.
- b) Termination of service as a non-installation provision
- c) Loss of employment.
- d) Redundancy, termination of employment or termination of contract.
- e) Isolation.
- f) Loss of one of the conditions of employment contained in this Regulation.
- g) Completion of seventy years, in which case the termination of service shall be as of the end of the academic year at which he/she completed seventy years of age
- h) Death

**Article 45:**

- a) A faculty member submits his/her resignation in writing to the relevant faculty dean three months before the start of any academic semester, and the president may not adhere to this time condition if he/she sees a justification for that.
- b) The member of the faculty staff shall notify the decision on his/her resignation within a period not exceeding eight weeks from the date of its submission; otherwise it will be considered legally acceptable.
- c) The faculty member who submitted his/her resignation must not stop his/her work until it is accepted, otherwise he/she will be considered losing his/her job

**Article 46:** A faculty member is considered losing his/her job if he/she is absent from his/her work without an excuse accepted by the council for a period of more than three consecutive weeks, and it is not permissible to reappoint or use him/her in the university except by a decision of the council.

**Article 47:** The financial provisions resulting from accepting the resignation of a faculty member or losing his/her job are determined according to the reward, compensation and savings fund system in force at the university.

### Disciplinary measures

**Article 48:** The faculty member must perform the university tasks and duties assigned to him/her, adhere to the provisions of the regulations , regulations, instructions and decisions in force, and in the context of that refrain from the following matters, under penalty of liability and disciplinary penalties stipulated in this regulation:

- a) Perform any act that contravenes his/her university tasks and duties or harms the reputation of the university or its employees.
- b) Exercising any partisan activity or any activity of sectarian or regional character or motive inside the university or using his/her work to call for these activities.

- c) Participation in the governing bodies of the institutions and of the governing bodies of the companies, unless assigned by the President or with his/her consent.

**Article 49:** If a faculty member violates the applicable laws, regulations, instructions and decisions, then any of the following disciplinary penalties shall be imposed on him/her:

- a) Warning, if this penalty is inflicted on him/her twice during three consecutive years, it is raised in the third time to the warning penalty.
- b) The warning. If this penalty is imposed on him/her twice during five consecutive years, it is raised in the third time to the penalty of final warning.
- c) Final warning, and the person on whom this punishment is inflicted shall be referred to the Disciplinary Council if he/she commits any violation thereafter.
- d) Delay in considering the promotion even if its conditions are met, provided that the delay period is not less than one year and not more than three years.
- e) Stopping the effects of permanent service confirmation, provided that the suspension period does not exceed three years.
- f) Decommissioning of service with payment of all financial dues.
- g) Dismissal from the university with the denial of the university's financial contribution to the provident fund.

**Article 50:** Subject to the provisions of Article 51 of this regulation, disciplinary penalties stipulated in Article 49 of this regulations shall be imposed according to the following powers:

- A. The head of the department may impose the warning penalty, and whoever it is signed may appeal the decision to the relevant dean within seven days from the date it was notified to him/her.
- B. The dean of the faculty may inflict the warning and warning penalties, and whoever inflicts it on either of them may appeal. The decision is made to the president within (7) seven days from the date it was notified to him/her, and the dean may form a committee to investigate the violations attributed to the faculty member before inflicting either of these two penalties.
- C. The president may impose the warning penalty, the warning penalty, and the final warning penalty.
- D. The disciplinary council may inflict any of the disciplinary penalties stipulated in Article 49 of this regulation, according to what is clear to it and in proportion to the circumstances of the disciplinary case submitted to it.

**Article 51:**

- A. No disciplinary punishment may be imposed by a holder of a lower academic or administrative rank on a holder of a higher rank, in which case the recommendation to impose the punishment is raised to the holder of the higher rank who is entitled to inflict the punishment.

- B. No disciplinary punishment may be imposed, intensified or reduced before hearing the statements of the faculty member, and given the opportunity to defend himself unless he/she refuses to give his/her statements or does not respond to that within five working days from the date of his/her notification of the request in writing, from the competent authority that has The power to consider disciplinary measures taken against him/her

**Article 52:**

- A. The primary disciplinary council is formed for a period of one year, which can be extended by a decision of the council, consisting of five faculty members at the university who hold the rank of Professor, and the council appoints a chair of the disciplinary council from among its members, and the council may exempt any of them from membership of the disciplinary council or accept his/her exemption from it.
- B. The disciplinary board of appeal shall be formed for a period of one year, which can be extended by a decision of the council, headed by one of the vice-presidents and the membership of four faculty members at the university who hold the rank of professor, and the council may exempt any of them from membership in the disciplinary council or accept his/her exemption from it.
- C. The council may appoint one or more alternate members in each of the disciplinary councils to replace any original member who is absent from the sessions of either of them for any reason whatsoever.

**Article 53:** Each of the disciplinary councils meets at the invitation of its president, and the legal quorum for any session convened by either of them is formed by the presence of at least three of its members, provided that its chairperson is among them, and either council takes its decisions by a majority of the votes of its members at least.

**Article 54:**

- A. If any of the faculty members is attributed a violation or filed a complaint against him/her, and the dean believes that it requires a more disciplinary punishment than his or the head of department authority to inflict, then the dean must raise the violation or complaint to the president supported by the investigations that have been conducted regarding it with his/her perusal or the head of the department according to the Discipline Council.
- B. The President may take the measures he/she deems necessary regarding the contravention brought to him/her under provisions
- C. Paragraph (a) of this article, according to the relevant facts, including imposing the appropriate disciplinary punishment on the violator, which falls within his/her powers, or forming a tripartite committee to investigate him/her headed by a faculty member holding the rank of professor and then act on the violation according to the results of the investigation by saving it, imposing the punishment, or by referring it to the Disciplinary Board.
- D. If the President decides to present the violator to the disciplinary council, the head of the tripartite investigation committee stipulated in paragraph

(b) of this article shall defend the report of the investigation committee before the disciplinary council, including the submission of evidence and pleadings.

**Article 55:**

- a) The faculty member referred to the Disciplinary Council shall be notified of a copy of the list of contravention attributed to him/her at his/her workplace at the university or his/her place of residence, at least seven days before the date of the session set to start looking into the violation, and he/she may respond in writing to the list during that period.
- b) The faculty member referred to the Disciplinary Council has the right to review all the disciplinary case file papers, attend the trial there himself or choose a representative for this purpose from inside or outside the university to attend court sessions with him/her to defend him/her.
- c) The president may suspend the faculty member who is referred to the disciplinary council, the public prosecutor, or the court from work, and in this case the payment of his/her salary and bonus is suspended, provided that the president may spend no more than half of it to him/her during the period of his/her suspension from work.
- d) It is not permissible to accept the resignation of the faculty member who is referred to the Disciplinary Board before the final decision is issued in the disciplinary case against him/her.<sup>1</sup>

**Article 56:**

- a) The Disciplinary Council shall meet to consider the disciplinary action within a period not exceeding two weeks from the date the case is referred to it.
- b) The sessions of each of the disciplinary councils shall be confidential, including the session in which the decision of the council is read.

**Article 57:** Each of the disciplinary councils may call witnesses or experts and hear their statements after taking the oath, and for any the two councils shall form any committee from among its members to investigate any matter related to the violation that is being examined by the council, including conducting a sensory examination with the knowledge of experts to enable it to issue the appropriate decision in the case.

**Article 58:** If a member of the faculty staff referred to either disciplinary councils is absent at any session, disciplinary measures shall be taken against him/her in absentia

**Article 59:**

- A. A person against whom a decision was issued by the First Instance Disciplinary Board has the right to apply any of the penalties stipulated in any of the paragraphs (d), (e), and (f) and (g) (of Article 49) of this regulation, to appeal the decision to the Disciplinary Council, the appeal shall be made within fifteen days from the date of notification of the primary disciplinary council decision. The appeal is filed by written list in the president's office against a receipt from the director of this office. The appeal list is referred to the head of the Disciplinary Board of Appeal for consideration

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<sup>1</sup> Royal Highness Will dated 16/4/2018

- B. The appellant shall be notified of the date of the session to be held by the Disciplinary Board of Appeal to consider the appeal By a memorandum to be notified to the appellant at his/her work center at the university or at his/her place of residence, at least fifteen days before the date set for the session.
- C. The decision of the primary disciplinary council is considered final if the person against whom a decision was issued does not appeal it within the prescribed legal period.

**Article 60:** The university presidency shall undertake all notifications related to the disciplinary measures stipulated in this regulation.

**Article 61:**

- a) If the president or any of the disciplinary councils or any committee investigating any disciplinary offense believes that the violation being considered or investigated constitutes a criminal offense, the president shall refer the case to the competent public prosecutor for legal action to be taken on it, and disciplinary measures shall be suspended until the final judgment in the case is issued.
- (b) The issuance of the ruling in the criminal case that a faculty member is not responsible or acquitted of the criminal charge attributed to him/her does not prevent disciplinary measures from being taken against him/her in accordance with its provisions hereof.

**Article 62:** The final judgments issued in disciplinary cases shall be executed by a decision of the President.

**Article 63:** The provisions of the judiciary restitution stipulated in the applicable Code of Civil Procedure shall be applied to the president and members of any disciplinary council.

#### **General provisions**

**Article 64:** The salaries, allowances, bonuses, and other financial affairs of faculty members are determined in accordance with the salary and allowances system in force at the university.

**Article 65:** The council, upon the recommendation of the president, shall issue the necessary instructions to implement the provisions of this regulation, provided that they do not contradict its provisions.

**Article 66:** The faculty regulation at Jordan University of Science and Technology No. (54) for the year 1997 is canceled, provided that the instructions and decisions issued pursuant to its remain valid until they are canceled or replaced by others in accordance with the provisions of this regulation.