

Faculty members regulations

Issued by the Deans' Council in accordance with Article (65) of the University Academic Staff Regulations No. (144) for the year 2003

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

Article 1: These are called (Regulations of the Teaching Staff at the Jordan University of Science and Technology for the year 2006), and they are enforced as of 9/1/2006

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

Chapter One: Appointment and Promotion Committee

Article 2:¹

A. The Council of Deans forms from among its members the Appointment and Promotion Committee headed by the President and with six memberships from its members to assume the powers related to the affairs of faculty members and the President of the University, delegating one or more other professors from the council members to complete the quorum when necessary.

B. The Faculty council forms a committee for Appointment and Promotion headed by the Dean and representatives from the academic departments to exercise the powers related to the appointment and promotion affairs, and the Faculty council may delegate one or more members of the Faculty to complete the quorum when necessary.

Chapter Two: Appointment

Article 3: Whoever is appointed as a Faculty member at the University must be regular in his/her studies for the first University degree as well as the diploma and Master's degrees, if any. As for the doctoral degree, it is required that he/she be regular in its studies or fulfilled the university's residency requirements to grant this degree, and in this case, the period of stay may not be less than a continuous academic year.

Article 4:

The following are required for those appointed to the clinical departments with the rank of Assistant Professor in the Faculty of Medicine:

1. To hold a Bachelor's degree in medicine and surgery or its equivalent from a recognized university.²
1. He/she must have obtained a permit to practice the profession from the relevant authority in Jordan.
2. 3- He/she must have trained programmatically and internally in the field of general or precise specialization (depending on the nature of the specialization) in teaching hospitals of no less than four years in the country granting the certificate and obtained the American Board or equivalent

¹Dean's council decision number 4/2017 dated 23/1/2017

² Dean's council decision number 1/2016 dated 4/1/2016

Or:

- To have obtained a certificate of higher specialization in Jordanian medicine in general or precise specialization and to have completed programmed and graduated training in the field of general or precise specialization for a period of at least two years in an accredited training center outside Jordan
- To work as a full-time lecturer for at least one year after returning from a delegation under the supervision of a member of one of the faculty members in the department named by the Faculty Dean.
- The Dean of the Faculty forms a three-member committee at the end of the year to conduct a comprehensive evaluation of performance with the recommendation to proceed with the procedures of appointment as Assistant Professor or the need to renew as a full-time lecturer for a second year.
- He/She shall not be covered by the incentive plan in effect until after his appointment as an Assistant Professor
- To have obtained a certificate from the Jordanian or Arab Medical Council to practice his general and/or precise competence, if any.

B. The following are required for those appointed to the rank of an Assistant Professor in the Faculty of Dentistry:

- a. He/She must have a Bachelor's degree in dentistry or its equivalent from a recognized university.
- b. He/She must have obtained a permit to practise the profession from the relevant authority in Jordan
- c. That he/she has obtained his Bachelor's degree for a period of no less than (4) four years.
- d. To have obtained one of the higher academic degrees in the specialty after a programmed and graduated training of no less than (3) three years in a regular study, and these degrees are:
 - i. Doctorate degree.
 - ii. Master's degree in addition to the American Board Certificate, British Fellowship, Irish Fellowship in the major, or its equivalent (Provided that he/she obtained the certificate after submitting an examination from a recognized institution).
 - iii- A Master's degree or higher specialization certificate from a Jordanian government university after a programmed and graduated training of no less than three years in regular study in addition to the British fellowship or Irish fellowship in the specialty or its equivalent, provided that a period of at least two years is spent in the field of precise specialization outside Jordan. In recognized western hospitals or centers (America / Britan / Australia / Ireland / Canada / European Union) after obtaining the specialty certificate. ³
- e. He/She must have obtained a certificate from the Jordanian Medical Council to practice the specialty

³ Dean's council decision number 15/2013 dated 15/4/2013

- f. It is permissible to appoint a person who holds a Master's degree in addition to the certificate of eligibility (competence) in accordance with paragraph 4 / ii as a full-time lecturer with an Assistant Professor's salary, and he/she will be appointed with the rank of Assistant Professor after obtaining the board certificate or its equivalent.

C) For those appointed to the rank of Assistant Professor in the Faculty of Veterinary Medicine, the following is required:

1. He/She must have a Bachelor's degree in veterinary medicine or its equivalent from a recognized university.
2. He/She must have obtained a permit to practice the profession from the relevant authority in Jordan
3. To have a doctorate degree or the American Board of Specialization, or their equivalent Veterinary medicine specialties, also the American Board is considered the highest professional certificate in the specialty, and it is required that the board holder has enrolled in a graduated training program (within a full residency program) in a veterinary hospital or an accredited academic institution for a period of no less than two years.
4. **It is permissible to appoint a person holding the Eligible Board Certificate in accordance with (3) above with the position of a full-time lecturer and an Assistant Professor's salary, and He/She will be appointed as an Assistant Professor after obtaining the board certificate or its equivalent.**⁴

D) Those appointed to the rank of Assistant Professor in the specialty of clinical pharmacy at the Faculty of Pharmacy must have obtained a doctorate degree (Ph.D) in clinical pharmacy or fulfill one of the following two conditions:

Firstly:-

1. He/She must have a degree (Pharm D.) in pharmacy or its equivalent from a recognized university.
2. To have a Master's degree (M.Sc.) in clinical pharmacy.
3. He/She must have trained in programmed training in one of the clinical pharmacology specialties in a hospital or teaching hospitals for a period of not less than one year after obtaining the Master's degree (M.Sc.).

Secondly:-

1. To have a degree (Pharm D.) in pharmacy or its equivalent from a recognized university.
2. Pass the North American Pharmacist Licensing Examination (Naplex) and obtain a license to practice the profession from a state in the United States of America.
3. Spending at least one year of general residency in a teaching hospital in the United States of America and obtaining an official certificate
4. Spending at least one year of specialized residency in a teaching hospital in the United States of America and obtaining an official certificate
5. Spend at least one year of a fellowship in a teaching hospital in the United States of America and obtain an official certificate.
6. The Council of Deans may consider the conditions that do not apply to the above
 - **In all cases, he/she must have obtained a permit to practice the profession from the relevant authority in Jordan.**

⁴ Dean's council decision number 6/2019 dated 11/3/2019

5) The following are required for those appointed to the rank of Assistant Professor in the specialties of Physical therapy, Occupational Therapy, Optometry, audiology and speech, paramedics, and allied dental sciences at the Faculty of Applied medical sciences:⁵

1. He/She must have a Bachelor's degree in a specialty related to the specialty in which he/she will be appointed from an accredited university.
2. He/She must have obtained a permit to practice the profession in the specialty from the relevant authority in Jordan.
3. He/She must have one of the higher academic degrees in the specialty and that the period of study is not less than three years, provided that the period of study includes a programmed and gradual clinical training in the specialization, and these degrees are:
 - i. PhD degree or equivalent.
 - ii. Master's degree or its equivalent in addition to the American Board of Clinical Specialization or equivalent, provided that he/she obtained the certificate after submitting examinations from an academic body specialized in the specialization.

Article 5: For those appointed to the rank of instructor at the University, the following are required: -

- A. He/She must have a Bachelor's degree from a recognized university or institute, provided that that degree or certificate is preceded by a high school diploma.
- B. He/She must have a Master's degree or its equivalent in the field of specialization in which he/she will be appointed.
- C. That he/she has spent a period of no less than three years in the field of research or teaching at a recognized university or institute after obtaining his Master's degree, or that He/She has spent a period of no less than five years as an assistant instructor at a university or scientific institute of recognized university level, provided they must be at least two years after obtaining the Master's degree.

Article 6: Those who are appointed to the rank of instructor in Medicine, Dentistry, Veterinary medicine, Doctor of Pharmacy (Pharm. D) and any other similar medical specialties that undergo clinical training within their program are required to have the following:

- A. In the field of Medicine:
 1. He/She must have a bachelors degree in medicine and surgery or its equivalent from an accredited university.
 2. He/She must have obtained a permit to practice the profession from the relevant authority in Jordan.
 3. He/She must have obtained the Jordanian Certificate of Higher Specialization or its equivalent.
 4. He/She must have obtained a certificate from the Jordanian Medical Council to practice general and/or precise competence, if any.
 5. He/She must have worked for a period of not less than one year in the field of teaching or research at a recognized university or university institute after obtaining the Jordanian Medical Council certificate

⁵ Dean's council decision number 45/2011 dated 22/11/2011

- B. In the field of Dentistry:
1. He/She must hold a bachelors degree in dentistry or its equivalent from an accredited university.
 2. He/She must have obtained a permit to practice the profession from the relevant authority in Jordan.
 3. He/She must have a Master's degree or a certificate of higher specialization in the field of specialization in which he/she will be appointed from a recognized university or university institute, provided that the period of study includes programmed training.
 4. He/She must have obtained the Jordanian Medical Council certificate to practice the specialty as an examination or evaluation.
 5. He/She must have worked for a period of no less than one year in the field of teaching or research at a recognized university or university institute after obtaining the Jordanian Medical Council certificate.
- C. In the field of veterinary medicine:
1. He/She must have a bachelors degree in veterinary medicine or its equivalent from an accredited university.
 2. He/She must have obtained a permit to practice the profession from the relevant authority in Jordan, if any.
 3. He/She must have a Master's degree in the field of specialization in which He/She will be appointed from a recognized university or university institute, provided that the period of study for the Master includes programmed training.
 4. He/She must have worked for a period of no less than one year in the field of teaching or research at a recognized university or university institute after obtaining a Master's degree
- D. D) In the Pharm.D field:
1. He/She must have a pharm.D degree.
 2. He/She must have obtained a permit to practice the profession from the relevant authority in Jordan.
 3. He/She must have worked for a period of no less than three continuous years in the field of teaching or research at a recognized university or university institute after obtaining the degree of Doctor of Pharmacy (pharm.D).
- E. The following are required for those appointed to the rank of teacher in the specialties of physical therapy, occupational therapy, Optometry, audiology and speech, paramedics, and allied dental sciences at the Faculty Applied Medical Sciences⁶:
1. He/She must have a Bachelor's degree in a specialty related to the specialty in which he/she will be appointed from an accredited university.
 2. He/She must have obtained a permit to practice the profession in the specialty from the relevant authority in Jordan.
 3. He/She must have a Master's degree in the field of specialization in which he/she will be appointed from a recognized university, and that the study period is not less than a year, provided that the study period includes programmed and gradual clinical training.

⁶Dean's council decision number 45/2011 dated 22/11/2011

4. He/She must have spent a period of no less than one year in teaching after the Master's degree at a recognized university or university institute.
- It is permissible to appoint those who have obtained a Doctor of Physical Therapy certificate (DPT), Doctor of Occupational Therapy certificate (DOT), Doctor of Optometry (OD), Doctor of Audiology (Au. D.) for a period of not less than three years after the Bachelor's degree with the rank of instructor, provided that he/she has obtained a permit to practice the profession in the specialty from the relevant authority in Jordan.

Article 7: For those appointed to the rank of Assistant Instructor at the University, the following must be met⁷:

- A. He/She must have obtained a Master's degree or its equivalent in the field of specialization in which he/she will be appointed.
- B. He/She must have worked for a period of no less than one year in the field of research or teaching at a recognized university or university institute after obtaining a Master's degree.

Article 8: For those appointed to the rank of assistant teacher in Medicine, Dentistry, Veterinary Medicine, a doctor of pharmacy (Pharm. D), the Faculty of Applied Sciences, and any other similar medical specialties that undergo clinical training within its program, the following are required⁷:

A) In the field of Medicine:

1. He/She must have a bachelors degree in medicine and surgery or its equivalent from an accredited university.
2. He/She must have obtained a permit to practice the profession from the relevant authority in Jordan.
3. He/She must have a Master's degree, the Jordanian certificate of higher specialization, or its equivalent.
4. He/She must have obtained a certificate from the Jordanian Medical Council to practice the specialty.

B) In the field of dentistry:

1. He/She must have a bachelors degree in dentistry or its equivalent from an accredited university.
2. He/She must have obtained a permit to practice the profession from the relevant authority in Jordan.
3. He/She must have a Master's degree or a certificate of higher specialization in the field of specialization in which he/she will be appointed from a recognized university or university institute.
4. He/She must have obtained a certificate from the Jordanian Medical Council to practice the specialty.

C) In the field of Veterinary Medicine:

1. He/She must hold a bachelors degree in veterinary medicine or its equivalent from an accredited university.
2. He/She must have obtained a permit to practice the profession from the relevant authority in Jordan.
3. He/She must have a Master's degree in the field of specialization in which he/she will be appointed from a recognized university or university institute.

⁷Dean's council decision number 45/2011 dated 22/11/2011

- D) In the field of Doctor of Pharmacy:
1. He/She must have a Doctor of Pharmacy degree or its equivalent from a recognized university.
 2. He/She must have obtained a permit to practice the profession from the relevant authority in Jordan.
 3. He/She must have worked for a period of no less than one year in the field of teaching at a recognized university or university institute after obtaining the degree of Doctor of Pharmacy.
- E) For those appointed to the rank of instructor in the specialties of physical therapy, occupational therapy, optometry, Audiology and speech, paramedics, and allied dental sciences in the Faculty of Applied Medical Sciences, the following is required:
1. He/She must have a Bachelor's and Master's degrees in the specialty in which He/She will be appointed from an accredited university.
 2. He/She must have obtained a permit to practice the profession in the specialty from the relevant authority in Jordan.

Article 9: For those appointed to a position as a research and teaching assistant at the University, the following must be met:

- A) Have a Jordanian nationality.
- B) He/She must have a Master's or Bachelor's degree and is appointed for the purposes of delegation only for a period not exceeding one year.

Article 10: The Deans Council may set other conditions it deems necessary to verify the candidate's suitability for appointment as a faculty member and his/her ability to carry out teaching duties.

Article 11: The date of obtaining the certificate or academic degree that qualifies for appointment is the date of issuance of the decision of the authority with final competence to grant that certificate or degree.

Article 12: When considering the application submitted for appointment to the membership of the Faculty, only the faculty members who have university ranks equivalent to the rank required to be filled will not participate in voting on the decision.

Article 13: The head of the department raises the the department council decision regarding the appointment to the Dean of the Faculty within a period not exceeding one month from the date the application is referred to him/her. If the Dean does not receive the written opinion of the department within the specified period, he/she may present the issue directly to the appointment and promotion committee and then the Faculty council.⁸

Article 14: The following conditions must be observed when renewing the contract of any non-Jordanian faculty member:

1. The extent of the department's need for a faculty member in light of the teaching load
2. The number of scientific papers published, especially for those who have worked at the University for more than five years.
3. The role of a faculty member in postgraduate studies, especially for those holding the rank of Professor and Associate Professor.

⁸Dean's council decision number 4/2017 dated 23/1/2017

Article 15: When considering the appointment of a faculty member to an academic rank, whether he/she is a Professor or Associate Professor based on professional or technical works distinguished in his/her field of specialization, those works are evaluated by committees formed by the Council of Deans from Professors with specialization and experience in that field and after taking the opinion of the department council, the Faculty's appointment and promotion committee, the Faculty council, the appointment and promotion committee, and the council may seek the opinions of specialists from outside the University.⁹

Article 16: The appointment of a faculty member shall take effect from the date of the decision of the Deans' Council, or from a later date, and the appointee shall:

A) To commence work from the specified date, and if circumstances require him/her to start work before the aforementioned date, and with the prior approval of the university president, his/her work shall be with a remuneration determined by the President.

The President of the University may, for reasons he/she appreciates, agree to postpone the work commencement of not more than one academic year.

B) The appointed instructor shall inform the head of his/her department in writing of his/her commencement of work, and the head of the department shall inform the Dean in writing whether the appointee has commenced or not commenced the work within a week at most, and the Dean shall inform the President of the University immediately.

C) If the appointee does not commence the work within a period not exceeding two weeks from the date specified for commencement, he/she is considered an objector from work, and the decision to appoint him is considered cancelled unless he/she presents an acceptable excuse to the President of the University.

Article 17:

A) The President of the University, with considerations he considers, can attribute to the Council of Deans to name the faculty member who has served the University for a period of no less than ten years and is a professor and whose service ended with the attainment of legal age or resignation, to be an Honorary Professor.

B) An honour professor can maintain his office in the Faculty and benefit from the support for scientific research, office services, facilities and others that the University provides to its faculty members.

C) The faculty council, based on the recommendation of the department council, recommends to the university President to assign a Honor Professor to teach and supervise university theses in return for a reward determined by the university president

⁹Dean's council decision number 4/2017 dated 23/1/2017

Chapter Three: Annual Reports, Extension of Probation and confirmation Period

Article 18:

A) The faculty member submits 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, scientific research and non-academic activities related to community service and development, committees and others.

B)

1. The head of the department submits a report on the department, including his/her opinion, and submits it to the Dean of the Faculty
2. The Dean of the Faculty prepares a report including his opinion about the Faculty and the activities of the departments, and submits it to the President of the University at the end of the second semester of each academic year.

Article 19:

A) After being appointed, a faculty member at the University is under trial (probation) and his/her confirmation is considered if he/she meets the following conditions:

1. To be a Jordanian
2. He/She has spent no less than five continuous years in actual service at the University.
3. He/She was successful in his 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 with the rank of Professor, in which case his confirmation after a period of no less than five continuous years of actual service at the University shall be considered.

B)

1. An instructor confirmation shall be considered if he/she has spent a period of not less than seven actual years at the University and is transferred to the class (A) of the rank of a teacher.
2. The appointment of an 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 period of experience for a faculty member is considered part of his actual service at the University.

D) Subject to the provisions of Clause (4) of Paragraph (A) of this Article, the maximum period of experience for a faculty member is ten years of actual service at the University to be deducted starting from the date of applying the faculty regulation No. (9) for the year 1999 on 15/4/1999 If a faculty member does not prove during this period, then his service at the University ends legally.

E) It is permissible to terminate the service of a faculty member during the period of his experience, provided that he/she is informed of that at least three months before the date specified for termination of his 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 placed under trial again in accordance with the provisions of this article.

Article 20: The Dean of the Faculty shall refer the names of the faculty members who are not confirmed in the permanent service to the concerned departments to express their opinion on renewing a contract or terminating the work of a faculty member.

Article 21: The Deans Council adopts a special form for the purposes of amendment of appointment, renewal of contract, transfer, promotion, confirmation, secondment, delegation, leave without pay, sabbatical leave, and any other matters related to the faculty member who applies to any of the above topics, and the form is signed by the head of the department and the Dean of the Faculty. ¹

Article 22:

A) The Department Council considers the issue of appointing a faculty member who has fulfilled the conditions of confirmation or an extension of the trial period, and the head of the department raises the opinion of the department council to the Dean of the Faculty who submits it to the Faculty council and raises the recommendation to the university president to present it to the appointment and promotion committee to submit to the Dean council to take the appropriate decision.

B) It is not permissible for a non-confirmed faculty member, or a proven faculty member who occupies a rank below the rank of a faculty member whose subject is to be confirmed, vote on the confirmation decision

C) A faculty member's confirmation transaction is not considered while he/she is on an unpaid leave.

¹The effect of this article has been postponed based on Dean's council decision in session 44/2008 dated 18/11/2008, and keeping the old forms.

**Faculty members Regulations issued by the Deans Council pursuant to Article (65) of the
University Academic Staff Regulations No. (144) for the year 2003**

Chapter Four: Promotion and Transfer

The faculty member has the option to choose between the current regulations and the new regulations from 1/2/2017 to 1/9/2018, provided that, after this date, work begins with the new regulations.

Article 23:

- A. The department council expresses its opinion on the application for promotion or transfer according to the effective regulations, and submits it to the Dean of the Faculty to study it and send it to the appointment and promotion committee in the Faculty, and then to the Faculty council as appropriate, and in the event that a full quorum is not available to express the opinion in the department council, the application is submitted to the Dean of the Faculty to present it to the appointment and promotion committee in the Faculty, and then to the Faculty council, and in the event that a full quorum is not available for an opinion in the Faculty council, it is submitted to the university president to present the application to the appointment and promotion committee at the University.
- B. When adopting scientific production for the purposes of transfer or promotion, the Deans' council considers the cumulative evaluation of the faculty member's performance, which is calculated on an annual basis according to the model referred to in Article (21) of these regulations. This form includes several matters, the most important of which are teaching competence and student evaluation. Participation in the councils of departments and Faculty, University and community service.
- C. An Assistant Professor or Associate Professor may submit his/her application for promotion to the higher rank nine months before the completion of the legal period stipulated for the higher rank, if he/She fulfills the other legal conditions required to occupy the rank.
- D. If the promotion procedures are carried out before the expiry of the legal period, the date of promotion to the higher level is the date by which the expiration of this period is completed. If the promotion procedures are not completed during this period, the date of the Deans' decision to promote is the date of the promotion for the purposes of calculating the salary, and the date of the council's decision to approve the approval of scientific production, for the purposes of calculating the rank, provided that the legal period necessary for promotion has elapsed.
- E. When a faculty member is promoted to a higher rank, he/she is given the salary that is immediately higher than his/her salary according to the salary scale to which he/she was promoted, regardless of the amount of the increase in the salary.

Article 24:

A. In addition to the other conditions, for transfer or promotion, a faculty member must submit a published or accepted scientific product for publication in which a new addition to knowledge and knowledge in his field of specialization is published.

B. The following principles are adopted in the acceptance of scientific production submitted for promotion:

Firstly: It is permissible to accept this production without the need for a preliminary evaluation if:

1. Published research (or accepted for publication) in fields approved by the Deans' Council, provided that they are approved in the database of (Scopus) and classified as Q1 or Q2 or Q3) Or (Thomson Reuters) and classified as (SCI, SCIE, AHCI, HHCI).
2. Research extracted from Master's or doctoral theses or graduation projects supervised by the applicant for transfer or promotion at the University, or he/she participated in supervising them, and that the research are published (or accepted for publication) in journals as mentioned in the first clause 1, and that they are linked the name of the student with the applicant's name upon publication, and that it is indicated in the promotion request that the research is extracted from university work, and that it is in the precise field of his/her specialization or in specializations related to his/her specialization.
3. Published papers (or accepted for publication) in scientific journals that are refereed, specialized, and have referees, and approved by the Supreme Committee for Scientific Research at the Ministry of Higher Education and Scientific Research, and no more than one research is counted for the applicant, including the minimum required for promotion.
4. Published research (or accepted for publication) in the proceedings of specialized scientific conferences that it organizes or participates in its organization International scientific or professional societies or organizations in which research is evaluated by specialized referees, and no more than one research is counted for the applicant within the minimum required for promotion, and this does not include summaries of research (Abstract) published in the conference proceedings.

Secondly: The scientific production submitted for promotion is accepted provided that this production is in the field of the applicant's precise specialization, and it is evaluated initially and upon receiving positive reports about, if this production was:

1. Books written and published that contain a new addition to knowledge
2. Part of a book published that includes a new addition to knowledge
3. Published translated books.
4. Published university books (Text Books).
5. Edited books that include a comprehensive study of the book, provided that the number of words for any of them is not less than fifty thousand words. Provided that no more than one of the above from (1-5) is counted within the minimum required for promotion

6. A case report, a short article (short communication), a scientific note (Technical note), or a comprehensive scientific review (Review Article), provided that no more than one is counted within the minimum required for promotion.

7. A patent provided that it is internationally registered according to the followed official procedures, and the name of the University appears on it, and two scientific research fulfilling the conditions of promotion are calculated for each patent, in which the applicant is a principal researcher, and one scientific research is counted if the applicant is not a principal researcher.

8. Projects supported outside the University, so that the University's share of the project / projects is not less than 50 thousand dinars, or the total support value for the project / projects is 250 thousand dinars or more, and one scientific research is calculated for each project, provided that it does not exceed the number of searches calculated for promotion in this method for one search.

9. Publishing in journals like (Nature and Science) or their equivalent in terms of the impact factor, and the researcher is one of the first five researchers on the research, and this is counted for two research that fulfill the conditions of promotion.

Article 25

A. The member of the faculty staff shall be required to:

1. Submit at least 60% of scientific research that is submitted within the minimum required for promotion in his precise specialization.
2. Supervise or participate in the supervision of a Master's or Ph.D. in the University, in the rank he/she holds, as follows: -
 - Assistant Professor, supervising one student.
 - Associate Professor, supervising three students.

An exception is made for a faculty member whose major does not offer Master's or doctoral programs, or specializations that offer professional degrees (higher specialization).

- B. It is not permissible for the applicant to include in his/her research any of the research that was previously included in a previous scientific promotion, or according to which he/she obtained a scientific degree or academic rank.
- c. Scientific research published or accepted for publication while a faculty member enjoys a secondment, delegation, unpaid leave, or sabbatical leave, or compulsory leave, is not counted for the faculty member applying for promotion if the name of the University is not mentioned on that scientific research.

Article 26: The following is required for the Assistant Professor applying for promotion to the rank of Associate Professor:

1. To present scientific output of no less than five research studies, three of which are at least published, taking into account the fourth clause (4) of the same article.
2. That there be at least three of the submitted research papers in which the applicant is a principal researcher, and the researcher is considered a principal research if his/order was first among the researchers, provided that at least one of them is not drawn from Master's or doctoral theses or graduation projects that he/she supervised or participated in Supervise it
3. That he/she had published or accepted for publication at least three research papers during his service at the University or had been calculated for him seniority in the rank upon his appointment, provided that his service at the University is not less than two years.
4. Submitting at least two papers from the minimum required for promotion in the subspecialty published or accepted for publication in specialized journals classified (Q1 or Q2) within (Scopus) database and he/she must be a principal researcher in both, or four published or accepted research for publication in specialized journals, and it is classified (Q3) within (Scopus) database, and in this case the minimum number of research papers required for promotion becomes seven.

And the date of sending the research paper for publication is the date adopted in classifying the journal in terms of (Q) degree/rank.

5. That his/her cumulative annual average in the form required in Article (21) is not less than Good.

Article 27: The applicant for promotion to the rank of Professor shall meet the following requirements:

1. To produce scientific production at least seven research papers, of which at least four are published taking into consideration Section 4 of the same Article .
2. Among the research submitted, is at least four research papers, in which the applicant is a Principal Investigator and is considered a Principal Investigator if he/she the first order among researchers.
3. He/She must have published or accepted to publish at least four research papers during his service at the University, if they were included for him/her in the rank of seniority at the time of his/her appointment, provided that his service at the University is not less than two years.
4. Submitting at least three papers from the minimum required for promotion, published or accepted for publication in specialized journals and classified(Q1 or Q2) within a database og (Scopus), provided that he/she is a the principal researcher in all of them or six research papers published or accepted for publication in specialized journals classified (Q3) within a database(Scopus) and that he/she shall be a principal researcher in five of them, and in this case the minimum number of research papers required for promotion becomes ten research.¹⁷
5. That his/her cumulative annual average in the form required in Article (21) is not less than Good

¹⁷ +¹⁷ Dean's council decision in session 23/2017 dated 5/6/2017.

Article 28: The applicant Assistant Professor shall be required to be promoted to the rank of Associate Professor in the Humanities Department, in Faculty of Science has The following:

1. To present a scientific output of not less than seven papers, at least four of which are published
2. That there be at least four of the submitted research papers in which the applicant is a principal researcher, where the first person's name on the published or accepted research for publication is the principal investigator, provided that at least one of them is not drawn from Master's or doctoral theses or graduation projects that he/she supervised or he/she participated in supervising.
3. That he/she has published or accepted for publication at least four research papers during his/her service at the University if they were included in the rank of seniority upon his appointment, provided that his service at the University is not less than two years.
4. Submitting no less than four papers of the minimum required for promotion, published or accepted for publication in scientific, refereed, periodical, and specialized journals approved by the Higher Committee for Research in the Ministry of Higher Education and Scientific Research, provided that at least three of them are a principal researcher.
5. His cumulative annual grade point average in the form required in Article (21) is not less than Good.

Article 29: The applicant Associate Professor shall be required to be promoted to the rank of Professor in the Humanities Department, in Faculty of Science has the following:

1. To present a scientific output of not less than ten papers, at least six of which are published
2. That there be at least six of the submitted research papers in which the applicant is a principal researcher, where the the first person's name on the published or accepted research for publication is the principal investigator.
3. That he/she has published or accepted for publication at least six research papers during his/her service at the University if they were included in the rank of seniority upon his appointment, provided that his service at the University is not less than two years.
4. Submitting no less than seven papers of the minimum required for promotion, published or accepted for publication in scientific, refereed, periodical, and specialized journals approved by the Higher Committee for Research in the Ministry of Higher Education and Scientific Research, provided that at least four of them are a principal researcher.
5. His cumulative annual grade point average in the form required in Article (21) is not less than Good.

Article 30: The faculty member in the Humanities Department of the Faculty of Science is left free to choose to apply any of the articles (26 and 27) or (28 and 29) to the subject of his promotion according to the rank applied for.

Article 31:

A) the promotion request is submitted to the relevant department head electronically; to present it to the department council, take the appropriate recommendation, and the department head submits the department council's recommendation to the Faculty Dean within three weeks at most from the date of submitting the application, and the Faculty Dean studies the topic of promotion, sends it to the Faculty's appointment and promotion committee, and then submits the request to the Faculty council within three weeks at most; to take the recommendation in this regard, and submit it to the presidency of the University within a week at most from the date of the Faculty council's recommendation to complete the promotion procedures.

B) If there are problems related to the submitted research that requires additional time to study, whether in the department or Faculty, the applicant for promotion is informed in writing of the need for an additional period more than that mentioned in paragraph (a) above.

C) The Dean of the Faculty and the head of the department proposes a list that includes the names of twenty specialists who hold the rank of professorship, from outside Jordan, in order to feed the database of electronic promotions, and this rule is treated with complete confidentiality, and the President may amend the list by adding or deleting.

D) The applicant for promotion is responsible for submitting the data and official supporting documents necessary for promotion to the department, in exchange for the department head signing to receive the full papers for the promotion, and determining the date of receipt.

E) If the number of faculty members in the department who hold a rank equivalent to the rank to which promotion is requested or at a higher rank are less than three, the Dean submits the request to the appointment and promotion committee in the Faculty and then to the Faculty council in the presence of the faculty members in the department who hold the required Promotion rank or to a higher rank, and they have the right to participate in the debate without voting on it.

F) In all cases, the request for promotion may be considered either in the department council or in the faculty council except for the faculty members who are of a rank equivalent to or higher than the rank to which the promotion is requested, and in the event that this is not achieved then it shall be referred to the appointment and promotion committee.

Article 32: The Dean of the Faculty attaches with the promotion request the annual performance evaluation forms for the faculty member applying for promotion referred to in Article (21) of these regulations.

Article 33: The appointment and promotion committee considers the application for promotion, the opinion of the faculty council, the appointment and promotion committee in the Faculty and the department council, and the annual performance evaluation forms, and submits its recommendations to the Deans' council, including scientific production, in order to take the appropriate decision on adopting Scientific production

Article 34: Scientific production is sent electronically to at least three evaluators from the list of evaluators approved in the database, along with a summary of the applicant's scientific and practical biography, and a statement of the rank for which he/she is nominated,

with reference to the need to submit their reports as soon as possible, and that these reports include their opinion with regard to the scientific originality of production, its seriousness and its scientific level, and a frank text on the extent to which the applicant deserves to be promoted through scientific production.

Article 35:

- A. The Nomination and Promotion Committee considers the issue of promotion upon receiving the first three reports from the evaluators, and submits its recommendation to the Deans council to decide on the matter.
- B. If the eight-month period expires and the required reports are not received from the evaluators, scientific production may be sent to new evaluators with the approval of the applicant for promotion.
- C. It is not permissible to be promoted to the rank of Professor except in the case of receiving at least three positive reports from the evaluators.
- D. It is not permissible to be promoted to the rank of Associate Professor unless at least two positive reports are received from the evaluators.

Article 36:

- A) The applicant for promotion is notified of the decision of the Deans' council regarding his/her promotion, whether the decision is positive or negative.
- B) If the Deans 'council decides not to promote after receiving the evaluators' reports, the promotion applicant must apply for promotion again, provided that he/she submits at least a new research acceptable for publication after the date of the Deans' decision to approve the scientific production for the promotion and to be a principal researcher in it according to the promotion procedures Specified in these regulations,
- C) If the Deans Council does not approve for the second time the promotion of a faculty member, the council may request the Assistant Professor to submit at least a new additional research in which the applicant is a principal researcher and the Associate Professor should submit two additional papers in one of which is a principal researcher provided that the provided research papers are accepted for publication after the date of the Council of Deans' decision to approve the scientific production of the promotion specified in these regulations.

Article 37: The faculty member may submit, along with his scientific production, a report on the distinguished professional or technical works that he/she thinks will support his request for promotion.

Article 38: In order to transfer a faculty member from one class to a higher class within the same rank, the following is required:

- A) With regard to the Associate Professor or Assistant Professor, he/she must have in the category to be transferred from, a seniority in salary of not less than five years
- B) As for the instructor, the seniority in the salary must not be less than seven years, after obtaining the academic qualification on the basis of which he/she was appointed
- C) That he/she has published at the rank of at least two papers in the subspecialty, one of which is a principal researcher, and as for the faculty members in the Department of Humanities, Faculty of Science, at least two papers in the subspecialty must be

published, in one of which is a principal researcher, provided that it is these research studies are included in Article (24/b/firstly).

D) The procedures used for promotion shall be applied to the transfer, with the exception of the procedures for evaluating scientific production.

Chapter Five: Seniority in rank and salary for a faculty member

Article 39: A faculty member may submit a request to be granted seniority in his/her rank and salary that does not exceed one year in the same rank, as followed in the promotion procedures if he/she fulfills the following conditions:

- A) That the applicant has actually published and is in the current rank scientific research papers in specialized scientific fields, which are refereed, internationally classified, and listed in a database (Scopus) and classified (Q1 or Q2), the number of which is no less than twelve.
- B) To be a principal researcher in at least eight research papers
- C) Research published in conference proceedings is not counted, and scientific output that needs a preliminary evaluation is not counted within the minimum required for seniority.
- D) That his cumulative annual average in the form required in Article (21) is not less than Excellent.
- E) That no disciplinary punishment has been issued against him in the rank he/she occupies at the University.
- F) He/She must have spent at least three years and three months at the current rank, two of which are continuous years at the University.

Article 40: The professional or technical works mentioned in Article (18) of the faculty system include the initiative or effective contribution in establishing scientific, educational or technical institutions, and their management and development, both inside and outside the university campus, and also includes successfully undertaking academic leadership work, provided that he/she submits a statement of those actions and a full report on each of them.

Article 41: The President of the University may seek the assistance of whomever he/she deems appropriate to draw up a report on the applicant, his/her scientific output, or his/her technical or professional works.

Article 42: The department council expresses its opinion on seniority according to the effective regulations , and submits it to the Dean of the Faculty to study it and send it to the appointment and promotion committee in the Faculty, then to the Faculty council to present it to the appointment and promotion committee in the Faculty and then to the Faculty council, and in the event that a quorum is not available in the Faculty council, the Dean writes to the President of the University, to take the necessary measures, as followed in the promotion procedures.

Article 43: The Deans Council shall consider the published scientific production, the professional and technical works and the teaching competence of the faculty member applying for seniority, based on the placement of the appointment and promotion committee, and when the applicant fulfills the required conditions, the procedures shall proceed as followed in the Promotion procedures.

Article 44

- A) The Appointment and Promotion Committee considers the issue of granting seniority to a faculty member upon receiving the first three reports from the evaluators, and submits its recommendation to the Deans' council for a decision.
- B) It is not permissible to grant seniority to a faculty member unless three positive reports are received from the evaluators

Article 45: In the event that the application is rejected after the evaluation, it is not permissible to apply again within the same rank.

Chapter Six: The Teaching Load¹⁸

Article 46: The teaching load for a Professor is (9) credit hours, for the Associate and Assistant Professor (12) credit hours, and for the instructor and assistant instructor (15) credit hours. And the credit hour means:

1. Lecturers for Bachelor's , Master's , or doctorate levels for one hour per week, and for one academic semester.
2. As for the field of applied work, such as (laboratories, workshops, teaching, field work, drawing workshop, workshops, clinical medical activities and the similar fields) in some faculties of an applied nature, the meaning of the planned hour is determined by a decision of the President after taking the opinion of these faculties, and in all cases the credit hour is not less than two applied hours.

Chapter Seven: Vacations First: Annual leave

Article 47:

- 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 Dentistry in charge of additional medical work in the hospital, branches, centers and clinics of the University under the incentive plan for additional work
 2. Eight weeks for faculty members, including administrators, from faculty members from the faculties of medicine and dentistry.
 3. Eleven weeks for each of the faculty members in other Faculties
- B) The annual vacations of the faculty members stipulated in Paragraph (a) of this article are distributed as follows:
1. The faculty member in any of the faculties takes one week off from his annual leave during the period between the first and second semesters.
 2. If a faculty member is assigned to teach in the summer semester, he/she shall receive the remainder of his annual leave (two weeks) during the period between the end of the second semester and the beginning of the next academic year, provided that this leave does not conflict with teaching or graduation.
 3. **Annual leaves for clinicians and clinical dentists are organized by the Dean in charge and in line with the teaching process throughout the academic year.**¹⁹
The vacations of the vice presidents, Deans and directors of the centers are distributed by a decision of the President according to the nature of their work.
- C) The leave is counted for a faculty member - if he/she is licensed, seconded, or delegated for the period of one semester and returned to work at the University- for the period he/she worked.
- D) It is not permissible to pay the summer vacation allowance to a faculty member unless the faculty member was delegated by the university president.

¹⁸ This paragraph was amended and combined in the Dean's council decision in session 23/2010 dated 22/6/2010, concerning the instruction regarding calculating the teaching load for faculty members.

¹⁹ Dean's council decision in session 39/2020 dated 30/11/2020.

E) A faculty member enjoys his/her annual leave in the period between the end of the second semester and the beginning of the next academic year, at the rate of ten weeks, with the exception of faculty members in the faculties of medicine and dentistry, they take the annual leave based on clause (3) of (B) in this article .

(F) In special cases considered by the President, it is permissible to grant a faculty member an unpaid leave for a period not exceeding one academic semester.

G) The annual leave for full-time lecturers of holders of a Master's degree and higher specialization is calculated according to the average teaching load and the number of hours he/she has taught over the course of the first and second semesters, according to the following equation: $(\text{number of credit hours}/30) * 11$.

H) If the service of a faculty member or a full-time lecturer ends without dismissal or losing the job, he/she will be paid after the end of his/her work at the University the equivalent of his total salary and bonuses for the annual leave period he/she was entitled to upon the end of his/her service, including the equivalent program reward.

Article 48²⁰:

A) A faculty member assigned to teach in the summer semester is entitled to an additional month's salary with bonuses, except for the mobility allowance for each month in which he/she works during the summer semester, with the full quorum stipulated in the system. His actual teaching load to a full quorum and the ratio of the actual number of students to the minimum for courses in which the minimum is not completed, as stated in the study regulations and the academic load in the summer semester.

B) Those assigned to teach in the summer semester of assistants to the President, Vice denas, Assistants Deans, Head of Departments, Directors of centers and their deputies shall be exempted from 50% of the teaching load decided in exchange for the administrative load and a vacation allowance for this percentage shall be paid an additional month's salary that includes the Parallel program incentives.

C) The faculty members who are appointed at the beginning of the second semester are entitled to an additional month's salary in exchange for teaching with a full quorum in the summer semester and those appointed during the second semester are disbursed to them for their teaching in the summer semester and according to what is mentioned in Paragraph (a) of this article, at a percentage of credit. As for those appointed after the end of the second semester, they are not entitled to any additional salary for teaching in the summer semester.

²⁰ Dean's council decision in session 48/2006 dated 5/12/2006.

Secondly: sabbatical leave, unpaid leave, secondment and assignment

Article 49:²¹

A) Applications for scientific sabbatical leave or unpaid leave shall be submitted at least three months prior to the beginning of the semester in which the required leave begins.

B)

1. The application for an academic sabbatical includes an outline of the research or research to be carried out by the faculty member and the name of the University or research center in which he/she will spend his/her leave, provided that this is approved by the department council, the Dean of the Faculty and the scientific research committee at the University, and it is not permissible to change the research or place, except with the approval of the university president.
2. The request for a leave without pay includes the work that the faculty member will do during this leave and the place of its spending.
3. When granting a sabbatical leave or a leave without a salary, it should be taken into consideration that the remaining number of teaching staff in the department is sufficient to cover the teaching load, and in all cases, the percentage of those who enjoy a leave of both types may not exceed **(25)%** of the number of faculty members present in the department when examining the application, unless the department council is committed to covering the teaching load of a faculty member without any additional financial consequences for the University.
4. Seconded or delegated faculty members are not considered within the above **25%**.
5. For the purposes of obtaining all types of licenses, external assignment, or secondment for a semester or university year, the period for these cases is from the beginning of the semester to the beginning of the next semester or from the beginning of the academic year to the beginning of the next year. If it starts at the start of the second semester, it ends at the beginning of the second semester of the following year.²²

And the date of commencement of work for a faculty member starts after the end period of leave, assignment or secondment, regardless of any modification to the university calendar while enjoying leave, assignment or secondment.

(C) For the purposes of implementing the text of Clause (b) of Article 33 of the Faculty Regulation for the disbursement of the additional monthly financial reward for a faculty member who is on a sabbatical leave, the following is required:

1. That the research project submitted by the faculty member applying for a sabbatical leave and an additional reward shall include the following: -
 - Title of the research and its objectives
 - The place of conducting the research, and it is a condition for the payment of the additional reward that the place of conducting the research is outside the Kingdom.

²¹ Dean's council decision in session 4/2017 dated 23/1/2017.

²² Dean's council decision in session 24/2015 dated 15/6/2015.

- The approval of the host organization on the particular research project and a statement of the facilities it provides.
 - The plan for conducting the research and a timetable for its completion
 - A brief presentation of the research project or the research that preceded it in this field.
 - The expected results of the research and the extent of its benefit.
2. The Deans Council determines, in the way it deems appropriate, the suitability of the University or the distinction of international research centers in which a faculty member spends sabbatical leave for the purpose of paying the additional reward.
 3. This leave may be granted for one semester or one year, and it can be extended for a second year, provided that he/she submits an annual report if the leave he/she is enjoying exceeds one year.
 4. In order to grant a faculty member who obtains a sabbatical leave, an additional reward or part of it is required for the following: -
 - Approval of the Deans' council for the faculty member that the University is well-recognized or that the research center is distinguished.
 - Full-time by a faculty member for research work
 5. The additional award determined for a faculty member is paid while he/she is enjoying sabbatical leave and during his stay outside the Kingdom.
 6. The faculty member who was granted a sabbatical leave must submit to the Dean of his Faculty upon the expiry of his leave a comprehensive report on the research or scientific research studies and the publications prepared during his leave, to be evaluated, with the knowledge of the Dean, and submit the report and the evaluation to the university presidency for approval, and this report is not approved if these publications do not include an affiliation with Jordan University of Science and Technology. It is also necessary to indicate in the acknowledgements of these publications that the leave was granted with the support of the University, and if it is not approved, the sums of the paid amounts will be refunded (to the university) according to Paragraph (b) of Article (33) of the university faculty system
 7. In the event that the faculty member does not submit the final report for the sabbatical leave within one year of the expiry of the scientific sabbatical leave for approval by the University, paragraph (c) of Article 33 of the faculty system applies to it.
 8. The concerned Dean of the Faculty and the Head of the Department are responsible for following up the activities of the faculty member during the sabbatical leave and submit the appropriate recommendations in this regard to the President of the University.

Article 50:

A) A faculty member may be delegated to perform other job duties within the University, or to perform other jobs inside or 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 term of the assignment does not exceed three years throughout his/her actual service at the University.

B) The term of assigning a faculty member is considered an actual service at the University for the purposes of promotion, seniority in salary, savings and end-of-service remuneration, provided that the delegated outside the University or the external body to which he/she is delegated shall cover the consequences of it and the sums the University contributions for the purposes of social security and provident fund. And the end of service bonus

Article 51:

A) A faculty member who is proven in permanent service may be seconded to a university or any governmental, regional or international body to work there for a semester or more, provided that the loan period does not, in any case, exceed three years, and he/she is not seconded again until twice the period of his Previous secondment has elapsed.

B) The duration of the secondment of a faculty member is considered an actual service for him/her at the University for the purposes of promotion, seniority in salary, savings, and end-of-service remuneration, provided that the seconded or the entity he/she is seconded to shall cover the consequences of him/her and the amounts contributed to by the University for the purposes of social security, savings fund and end remuneration.

Article 52: It is permissible to grant a secondment or assignment to a faculty member to work in one of the following positions:²³

- (University president, vice-president or Dean) at a public university in Armenia
- Secretary General or equivalent in any of the ministries or government institutions
- President of a private university **inside Jordan**
- An important position for non-teaching purposes in international or regional institutions, bodies or organizations approved by the Council of Deans, provided that through this work he/she serves Jordan in general and the University in particular.
- The assignment may be granted to a faculty member who has not fulfilled the conditions of the above approved assignment positions, provided that (15%) of the value of his contract is paid, and the amount is not less than **(15,000 JOD)** annually.

Article 53: A faculty member may enjoy unpaid leave, academic sabbatical, secondment, and assignment, provided that he/she returns to service at the University after the end of his/her leave, secondment or assignment, and those who reach the legal age at the end of his leave, loan or assignment are excluded from this condition.²⁴

²³ Dean's council decision in session 4/2017 dated 23/1/2017.

²⁴ Dean's council decision in session 6/2015 dated 9/2/2015.

Article 54: Priorities for granting a license to a faculty member are determined as follows:

- A) A faculty member who spends his/her leave outside the country for a maximum period of four years
- B) Sabbatical leave for the first time
- C) Sabbatical leave for the second or third time
- D) Unpaid leave for those working outside the Kingdom
- E) Unpaid leave for those who will work in the Kingdom

Article 55: The following is paid to the faculty member who is serving a sabbatical leave:

- A) One-time round-trip travel cards in the economy class if the vacation is outside the Kingdom, provided that the leave period is a full academic year and that at least one semester of it is spent abroad, provided that the destination and travel route are determined in accordance with the decision to approve the scientific sabbatical leave and if a faculty member wants to change the route, which exceeds the cost of travel cards, he/she must bear the cost difference
- B) The salaries and bonuses he/she was receiving, except for the mobility allowance.
- C) A three-month advance at the expense of his salary if he/she is to spend his vacation outside the Kingdom and this advance is spent upon travel
- (D) One-time round-trip travel cards in the economy class for his wife and three of his children under the age of eighteen if he/she spent two semesters outside the Kingdom.
- E) An advance on the health insurance account if he/she spent his vacation or part of it that is not less than a semester outside the Kingdom, and this advance is disbursed to him while he/she is outside the Kingdom in accordance with the arrangements of the country in which he/she will spend his vacation, and this advance is duly paid according to official documents.
- F) Travel fares are not paid to a faculty member or his family if someone else pays for them.

Thirdly: Sick and emergency leave

Article 56

A) The Dean may grant a faculty member a sick leave that does not exceed three days at a time without the need for a medical report, provided that the faculty member informs the head of the department as soon as possible about his/her absence in writing stating the number of days and the date, and the type of illness if possible.

B) The Dean may grant a faculty member a sick leave that does not exceed ten days based on a medical report approved by the university doctor, and if the sickness period exceeds that, the subject must be presented to the primary medical committee that can recommend a sick leave for a maximum period of one month.

C) If the period of sickness exceeds one month, the matter is presented to the Central Medical Committee, which has the right to recommend to the President of the University to grant a faculty member a sick leave for a maximum period of 3 months, but if the period exceeds that, the sick leave shall be on the recommendation of the Supreme Medical Committee.

D) In all cases, the faculty member must inform the department head of his/her illness, and the department head must reprogram the lectures that the faculty member is absent from, and he/she must also inform the Dean of this and refer the medical reports to him to send them to the employees affairs Unit to be placed in the personal file of the faculty member.

E) If the total of these sick leaves exceeds thirty days during the academic year, the extra period of sick leave is calculated from the annual leave for a faculty member.

Article 57: A sick faculty member receives for his/her long sick leave his salary and bonuses, in the following form:

A) For the first year of illness his full salary with bonuses

B) For the three months that follow the first year of illness, 75% of his salary with bonuses

C) The sick faculty member is appointed after 15 months of his/her illness by the competent reviewer. If it becomes clear that the disease is curable within another three months, then the faculty member receives half of his/her salary with half of the bonuses, and therefore if he/she has not recovered within 18 months of the onset of his illness (according to the previous paragraphs) his/her service shall be terminated by the person responsible for appointment.

D) If the medical reference decides that a faculty member became ill while performing his/her job or because of it without his negligence, he/she shall be granted sick leave with full pay with bonuses for the entire period necessary for his recovery, provided that it does not exceed 18 months from the onset of his/her illness (according to the previous paragraphs), his service shall be terminated by the responsible reference for appointment.

E) If a faculty member becomes ill while he/she is on a mission outside the Kingdom, he/she must inform the university president of his/her condition, and the university president may grant him/her a sick leave for a maximum period of ten days based on a report from one doctor, this can be extended according to need and for a maximum

period of one month based on a report from two doctors, certified by the Jordanian official references outside the Kingdom, if any.

F) If the disease requires absence after that, the approval of the university president must be obtained based on a medical report from a hospital, provided that the report is approved by the specialized official Jordanian authorities in that country, if any.

G) In all cases, the University must be provided with the a registered mail of the medical reports referred to first-hand at the earliest opportunity after illness for presentation and accreditation from the specialized reference.

H) The University's financial obligations arising from sick leaves for contracted faculty members and full-time lecturers end with the end of their contracts.

Article 58:²⁸

A) A pregnant faculty member is entitled to maternity leave before and after childbirth for a period of continuous ten weeks the full salary of the bonuses based on a medical report certified by the specialized authority, provided that the period granted from maternity leave after childbirth is not less than six weeks.

B) A faculty member working at the University after the end of maternity leave has the right to obtain a leave without pay immediately following maternity leave to care for her newborn under the following conditions:

1. That the leave period does not exceed two academic semesters from the date of the expiry of the maternity leave
2. That the end of the vacation be with the beginning of any semester
3. This leave is counted within the continuous service of a faculty member.
4. This leave is not counted for the purposes of reward and savings, or within the period required for promotion, transfer, or confirmation in permanent service, or obtaining a scientific sabbatical leave, a leave without pay, or an annual increase.

Fourth: Procedures related to vacations

Article 59

A) Leave requests of all kinds and its related replies are in writing.

B) The vacation starts from the day the faculty member discontinues work and ends with the end of the day preceding the resumption of work.

C) A faculty member does not leave his/her work before receiving a written notice of leave approval , except in urgent or emergency cases.

D) The faculty member shall indicate in the leave request the date of commencement of the leave, the date of its end, the place where he/she would like to spend the leave, and the address during the leave.

E) The specialized authorities determine the duration of each leave they approve . The leave may not be shortened, postponed, canceled or cut off after the approval and notification to the faculty member, except for reasons required by the interest of work.

²⁸ Dean's council decision in session 7/2019 dated 18/2/2019.

Article 60: Every faculty member who does not return to work immediately after the end of his leave period will be deducted from his salary and bonuses for the period of his/her absence, starting from the day following the day on which the leave expired, and if the absence was more than three continuous weeks without a legitimate excuse, he/is shall be consider losing of job from work starting the date of absence after the end of the vacation.

Article 61: The department head must inform the Dean in writing of any faculty member's absence within two days of his/her absence, and the Dean must inform the university President in writing within a week and follow the same procedures upon the return of the faculty member on leave (regardless of his type of leave) to resume his work.

Article 62: The President of the University, after consulting the Dean of the Faculty and the head of the department, may grant a faculty member a leave of no more than three weeks to perform the Hajj, and it is granted to any such leave once for the duration of his service at the University.

Chapter Eight: Dispatching faculty members in scientific courses

Article 63:

A) It is permissible, in cases determined by the President of the University after taking the opinion of the department council and the Faculty council, to decide to dispatch a faculty member in a scientific course that does not exceed a period of six months.

B) The allowances of the delegated faculty members in a scientific course shall be disbursed according to the following:

1. For the delegated person by the University, and by nomination thereof, there are allocations equal to the minimum of his monthly salary with bonuses, and these allocations can be increased according to the circumstances in percentages and a maximum of 50% if the delegation is to one of the category (A) countries mentioned in Paragraph C of this Article

2. For the delegated person by the University, and by nomination thereof, at the expense of a foreign party, the difference in the allocations indicated in Clause 1 of this Article and the allocations or expenditures provided by that body, provided that these allocations do not exceed what is decided in Clause 1 of this Article in any case.

3. For the delegated person by the University, with his/her desire and with the approval of the university president, has allocations equivalent to his/her monthly salary with only bonuses or the difference between what he/she deserves from the University in terms of a monthly salary and what is provided by external bodies.

C) For the purposes of calculating allocations for delegates to scientific sessions, countries are divided into two categories, namely:

- Category A: The United States of America, Europe, Canada, Japan, Australia, New Zealand, the countries of the Arabian Peninsula, and Lebanon
- Category B: Other countries, including the Hashemite Kingdom of Jordan

D) An advance payment is paid to the delegated if the delegation is at the University's expense on the expense of the delegation's allowances in the amount of a full month's allocations

Article 64:

A) The University contributes to the health insurance expenses of a delegated faculty member in a scientific course, so that the university covers (90%) of all health insurance expenses, provided that the University's contribution does not in any case exceed (250) JOD.

B) An advanced payment shall be paid to the delegated on the account of health insurance allocations, and the delegated shall provide the financial affairs unit at the University with the receipts and documents related to the disbursement of this advance payment in order to settle it.

Chapter Nine: Visiting Professors and Full-Time Lecturers

Article 65:

A) It is permissible to appoint a visiting Professor, visiting Associate Professor, or visiting Assistant Professor who holds the rank from one of the recognized universities by contract to teach and conduct research in the University's faculties and scientific centers for a period of at least one semester, which is renewable.

B) The appointment of the visiting Professors, the Associate Professors and the Assistant Professors is based on contracts specifying the terms of work, the salary, and any other conditions to be agreed upon.

Article 66

A) For those appointing a full-time lecturer at the University, he/she must fulfill the conditions mentioned in Article (6) of the faculty system, and the Deans' council may set the conditions it deems appropriate to amend his appointment to the rank of Assistant Professor.

B) The full-time lecturer is appointed by a contract that specifies the terms of work, salary, and any other conditions to be agreed upon.

C) The vote on the appointment of the full-time lecturer will be according to the rank he/she would have obtained if he/she had been appointed to the membership of the Faculty.

Chapter Ten: Joint Appointment in Academic Departments

Article 67: It is permissible to jointly appoint faculty members according to the following:

A) The faculty member is appointed a joint appointment in one of the academic departments in the same Faculty or in another department of other Faculty departments, provided that there is an objective relationship between the two departments, and that his/her teaching load in the other department is not less than three credit hours.

B) A faculty member who wishes to be appointed in another department submits a formal request for this purpose indicating his competence and willingness to teach, conduct research and participate in this department to the concerned departments.

C) Joint appointment shall be made by a decision of the Deans Council based on the recommendation of the appointment and promotion committee after consulting the councils of the two departments concerned, and the two faculties councils

D) The member appointed jointly has the right to participate in the voting and the recommendation for appointment, promotion and confirmation in each of the two

departments, his original division, and the other (which is a joint appointment in which)

E) The joint appointment of a member in the other department shall be deemed terminated with the expiration of his appointment in his original department for any reason whatsoever.

F) All the teaching affairs of a member and the academic, administrative and financial matters arising from it or branching therefrom shall be in his/her original department, and the other department shall be informed of this.

G) A member may be assigned any administrative work from the work of the other section.

General Provisions

Article 68: Cases not covered by a text in these regulations are referred to the Deans Council for a decision.

Article 69: These regulations supersede all conflicting provisions contained in any previous regulations or decisions.