Academic Staff Bylaws

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Abbreviations

The following terms will have the meanings set against them, unless the context indicates otherwise:

The University: Egypt-Japan University of Science and Technology (E-JUST)
BOT: E-JUST Board of Trustees
ESUC: Egyptian Supporting University Consortium
JICA: Japan International Cooperation Agency
JSUC: Japanese Supporting University Consortium
SCU: Supreme Council of Universities (Egypt)

The President: President of the University
VPEAA: Vice President for Education and Academic Affairs.
VPRIA: Vice President for Regional and International Affairs
VPR: Vice President for Research
VPSS: Vice President for Support Services

Academic Faculty Member: Male/Female Teaching and Research Faculty Staff
SECTION ONE
Definitions

Article (1)
The academic Faculty members at the University are: Professors, Associate Professors, and Assistant Professors.

SECTION TWO
Appointment and Personal Contracts

Article (2)
To be appointed as a Faculty member at the University with the rank of Assistant Professor or higher, a person, in addition to the other conditions and qualifications provided for in these bylaws, must satisfy the qualifications according to the Rules and Regulations of the Scientific Committees emanating from the Supreme Council of Universities (http://www.scu.eun.eg), Egypt and that applicable in Japanese Supporting Universities Consortium (JSUC).

SECTION THREE
Teaching Load and Qualifications

Article (3)
a. The teaching load of the Faculty member will be three courses simultaneous, and all their related activities, conducted research projects and supervision of M.Sc.'s and Ph.D.'s. The Department chairperson may, however, direct a Faculty member to teach extra hours if that is deemed necessary.
b. A Faculty member may be, by a decision of the President, assigned on a full-time or part-time basis, tasks other than teaching that may serve the objectives of the University.
c. The President may reduce the teaching load of a Faculty member by an appropriate number of teaching hours to enable him/her to conduct research in a topic that has been approved. 50% of costing of the release time will be covered by the external research grants. "will be discussed further with JSUC"

Article (4)
To hold a position of full Professor, a person must:
a. Have enough academic and professional experience since obtaining his/her Ph.D.
b. Have conducted and published at the rank of Associate Professor creative and original research in his field of specialization in refereed journals and Conferences.
c. Have occupied the rank of Associate Professor for a number of years corresponding to that applicable by the SCU.

Upon recommendation of the University Central Committee, endorsed by the Education and Academic Affairs Council, the University Council may approve granting a Professorship if recognized by SCU and in accordance with article (27) concerning Promotion rules in the University.

Upon recommendation of the Central Committee, Honorary Professorship may be awarded by the University Council. The Policy for awarding such status shall be set in a separate guideline document.
Article (5)
To hold a position of Associate Professor, a person must:
   a. Have enough academic and professional experience since obtaining his/her Ph.D.
   b. Have conducted and published at the rank of Assistant Professor creative and original research in his field of specialization in refereed journals and conferences.
   c. Have occupied the rank of Assistant Professor for a number of years corresponding to that applicable by the SCU.
   d. The maximum age limit for a person to start the Job of an Associate Professor in the University is 45 years.

Upon recommendation of the University Central Committee, endorsed by the Education and Academic Affairs Council, the University Council may approve granting an Associate Professorship if recognized by SCU and in accordance with article (27) concerning Promotion rules in the University.

Article (6)
To hold a position of an Assistant Professor, a person must:
   a. Hold a Ph.D. from a recognized and well known University and must be qualified to teach and conduct research at the University level
   b. Have conducted and published during his graduate studies creative and original research in his field of specialization in refereed journals and conferences.
   c. The maximum age limit for a person to start the Job of an Assistant Professor in the University is 40 years.

Upon recommendation of the University Central Committee, endorsed by the Education and Academic Affairs Council, the University Council may approve granting an Assistant Professorship.

Article (7)
Faculty Members from outside Egypt and academia may be hired in the University if the candidate meets the following conditions:
   a. Same conditions stated in articles (4, 5, and 6) for the ranks of Professor, Associate Professor, and Assistant Professor respectively.
   b. He/she must demonstrate the competence and meet the conditions required for teaching and conducting research at the University in accordance with the rules, regulations and procedures set thereby.
   c. A proof of Professorship rank from overseas universities will be considered as an evident to determine the candidate position in E-JUST. However expected academics from industry should comply with articles (4, 5, and 6).

SECTION FOUR
Faculty Selection and Contract Renewal Committee (Central Committee)

Article (8)
   a. An ad-hoc search committee Called Central Committee is formed by the President for two years renewable. The committee consists of Full Professors; shared between the Egyptian and Japanese members, selected from the VPs, Deans of Schools, and Japanese Academic Advisors.
   b. The committee shall follow up the implementation of plans approved by the BOT to cover the University Faculty needs and renew their contracts.
   c. Faculty members are contracted for minimum of two year. The maximum contract period is four years renewable.
   d. The Councils of Departments, Schools and Centers of Excellence will provide the
Central committee with their Faculty needs according to their Strategic plans for each academic year and the different specializations and academic ranks needed within a period of no more than three months from the commencement of each academic Semester. The Departments, Schools and Centers of Excellence must also specify any special conditions that have to be met by candidates.

e. Job vacancies for academic Faculty members will be advertised twice a year in Fall and Spring Semesters.

f. The Central Committee for Faculty Selection and Contract Renewal shall refer to its work guide procedure to help standardizing its role, timelines, and its ways of sustaining the highest standards, transparency, quality, and ethics.

Article (9)

a. The Central Committee for Faculty Selection and Contract Renewal with the support of the JSUC shall review the nominations received from Schools Councils and Centers of Excellence in light of set criteria and take necessary decisions.

b. The Central Committee shall send its recommendations for hiring the candidates to the Education and Academic Affairs Council for endorsement, then the University Council for approval.

SECTION FIVE

Academic Faculty Duties

Article (10)

Duties and responsibilities of the faculty member are stated in the contract within the general objectives of the University and the responsibility of the academic departments.

A Faculty member's duties will include the following:

a. Teaching and conducting students' assessments and examinations.

b. Conducting original and innovative research.

c. Providing consultation works through E-JUST.

d. Supervision of dissertations, student research and student academic, cultural and social activities.

e. Student appointments.

f. Academic advising.

g. University management.

h. Participation in University Councils and committees and in Councils and committees which the University approves or participates in.

i. Devoting himself to his academic duties at the University and maintaining the levels appropriate to the University position and reputation in the fields of research, teaching, guidance and administration.

j. Serving the local community and fulfilling its needs in accordance with the criteria set by the University.

k. Contribute in the Managerial Activities of the University.

Weekly work hours for the Faculty member will be a minimum of (40) forty hours to be distributed among the above listed activities.

Faculty members should sign the code of ethics of E-JUST and their moral and ethical behavior will be accountable to the University Council.

Faculty members are requested to apply quality assurance and accreditation standards and regulations in education and research in all programs and activities within the department and the school.
Article (11)
The Faculty member will submit to the Chairperson of his/her department a semi-annual report detailing his academic activities in the areas of teaching, supervision, academic research activities, community service, etc. The chairperson will then submit the Faculty semi-annual activity report to the School Dean in accordance with Articles (20, 21, and 22) of these Bylaws. All Faculty semi-annual activity reports will be considered by the Central Committee when studying his case.

Article (12)
a. A Faculty member may do work, such as general lectures, consultations and technical services outside the University with the approval of the President, upon the recommendation of his Dean.
b. A Faculty member may not teach outside the University for remuneration or for free.

SECTION SIX
Holidays, Delegation and Secondment

Article (13)
a. The Faculty member at the University is entitled to have an annual holiday of 30 days if aged less than 50 years and 45 days if aged 50 years plus, to be distributed between the semesters in accordance with instructions issued by the President. In all cases, the holiday shall be annual and may not be cumulative over the years.
b. The President will have the right to instruct a Faculty member to work during the holiday in return for a remuneration to be determined by the Human Resources Department.
c. The President or whoever he delegates may, after seeking the Dean's opinion, grant a Faculty member 20 days leave to perform Pilgrimage to Mekka or to Jerusalem. The Faculty member shall be entitled to such a holiday only after working for three years in the University and once during his employment with the University.
d. Faculty members are entitled to sick-leaves in accordance with the following:
   1. A paid short sick-leave of not more than seven days in accordance with a medical report approved by the relevant medical office.
   2. Long sick-leave: a Faculty member is entitled to a fully paid long sick-leave of no more than two months. If this Faculty member is unable to resume his duties after the two months, the President or whoever he delegates may extend the leave for two more half-paid months in accordance with a report from the specialized medical body. The President or whoever he delegates may extend the leave for the same Faculty member for two more months with just a quarter of his monthly salary in accordance with a report from the same medical body. In case the medical committee decides that the Faculty member may not recover from his illness after the third leave, terminating his contract shall be considered.
e. A Faculty member is entitled to an emergency leave as follows:
   1. A Faculty member is entitled to an emergency leave for not more than seven days; whether separate or two days in a succession at a time during an academic year. In such a case, the Faculty member has to submit a written report to his Dean explaining the reason for his absence. This report has to be approved by the concerned Dean. Otherwise, the leave shall be unpaid.
   2. The Human Resources Department shall follow up on the matter in order to take the necessary actions in this regard.
Article (14)
a. The President, upon the recommendation from the School Council and the Department concerned, may grant an Associate Professor or a Professor belonging to E-JUST and not in leave from another University an unpaid sabbatical leave inside or outside the country for one whole year or two separate semesters for each six years he spends in the employment of the University. The Faculty member should submit upon his return a report about his research activities during the sabbatical year to the Dean.
b. Conditions and controls for the sabbatical leave will be determined by a decision of the President.

Article (15)
The President may grant a Faculty member an unpaid emergency leave for a period of no more than one month upon the recommendation of the Department Council and the School Council.

Article (16)
A female Faculty member is entitled to a fully paid maternity leave for a period of four months for three times during her work with the University.

Article (17)
A female Faculty member whose husband passes away is entitled to a fully paid leave of seven days as of the date of death. A Faculty member whose wife or next of kin passes away is entitled to a fully paid seven days leave.

Article (18)
a. A Faculty member may be sent on academic or official mission inside or outside the country in accordance with instructions from the President.
b. A Faculty member may be delegated to perform other administrative tasks or may be seconded to a governmental or international organization in accordance with instructions from the President.

SECTION SEVEN
Secondment and Personal Contracts

Article (19)
Faculty members may be hired by either secondment or personal contracts in accordance to the following conditions and provisions:
a. A candidate shall be hired according to the academic rank approved by the University and of which he was informed in writing when he was nominated.
b. Salaries of Faculty members shall be determined according to the scale of salaries, increments and remunerations. A separate salary table is showing the basic salary and allowances for University Management and all academic ranks.

Article (20)
a. The contract with a Faculty member will be for at least two years. During the first six months of the first year of appointment, the University may terminate the contract prior to the end of the first six months without giving any reasons.
b. The Faculty member shall be evaluated before the end of the second year of his contract in accordance with article (11). The Faculty member shall be informed of the University decision six months prior to the end of the contract term. The
decision shall be either no renewal of contract or renewal for two years and a maximum four years.

Article (21)
Faculty members on secondment for a specified period of time of up to six months from their home Universities can be contracted as short term visiting faculty.

Article (22)
The Faculty member holding the rank of Assistant Professor or higher shall be evaluated in the first month of the last year of his contract at the level of the Department, School and the Central Committee for the Selection of Faculty Members at the University for his overall performance at the University in education, academic research, University and community service and contribution in the ongoing University activities. The Faculty member shall be informed of the University decision six months prior to the end of the contract term. The decision shall be either no renewal of contract or renewal for two years and a maximum of four years.

Article (23)
a. A contract may be terminated by a decision of the President in the following cases:
   1. The faculty will resign and his resignation must be submitted six months prior to the end of the contract.
   2. Permanent disability to perform work.
   3. Disciplinary termination of contract.
   4. If the Faculty member is convicted for an immoral crime or breach of trust or violation of ethics.
b. The contract of a Faculty member terminates in the following cases:
   1. Reaching the age of forty-eight for Assistant Professors.
   2. Reaching the age of fifty-five for Associate Professors.
   3. Reaching the age of sixty-five for Professors and to continue on contract base up to the age of seventy-two.
c. When considering the renewal of the contract of an Assistant or Associate Professor, in accordance with article 19-b the number of years he spent in each academic rank at E-JUST without being promoted to the upper rank must not exceeding the promotion period by two years.

Article (24)
The System of remuneration and fringe benefits of the faculty members are stated in the "Academic Staff Salary Tables" documents.

Article (25)
The department chairperson is appointed by the University President for two years. Chairperson will be by circulation among the Department Faculty; not related to seniority. The chairperson is responsible for:
   • Maintaining good and smooth operation of the department,
   • Chairing the department Council monthly meeting,
   • Planning, coordinating, monitoring and evaluating the department activities.

Article (26)
The school dean is appointed by the University President for three years. The school dean should possess leadership competences and highly valued academic record. The dean is mainly responsible for:
• Maintaining good and smooth operation of the school,
• Chairing the school Council monthly meeting,
• Planning school education and research activities on inputs from the different departments,
• Building the school capacity for education and research,
• Coordinating school programs,
• Directing, supervising, motivating, and evaluating performance of school personnel,
• Sustaining the development of school facilities and human resources,
• Representing the school at the University administration and the outsiders,
• Raising School research fund.

SECTION EIGHT
Promotion

Article (27)
Faculty members can apply for promotion according to the system set by the University. The candidate must have conducted and published at his present rank creative and original research in his field of specialization in refereed journals as a condition for application as stated in Articles (4 and 5). Promotion shall generally be in accordance with the rules and regulations issued by the University sustaining the highest standards of promotion by Egyptian Supreme Council of Universities and those applicable in Japanese Consortium Universities. Promotion criteria at E-JUST include evaluating the overall performance of Faculty members in the following five areas:

1. Cutting-edge research: twenty-five points (25%)
2. Granted projects: twenty-five points (25%)
3. Teaching and academic advising: twenty points (20%)
4. University Services and contribution in Management twenty points (20%)
5. Community services: ten points (10%)

The applicant must have at least 70% at each of the listed five items and least summation of 75%.

SECTION NINE
Medical Insurance

Article (28)
Faculty members shall be covered by medical insurance in accordance with E-JUST Health Care Bylaws.

SECTION TEN
Disciplinary Measures

Article (29)
Each Faculty member shall perform all his/her academic duties assigned to him/her, to abide by all laws, regulations, and decisions in force at the University, to uphold, in his/her relations with his/her colleagues and students and the community inside and outside the University, the system of University values and code of ethics that are common and prevail in both Egyptian and Japanese societies, and to refrain from any activity that can harm the University’s reputation or that of its employees and consequently fall under the disciplinary measures specified hereinafter in Article 30.

Article (30)
The President shall set up a Disciplinary Committee for Faculty members as follows:

a. The President may appoint a VP to chair the Disciplinary Committee.
b. The Dean of the School to which the Faculty member under investigation belongs.
c. A Faculty member chosen by the President. This Faculty member appointed to interrogate the accused and may not serve as a member of the Disciplinary Committee
d. The University legal Advisor.
e. The Faculty member doing the interrogation shall be of a rank at least equivalent to that of the member to be interrogated. The results of the interrogation shall be submitted in a detailed report containing a definite recommendation to the President, who may then pursue any action that he might think appropriate: stop any further proceedings; issue a letter of reprimand to the accused; or sending the case, together with the interrogator’s findings and recommendations to the Disciplinary Committee. All transactions in this regard shall be kept strictly confidential and be carried out in accordance with proper legal procedures.

Article (31)

a. The President may suspend the Faculty member being investigated from carrying on with his/her duties as a precautionary measure for a maximum of three months if he believes that it is in the interest of the investigation to do so. The period of suspension may not be extended except by a decision by the Disciplinary Committee.
b. Unless the Disciplinary Committee provides otherwise, suspension from duty entails suspension of salaries as of the date on which the decision to suspend is taken.
c. If the case under investigation is not referred to the Disciplinary Committee within a month after the decision to suspend has been issued, the suspension shall be revoked, after which the Disciplinary Committee’s decision on the matter shall be enforced.
d. The President or someone authorized by him shall send the Faculty member under investigation a detailed report regarding the charges against him/her, together with a copy of the interrogator’s findings via registered mail at least fifteen days before the disciplinary session is to be held.

Article (32)
The Faculty member whose case has been referred to the Disciplinary Committee shall have the right to be informed of the findings, and to ask a lawyer or another Faculty member to defend him/her in front of the Disciplinary Committee.

Article (33)
The disciplinary measures that can be taken against a Faculty member are:
   a. Warning.
   b. Reprimand.
   c. Reprimand with a one-year suspension of annual increment, or reprimand with one-year suspension of promotion to a higher rank.
   d. Reprimand with partial or total suspension of payment of salary for a period not exceeding six months.
   e. Termination of contract with partial; or total withholding of salaries and indemnities.

Article (34)
Decisions by the Disciplinary Committee shall be final, and yet complaints against them may be directed to the President within two weeks of notification. The President’s decision on the matter shall be final and not subject to appeal elsewhere.
**Article (35)**
The case under investigation shall not be rendered void if the Faculty member being investigated submits his/her resignation.

**Article (36)**
The disciplinary measures taken against a Faculty member have no bearing on any criminal or civil proceedings connected with the same event that led to them.

**SECTION ELEVEN**

Visiting Faculty Members (Assistants, Associates and Professors)

**Article (37)**

a. When the need arises, the President may decide to invite visiting Professors from among the scholars, thinkers, or experts, or from among current or former Faculty members at Japanese or other international universities to teach courses offered by the University on a temporary basis, to deliver public lectures, or participate in symposia or debates in accordance with procedures and criteria issued by the President. The decision to invite someone shall include the duration of the visit, the reason for it, and the remuneration due to the visitor in accordance with University bylaws.

b. If need arises, the President may hire visiting Professors for one semester or for a whole year and their salaries and compensations shall be determined according to criteria set by the President in accordance with the University bylaws.

c. All visiting Professors appointments should be within the approved Faculty compliment in each department and through the Central Committee.

**Article (38)**
The President shall issue all decisions needed for the implementation of these bylaws after University Council and BOT Approvals.

**Article (39)**
The President, the Vice-President, the Deans, Departments Chairpersons, Faculty members, shall be responsible for putting these provisions into effect after the final approval of the BOT.

**Article (40)**
These bylaws shall come into effect as of the date of issuance, and they render any text or decision contravening their provisions null and void after BOT Approval.

**Article (41)**
E-JUST has settled on a scheme of home Professorship of variant grades, i.e.: Assistant, Associate and Full Professors to be granted this criterion in accordance with the terms of reference and work legibility detailed in The document “E-JUST Supporting Faculty”. This scheme is corresponding to what is widely implemented to renowned international universities to make a strong link with Professors well known in their line of specializations.