

## **By-Law for Faculty Members for the Year 2001**

### **SECTION ONE**

#### **Definitions**

##### **Article (1):**

These Regulations shall be called Regulations Pertaining to Faculty Members at Philadelphia University for the year 2001, issued according to Article (9 / m) of the Law on Jordanian Private Universities.

##### **Article (2):**

The following words and expressions, wherever they occur in these regulations, shall have the meanings designated hereunder unless otherwise indicated

- **University:**  
Philadelphia University
- **Council:**  
Philadelphia University Council
- **Council of Deans:**  
Council of Deans of Philadelphia University.
- **President:**  
President of the University
- **Dean:**  
Any Dean at the University
- **Department:**  
Any Administrative Department at the University
- **Committee:**  
Appointments and Promotions Committee
- **Research:**  
Acceptable academic production for promotion purposes
- **Academic journal:**  
Refereed academic journals and specialized periodicals, indexed internationally in terms of editorial board, researchers, and distribution and it should be included in the Thomsonisi database or its equivalent
- **Recognized Journal:**  
Refereed academic journal and specialized periodical acceptable to the Journals Accreditation Committee at the University.

##### **Article (3):**

- A professor
- An faculty member at the University is

- An Associate Professor
- An Assistant Professor An Instructor

## **SECTION TWO**

### **Appointment of Faculty Members**

#### **Article (4):**

The Council of Deans shall establish a committee composed of faculty members, to be known as the Appointments and Promotions Committee. It shall comprise five members and shall be chaired by the President. Its members shall include deans of faculties holding the rank of professor and it shall exercise its jurisdiction as outlined in these Regulations. The President may delegate one or more faculty members at the University holding the rank of professor to complete the quorum should this become necessary.

#### **Article (5):**

- A.** A University faculty member is appointed by the Council of Deans, on the recommendation of the Departmental Council and the Faculty Council concerned and the Appointments and Promotions Committee.
- B.** Applications for Departmental and Faculty appointments shall be considered only by faculty members of equal or higher rank to the prospective rank of appointment.

#### **Article (6):**

Appointment to membership of the faculty shall be subject to the following general conditions, in addition to other special conditions and qualifications as stipulated in these Regulations:

- A.** That the prospective faculty member is capable of carrying out his university functions, particularly teaching.
- B.** That he is physically fit, based on a report from a medical committee accredited by the University.
- C.** That he has not been convicted of a felony or a misdemeanor violating honor or public morality.

#### **Article (7):**

Appointment to the post of instructor at the University shall be contingent on the following:

- A.** That the candidate shall have earned the degree of Master of Arts, or its equivalent, in the field of specialization to which he shall be appointed.

- B. That he has spent at least three years in the field of research or instruction at a recognized university or higher institute, after having obtained the degree of Master of Arts.
- C. An instructor may not be promoted to the rank of assistant professor unless he has obtained the Ph. D. degree or its equivalent.

**Article (8):**

Appointment of an assistant professor at the University shall be contingent on his having earned the Ph.D. degree or its equivalent from a recognized university, or that he shall have obtained a specialized diploma equivalent to a Ph.D. degree, from a recognized specialized academic or professional institute.

**Article (9):**

- A. Bearing in mind the provisions of Article (6) of these Regulations, the appointment of an associate professor at the University shall be contingent on the following:
  - 1. That he has earned the academic degree stipulated in Article (8) of these Regulations.
  - 2. That he has held the post of assistant professor for a period not less than five years at a university or a recognized academic institute of university level.
  - 3. That he has published valuable research while holding the post of assistant professor.

**Article (10):**

Appointment to the post of professor at the University is contingent on the following:

- A. That he has earned the academic degree stipulated in Article (8) of these Regulations.
- B. That he has held the post of associate professor for a period not less than five years at a university or at a recognized academic institute of university level.
- C. That he has published, while holding the post of associate professor, valuable research contributing to the advancement of knowledge.

**Article (11):**

- A. Evaluation of the required academic attainments for appointment to the University faculty shall be carried out by the Appointments and Promotions Committee.
- B. Assessment of academic research or specialized professional contributions submitted for the purpose of appointment to the faculty shall be carried out by specialized committees to be set up by the Council of Deans, on the recommendation of the Departmental and Faculty Councils concerned and the Appointments and Promotions Committee. Members of these bodies must hold the rank of professor and be specialists in the subject under assessment.

**Article (12):**

Practical experience in areas other than research and university teaching may be recognized only for purposes of determining the salary of faculty members. This shall be calculated on the basis of two years of such experience as equal to no more than one year of service, provided a maximum limit of ten years of experience is so recognized.

**Article (13):**

In appointing a faculty member, the University may recognize the rank he had held or still holds at any other university recognized by the University. In this case, his rank at the other university shall form the basis for determining his rank and seniority at the University, provided he meets the provisions of these Regulations

**Article (14):**

A holder of a doctoral degree earned through possible non-attendance may be appointed as a full-time lecturer. However, his status may be changed to assistant professor if:

- A. He has spent three years in the rank of a full-time lecturer at the University.
- B. If a report by his Department chairman and another by the Faculty dean attest to his effectiveness in teaching and to his good conduct.
- C. If three of his research papers have been accepted for publication in a refereed academic journal, regardless of the number of years he may have served as a lecturer at the University. These research papers, however, may not be presented again for promotion to the rank of associate professor.

**Promotion: General Requirements****Article (15):**

For a faculty member to be promoted to a higher academic rank, he/ she has to.

1. Have a minimum of five years' experience in the rank from which he/she is to be promoted.
2. Be successful in teaching.
3. Be well integrated in his/her academic environment
4. Be active in community service.
5. Have published, during his/her service in the current rank, research that is considered a valuable contribution to knowledge in his/her field (research accepted for publication is also eligible for purposes of promotion).
6. Submit no less than 60% of his/her research in his/her own field of specialization whether as a student, teacher, or researcher.

**Article (16):**

- a. Other conditions being met, promotion applications may be submitted by an

- assistant or associate professor eight months before the date in which the minimum period in the rank is completed.
- b. The date on which promotion to the higher rank becomes effective is the date on which the Council approves the recommendation to promote the candidate or the date on which the legal period in the previous rank is completed if the promotion process is completed prior to it.

**Article (17):**

1. The following guidelines shall apply in accepting research for purposes of promotion works exempted from preliminary evaluation:

- a) An article published or accepted for publication in an international or recognized journal.
- b) An article based on a graduate thesis and published or accepted for publication.
- c) An article published in refereed specialized conference proceedings.
- d) A case report, literature review, or scientific note published in a recognized international journal.
- e) an internationally patented invention

2. Works approved after preliminary evaluation fry the University's Deanship of Research:

- a. a book-length study
- b. a translated book
- c. an edited book
- d. a chapter in a book
- e. an unpublished specialized study that is part of a project
- f. a locally patented invention

3. Works submitted for promotion shall be divided into two categories and given numerical values as follows:

**Research Type**

- a. An article published in an international journal
- b. An article based on a graduate thesis and published in an international journal.
- c. A distinguished book (original, translated, or edited)
- d. A distinguished artistic or architectural work
- e. An internationally patented invention
- f. A locally patented invention
- g. An article published in a recognized journal
- h. A book written, translated, or edited by the applicant
- i. An article based on a graduate thesis and published in a recognized journal
- j. An article published in the proceedings *of* a refereed international conference
- k. A chapter in a book
- l. An artistic or architectural work

- m. A medical case study published in an international journal A review article published in an international journal
  - n. A report on a medical case; a legal judgment, a software; a scientific note; an article published in a local or regional conference; a Specialized study evaluated within a direct
4. The Principal Investigator in [published] research based on a graduate thesis is the student.
5. Books should consist of no less than fifty thousand words and are to be evaluated in accordance with a special form (attached). A book becomes eligible for consideration in a promotion case if the average given to it is not less than 60%. It is considered "distinguished" if the average is 80% or above.

**Article (18):**

- A. For an assistant professor in any of the science faculties to be promoted to the rank of associate professor, he/she has to submit research that scores a minimum of 8 points, provided that
  - a. He / she scores a minimum of 6 points in works belonging to Category A; he/ she is the Principal Investigator in works scoring a minimum of 4 points.
- B. For an associate professor in any of the science faculties to be promoted to the rank of full professor, he/ she has to submit research that scores a minimum of 12 points, provided that
  - a. He / she scores a minimum of 8 points in works belonging to Category A; he/ she is the Principal Investigator in works scoring a minimum of 6 points.
- C. For an assistant professor in any of the humanities faculties to be promoted to the rank of associate professor, he/ she has to submit research that scores a minimum of 8 points, provided that he/ she be the principal investigator in works scoring a minimum of 4 points.

**Article (19):**

For an associate professor in any of the humanities faculties to be promoted to the rank of full professor, he/ she has to submit research that scores a minimum of 12 points, provided that he/ she be the principal investigator in works scoring a minimum of 6 points.

**Article (20):**

- A. The applicant shall not submit for promotion pieces of research or works of art submitted to earn a previous promotion or an academic degree.
- B. Research published after the date of application to the rank of associate professor may be submitted for promotion to the rank of full professor.
- C. Research carried out during vacation or secondment may be used for purposes of

promotion.

- D. At least half of the aggregate score attained by the applicant shall have been earned while working at the university.

**Article (21):**

- A. The application for promotion, consisting of six copies of each research item to be evaluated and of the curriculum vitae, shall be submitted to the Chair of the academic department for consideration by the Department's Council. The Chair reports the Council's recommendation to the Dean within a period not exceeding three weeks. The Dean submits the case to the Faculty Council within a period not exceeding three weeks for consideration. The Faculty Council's recommendation is then reported to the President's office within one week for further action.
- B. The Dean and the Chair submit a list of referees consisting of at least fifteen full professors in the applicant's field of specialization, who are all non-Jordanian and live abroad, to evaluate the applicant's work. The list shall be absolutely confidential. The Committee shall have the right to modify the list by adding or deleting names. The referees shall
  - a. be noted for objectivity and affiliated with reputable universities other than the university from the applicant obtained his/her degree;
  - b. belong to different countries and universities (preferably, the list of referees should include no more than two from the same university or four from the same country);
  - c. have full and accurate postal addresses, including telephone and fax numbers, and an email address.
- C. If the number of faculty members in the applicant's academic department, who hold ranks equivalent to the rank he/ she is applying for or higher is less than three, the application shall be referred to the Dean, who then submits the case to the Faculty Council in the presence of those members of the Department who hold ranks equivalent to or higher than the rank being applied for. If the Faculty Council has members of a lower rank, they may take part in the discussion but may not vote.
- D. Taking paragraph (c) of this Article into consideration, if the number of faculty members in the Faculty Council who hold ranks equivalent to the rank being applied for or higher is less than three, the case shall be referred to the President, who shall appoint a committee chaired by the Vice- President concerned to study the case and submit recommendations to the Committee.
- E. In any event, the right to vote in cases involving applications for promotion shall be restricted to holders of ranks equivalent to the rank being applied for or higher, whether the case is being considered at the level of the Department or Faculty Council.

**Article (22):**

- A. Regardless of rank, the Dean and the Department's Chair shall submit a joint report on the applicant regarding

- a. Teaching
  - b. Research
    - i. published research
    - ii. supervision of graduate theses
    - iii. participation in conferences and symposia in the applicant's field of specialization
  - c. University service:
    - i. Participation in university councils and committees
    - ii. Activities promoting the reputation of the university
    - iii. Full-time commitment to academic duties
  - d. Community service
    - i. Contribution to the development of the community
    - ii. Giving and/ or attending public lectures
    - iii. Participation in conferences and symposia
    - iv. Membership in societies and committees
  - e. Other factors:
    - i. Relations with students, colleagues, and university employees
    - ii. Team spirit and open-mindedness
    - iii. Commitment to university traditions and values, and to public order
    - iv. Administrative and leadership capabilities
    - v. Ability to initiate action and to come up with new ideas.
- B.** For the applicant to be eligible for promotion, his/her grade given in the joint report to any of the above items shall not be lower than "good."

**Article (23):**

- A.** The Committee studies the application, the research submitted, the names of the referees, the recommendations of the Department and Faculty Councils, and the joint report, and sends its recommendations to the Council to decide on the matter.
- B.** The applicant's research output submitted for promotion, together with his/her curriculum vitae, shall be sent to three referees, who are advised about the rank to which the applicant is applying. They are requested to submit their reports within two months at the latest, starting from the date they received the papers. Their reports shall assign a grade to each research item on a scale of 1-5 as follows:
 

Weak	=	1
Satisfactory	=	2
Good	=	3
Very good	=	4
Excellent	=	5
- C.** The applicant shall not be promoted to a higher rank if the average of all the referees' grades is less than good (3 points).

**Article (24):**

The Committee shall look into the case upon the arrival of the referees' reports. The Committee may study the case after the lapse of eight months starting from the date the list of referees has been approved regardless of the number of reports received and submit its recommendations to the Council to take the appropriate decision.

**Article (25):**

- A.** The Council decides whether to promote or not by means of secret ballot.
- B.** If the Council decides not to promote, it shall specify the length of the period after which a new application may be submitted, provided that it be no less than six months after the decision is taken. In this case the applicant must submit new research, the number of which is to be decided by the Council, and the new application must conform to the procedures described herein.

**Change of Status**

**Article (26):**

- A.** For a faculty member's status to be changed from one category to another within the same rank, the following conditions have to be met:
  - a. He/ she shall have spent a minimum of five years within the same salary scale.
  - b. He/ she must have published, while serving at the university, research that is equivalent to a minimum of four points, in which he/she is the principal investigator in research worth at least two points.
  - c. His/her average on any point in the joint report shall be "good" or above.
- B.** The application for the change of status within the same rank shall be submitted to the Department's Chair, together with an original copy of each .research item. The application is then reviewed by the Department Council, whose recommendations are to be sent to the Dean. The Faculty Council reviews the case and issues its recommendations. Finally, the case is referred to the President for further action.
- C.** Rules applying to research submitted for purposes of promotion apply in cases of change of status except for the evaluation procedures.
- D.** The decision to change the status from one category to another within the same rank becomes effective as of the date of the decision taken by the Council.
- E.** A leave-without-pay enjoyed by the faculty member shall not count as part of the period that has to be spent within the rank before change of status can occur.
- F.** If the Council decides not to grant change of status, a new application for this purpose may be submitted after the lapse of six months as of the date of the decision.

**SECTION FOUR**  
**Responsibilities of Faculty Members**

**Article (27):**

Responsibilities of faculty members at the University comprise the following and fall within the framework of the University's overall policies.

- A. To engage in teaching.
- B. To carry out original research and studies, and to participate in academic seminars.
- C. To supervise student research, reports and academic and social activities, and to give students academic and moral guidance.
- D. To conduct examinations.
- E. To participate in University councils and committees as well as in those to which the University is a party.
- F. To carry out any task which promotes the University and leads to its advancement.
- G. To give his full time to his academic work at the University and to exert maximum effort to promote its academic mission and to preserve the high standing of the University in the fields of research, teaching, guidance, administration and service to society;

**Article (28):**

- A. A member of the faculty shall submit to the department chairman an annual report outlining his activities in the fields of teaching, academic research and services rendered to the University and to society.
- B. The department chairman shall submit an annual report to the Faculty dean comprising the various activities of the department, its achievements and its future plans.
- C. The Faculty dean shall submit a report to the President on his Faculty and the activities of its various departments.
- D. Reports mentioned in Paragraphs (A), (B) and (C) of this Article shall be submitted a month before the end of the academic year on a special form.

**Article (29):**

- A. The number of weekly working hours for a faculty member shall be (40) hours, of which nine credit hours shall be devoted to teaching by a professor, twelve hours by an associate or assistant professor, and fifteen hours by an instructor. The remaining weekly working hours shall be distributed amongst the various tasks mentioned in Article (27) of these Regulations.
- B. The teaching load of a Vice President or a Dean shall be reduced by six credit hours. The load shall be reduced by three credit hours for each of the Assistant President, the Assistant Dean and the Chairman of the Academic Department.

**Article (30):**

- A. With the exception of the President, Vice-President and Deans, faculty members may teach or lecture outside the University with the prior approval of the President on the recommendation of the Faculty dean and the department

chairman concerned. The number of lectures in this case may not exceed three credit hours per week during anyone semester. A Faculty dean may, with the prior approval of the President, teach three credit hours weekly outside the University if he does not have additional teaching duties at the University.

- B.** A faculty member may do consultancy work relating to his field of specialization with the prior approval of the President on the recommendation of the Faculty dean and the chairman of the department concerned.
- C.** In all circumstances the work of a faculty member mentioned in Paragraphs (A) and (B) of this Article shall not be in conflict with his obligations to the University, and shall not lead to a reduction of his teaching load.

**Article (31):**

A faculty member may be entrusted with carrying out another function within the University. The period of such work shall be calculated as part of his actual service at the University for purposes of promotion and end-of-service compensation to faculty members at the University.

C. In all circumstances the work of a faculty member mentioned in Paragraphs (A) and (B) of this Article shall not be in conflict with his obligations to the University, and shall not lead to a reduction of his teaching load.

**Article (31):**

A faculty member may be entrusted with carrying out another function within the University. The period of such work shall be calculated as part of his actual service at the University for purposes of promotion and end-of-service compensation to faculty members at the University.

**SECTION FIVE**

**Faculty Leave**

**Article (32):**

- A.** Annual leave for faculty members at the University shall be as follows:
  - a. Eight weeks for faculty members engaged in administrative work.
  - b. Eleven weeks for other faculty members and full-time lecturers.
- B.** The annual leave provided for in Paragraph CA) of this Article shall be distributed in accordance with instructions to be issued by the President unless the nature of work should require a different arrangement, and in all circumstances leave shall be taken on an annual basis and it is not permissible to accumulate leave.
- C.** A faculty member on leave shall receive his full salary plus his allowances during the leave period.
- D.** The President may request a faculty member to work during his leave against a sum equivalent to what he would have earned as salary for the period of leave minus transport allowances, family allowances and any housing allowance.

**Article (33):**

1. The President may, after taking the opinion of the Faculty dean concerned, grant a faculty member leave not exceeding two weeks for the purpose of performing the pilgrimage provided that the faculty member had served at least three years at the University. This leave shall be granted once only during his service at the University.
2. A faculty member shall be given leave with full pay for three days in case of death of any of his parents or children or of a spouse or brother or sister.
3. A pregnant faculty member shall be entitled to maternity leave amounting to forty days on full pay plus allowances on the basis of a certified medical report.

**Article (34):**

1. The President may grant a faculty member leave without pay for a period not exceeding one year on the recommendation of his direct supervisor provided that the faculty member has already had at least five consecutive years of actual service at the University.
2. Leave without pay granted to a faculty member by virtue of this Article shall not be regarded as a period of actual service at the University for purposes of promotion, compensation and seniority. However, seniority in terms of salary only may be granted if the member in question had carried out teaching and research at another recognized university or institute.
3. The President may, at his discretion, grant a faculty member emergency leave without pay for a period not exceeding one semester.

**Article (35):**

1. Sick leave shall be granted on the basis of a report from the accredited doctor if such leave does not exceed one week. If the period of sickness is to exceed one week, then the faculty member shall submit a report to this effect from a medical authority accredited by the University.
2. A faculty member on sick leave shall receive his salary and allowances as follows:
  - A. For the first two months of sickness, the whole salary with allowances.
  - B. For the subsequent two months of sickness, half the salary and half the allowances.
  - C. After the lapse of four months of the illness of a faculty member he shall submit to an examination by a medical committee. If it should transpire that the faculty member was liable to recovery during an additional two months then the sick leave may be extended for another two months but without pay.
  - D. If the faculty member has not recovered during a period of six months from the date of the inception of sickness in accordance with the previous paragraphs then his services shall be terminated by the President.

**SECTION SIX**  
**Lecturers and Visiting Professors**

**Article (36):**

The Council of Deans may contract full time lecturers to teach at the University, based on a proposal by the Departmental Council and the Faculty dean and a recommendation by the Appointments and Promotions Committee. The contract shall define the conditions of work and shall be signed by the President. The following conditions shall apply:

- A. A full-time lecture shall be a holder of a Master of Arts degree at a minimum.
- B. A full-time lecturer holding a Master of Arts degree after three years of University teaching may be appointed as an instructor.

**Article (37):**

- A. The President may, at the recommendation of the Faculty dean, entrust part-time lecturers with teaching at the University for one or more semesters in accordance with standard University procedures in such cases.
- B. The President may invite persons from outside the University to deliver lectures or to carry out scientific or training tasks for a limited period in accordance with procedures and conditions to be determined by the President.

**SECTION SEVEN**  
**Termination of Service**

**Article (38):**

The services of a faculty member at the University shall be considered terminated in anyone of the following cases and as from the date stipulated in the decision relative to it or from the date of the occurrence of the event leading to termination of service:

- A. Acceptance of resignation.
- B. Forfeiture of employment.
- C. Termination of service or contract.
- D. Loss of any of the conditions of appointment as stipulated in these Regulations.
- E. Attainment of retirement age.
- F. Death, and in this case the University shall pay the faculty member's salary and allowances to his family for the month in which he has passed away, in addition to payment of his rights in full.

**Article (39):**

- A. The resignation of a faculty member shall be submitted in writing to the chairman of the department concerned two months before the end of the academic year or the expiry of the contract. The department chairman shall refer the resignation to the Faculty dean.
- B. The Faculty dean shall refer the resignation to the President for action. The President need not be bound by the time condition in justified cases. And in all cases the President shall inform the member of the faculty of his decision during a period not exceeding eight weeks from the date of its submission, failing which it shall be considered to have been effectively accepted.
- C. A faculty member who has submitted his resignation shall not sever himself from his work until it has been accepted. Otherwise he shall be considered as having

forfeited his employment.

**Article (40):**

A contract between the University and a faculty member shall be regarded as terminated on the date indicated for its expiry unless agreement is reached between the two parties in writing for its renewal for a similar tenure or for another period. This shall be done at least two months before the expiry date of the contract.

**Article (41):**

A faculty member shall be deemed to have forfeited his employment. if he absents himself from his work for a period exceeding three consecutive weeks without cause accepted by the Council of Deans. It is not permissible; moreover, to reappoint him or re-employ him at the University save by a decision of the Board of Trustees.

**Article (42):**

The financial regulations in force at the University as well as the conditions of the contract concluded with a faculty member shall determine the financial provisions consequent upon the acceptance of the resignation or the termination of the contract or the forfeiture of employment.

**SECTION EIGHT**  
**Disciplinary Measures**

**Article (43):**

A faculty member shall perform the University tasks and duties assigned to him, and shall abide by the laws, regulations, instructions and decisions in force. He shall also refrain in the course of performing these tasks from the following, subject to liability and disciplinary measures stipulated in these Regulations.

- A. Committing any act which may be in conflict with his University tasks and duties.
- B. Committing any act which adversely reflects on the reputation of the University or those working therein.
- C. Carrying out any partisan, sectarian or regionally-dictated activities within the premises of the University.
- D. Participating in membership of Boards of Directors of companies unless delegated to do so by the President or with the University's approval.

**Article (44):**

If a faculty member contravenes the laws, regulations, instructions and decisions, in force, he shall be liable to any of the following disciplinary measures:

- A. Caution: If this action is imposed twice during a period of three consecutive years, it shall be raised in the third instance to a warning.
- B. Warning: If this action is imposed during five consecutive years, it shall be raised in the third instance to a final warning.
- C. Final warning: A person upon whom this action has been imposed shall be referred to a disciplinary board if he commits any subsequent violation.
- D. Delay in considering promotion notwithstanding that required conditions have

been met, provided that the period of delay shall not be less than one year and shall not exceed three years.

- E. Discharge from service, with payment of all financial rights.
- F. Dismissal.

**Article (45):**

Bearing in mind the provisions of Article (46) of these Regulations, disciplinary measures provided for in Article (44) shall be imposed by the following parties:

- A. A department chairman may caution a faculty member, who may appeal this decision to the dean concerned within seven days of receiving notice of this action.
- B. The Faculty dean may caution or impose a warning on a faculty member, who may appeal either sanction to the President within seven days of receiving notice of this measure. The dean may set up a committee of enquiry to look into the violations attributed to a faculty member before imposing sanctions.
- C. The President may caution a faculty member or impose the sanction of warning and the sanction of final warning.
- D. The Disciplinary Board may impose any of the sanctions stipulated in Article (44) if these Regulations in light of evidence available to it and circumstances of the disciplinary-case.

**Article (46):**

- A. No disciplinary action may be taken by a person holding a lower academic or administrative rank against a person holding a higher rank. In such a circumstance, a recommendation to impose a sanction shall be referred to a person of higher rank who would be entitled to impose such sanction.
- B. No disciplinary sanction may be imposed, increased or reduced before hearing evidence from the faculty member concerned and affording him an opportunity to defend himself by the party empowered to consider disciplinary action in this regard.

**Article (47):**

- A. A Preliminary Disciplinary Board shall be set up for a renewable period of one year by the Council of Deans. The Board shall consist of three faculty members at the University who hold the rank of professor. The Council of Deans shall appoint a chairman from amongst its members, and it may relieve any of them from membership of the Council or accept a request for such relief.
- B. A Disciplinary Board of Appeals shall be set up for a renewable period of one year by the Council of Deans. The Board shall consist of three faculty members at the University who hold the rank of professor. The Council of Deans shall appoint a chairman from amongst its members.
- C. The Council may appoint one or more alternate members in each of the two disciplinary boards to replace any principal member who is absent from the meetings of either of them for any reason.

**Article (48):**

The two disciplinary boards shall convene at tire invitation of their respective chairmen and shall take their decisions by majority vote.

**Article (49):**

- A. If a faculty member is charged with a violation or if a complaint has been brought against him and if in the judgment of the dean the violation falls outside his jurisdiction or that of the department chairman, the violation shall be referred to the President with minutes of the enquiry carried out concerning it and with comments by the dean or chairman as the situation requires.
- B. The President may take the measures he deems necessary concerning the violation referred to him in accordance with the provisions of Paragraph (A) of this Article, in light of the facts pertaining to it. These may include the imposition of the appropriate disciplinary sanction within his jurisdiction. Or he may set up a three-member committee of enquiry to be chaired by a member of the faculty holding the rank of professor and act on the violation in the light of the outcome of the enquiry. This may take the form of dismissal or imposition of a sanction or referral to the disciplinary board.
- C. If the President decides to refer the case to the disciplinary board, the chairman of the three-member committee of enquiry provided for in Paragraph (B) of this Article shall defend the committee's report before the disciplinary board and present evidence and arguments.

**Article (50):**

- A. A faculty member who has been referred to a disciplinary board shall be provided with a copy of the brief containing the violation attributed to him. This communication shall be sent to his place of work at the University or to his residence, at least seven days before the scheduled date of the meeting to look into the violation, and he may reply in writing to the charges during this period.
- B. A faculty member referred to a disciplinary board is entitled to examine all documents pertaining to the case against him, and to attend the hearing alone or choose someone from within or outside the University to represent him and accompany him at the hearing.
- C. The President may suspend a faculty member referred to a disciplinary board or to the attorney general or to the courts, and in such a case the faculty member's salary and allowances shall be suspended, but the President may disburse no more than half of such emoluments during the period of suspension.

**Article (51):**

- A. The Disciplinary Board looking into a case shall convene during a period not exceeding two weeks from the date, of referral of the case to it.
- B. The sessions of each of the two disciplinary boards shall be in camera, including the session at which the decision of the Board is announced.

**Article (52):**

Each of the two disciplinary boards may invite witnesses or experts and listen to their statements on oath. It may also set up a committee as it deems appropriate from amongst its members to investigate any aspect relating to the violation before the, Board including carrying out physical inspections with the help of experts, to enable it to issue an appropriate decision pertaining to the case.

**Article (53):**

If a faculty member who has been referred to any of the two disciplinary boards should absent himself from any of the sessions, then his trial shall be conducted in absentia and a decision shall be issued forthwith by the Board.

**Article (54):**

- A. It is an entitlement for any person against whom a decision by the Preliminary Disciplinary Board has been taken in accordance with any of Paragraphs (D), (E), (F), of Article (44) of these Regulations to contest the decision before the Board of Appeals within fifteen days from the date of communication to him. of the decision of the Preliminary Disciplinary Board. The contestation shall be deposited in a written plea at the office of the President against a receipt from the director of the President's office, and the appeal shall then be referred to the Disciplinary Board of Appeals for consideration.
- B. The appellant shall be informed of the date of the session that will be held by the Disciplinary Board of Appeals to consider his appeal. This shall be done in written form to be sent to his place of work at the University or to his residence, at least fifteen days before the scheduled date of the meeting.
- C. The decision of the Preliminary Disciplinary Board shall be considered final if the person concerned fails to make his appeal during the prescribed legal period.

**Article (55):**

The Presidency of the University shall carry out all notifications pertaining to disciplinary cases mentioned in these Regulations.

**Article (56):**

- A. If the President or any of the two Disciplinary Boards, or any committee investigating any violation subject to disciplinary action deems that the violation under consideration has the elements of a criminal offence, the case shall be referred by the President to the attorney general to take appropriate legal action. In this case disciplinary measures shall be suspended pending a final verdict on the criminal case.
- B. A verdict concerning the criminal case exonerating a faculty member of responsibility, or acquitting him of the criminal offence attributed to him, does not preclude disciplinary measures against him in accordance with these Regulations.

**Article (57):**

Final decisions issued in disciplinary cases shall be implemented by a decision of the President.

**SECTION NINE**  
**General Provisions**

**Article (58):**

The salaries of faculty members, their allowances, compensation and all other financial rights and matters shall be determined in accordance with the scale of salaries and allowances in force at Philadelphia University.

**Article (59):**

The President shall issue the necessary executive and organizational instructions for implementation of these Regulations, provided that these shall not be in conflict with, or in violation of their provisions.

**Article (60):**

These Regulations shall supersede any other regulations, instructions or decisions formerly issued insofar as they may conflict with the provisions of these Regulations.