

## Policy and Procedure on Faculty Recruiting and Hiring

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Policy Author	University Council and HR Dept.
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History	The Policy reviewed and updated based on the decision of the UC to update all the policies issued prior to 2019.

# **Policy and Procedure on Faculty Recruiting and Hiring**

## **Introduction**

In order to ensure the recruitment and employment of the most well qualified teaching and research faculty for Al Yamamah University, the following policy and procedures on faculty recruitment and hiring have been developed.

## **Policy Content**

Consistent with its Mission, Al Yamamah University seeks to recruit and employ the most talented teaching and research faculty available in order to provide international caliber learning, teaching and scholarly endeavors to the university community. In an effort to achieve the recruitment and retention of the best available faculty, the following Policy and Procedures have been adopted:

**1-** The Vice-President (or the Deans in consultation with the Vice President) are to make recommendations to the General Manager of Financial and Administrative Affairs regarding their faculty needs as part of the budget cycle of YU each academic year, no later than 1<sup>st</sup> of March. (In the event of the loss of an existing faculty member during a budget cycle, the Dean should secure written permission from the General Manager of Financial and Administrative Affairs to fill the vacancy either with a full- or part-time faculty). In preparing their request for the (1) continuation of existing faculty, (2) the filling of existing or anticipated vacancies for the new academic year, and/or (3) the addition of additional faculty for new courses or additional programs, the respective deans should submit the names of existing faculty (full- and part-time, and their planned/scheduled loads for Fall and Spring semesters for the forthcoming academic year, as well as the planned course offerings for Fall and Spring semester where there are no current faculty available to be assigned (hence the need for continued contracts and/or new full-time hires or new part-time hires or overloads).



**2-** The President will discuss the faculty needs with the Vice President and Deans and provisionally approve those needs.

**3-** The General Manager of Financial and Administrative Affairs will make recommendations to the President regarding the identified faculty needs for each college from financial and budgeting perspective.

**4-** The President will finally approve the faculty needs, based on the budget approved and then forward the approved request to the General Manager of Financial and Administrative Affairs to begin the Recruitment Process.

**5-** The General Manager of Financial and Administrative Affairs will send the approved request to the Director of Human Resources Department to start the process.

**6-** The Human Resources Department will start searching and screening the CV's through available and selected channels. The channels may include the YU website, Social Media, Head Hunting, Referrals, HR Data base, etc. The Job Description must be attached along with the ads published by HR for the vacancy. The Vice President and the Dean of respective college must approve the details of Job Descriptions posted by the HR Department.

**7-** The HR Recruitment Officer will filter the received CV's on the basis of job requirements, Ministry of Education's approval of the candidate's highest education credential, the required level of education, and discipline or field.

**8-** The HR Recruitment Officer will complete the files of qualified candidates and forward them to the Vice President.

**9-** The Vice President and the Dean will select the candidates for the interviews.

**10-** The HR Recruitment Officer will make the arrangements for interviews of candidates recommended by the Vice President and the Dean (i.e. telephone/live, dates, times, etc.) as well as participants (i.e. Interview Committee: The President, Vice President, Dean, others).

**11-** If a qualified candidate is approved by the President, the President will notify the General Manager of Financial and Administrative Affairs of the terms of the offer and HR will contact the preferred candidate, IN WRITING, to make the offer. Any negotiations regarding the offer or counter offers must be made in writing to the President for written confirmation. NO ORAL AGREEMENTS are to be made by anyone at the University; and only the Recruitment Officer handling the given case is to communicate with the preferred candidate(s) about contractual issues (i.e. salary, benefits, faculty rank, work load, moving expenses, children's education allowance, etc.). If there are questions about the work load or teaching/administrative assignments or assigned rank, the candidate must put his/her questions in writing to HR, who then will solicit the required written answers from the Vice President or Dean. All communications, with understandings and agreements, must be in writing. All contractual commitments must have the written approval of the President.

**12-** Exceptions to this policy and its procedures, especially during summer term and/or when the President, Vice President and respective Dean are absent from the University must be made in writing, and approved by the President, in advance of any deviations from the above noted requirements.

## **Exceptions**

The University Council reserves the right to decide on any situation/circumstance outside of the conditions stated in this policy.

## **Authorization**

This policy was authorized by:



University President

Date: 25 - 10 - 2023