Academic Staff Recruitment Policy

1. Introduction:

The University Charter indicates that recruitment of academic staff members is a very important process that should involve the following inter-related stages namely:

   a) Identification of the need for Academic Staff
   b) Announcement of vacancies
   c) Review and interviews
   d) Hiring administrative procedure

These stages involve primarily the colleges / research centers and the Human Resources department.

2. Identification of the need for academic Staff

   a) The need for additional academic staff members for the coming year is exclusively identified by the College or the research Center.
   b) This need should be submitted in **Number, qualifications, positions and nature of appointment** in the following table.

<table>
<thead>
<tr>
<th>Field of Specialization *</th>
<th>Number of Vacancies</th>
<th>Date of Recruitment</th>
<th>Qualification</th>
<th>Position /Job Title</th>
<th>Nature of Recruitment</th>
<th>Justification</th>
<th>Suggested Specialized journals /other media</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g. Chemistry</td>
<td>2</td>
<td>September 2008</td>
<td>Phd , 5 years experience ,research records</td>
<td>Prof Assit/ Associate HOD, Dean</td>
<td>Annual Contract visiting</td>
<td>Increasing Teaching Load Research Programs/</td>
<td></td>
</tr>
<tr>
<td>Organic Chemistry</td>
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</tbody>
</table>

   c) Demand for additional academic staff should be submitted to the **Vice Chancellor for Administrative and Financial affairs not later than end of January.**
   d) **Approval of Chancellor** is required within the **first 2 weeks of February.**

3. Announcement of vacancies

The approved vacant positions will be then forwarded to Human Resources department by the office of the Vice Chancellor for announcement in recognized and specialized journals and other media. Human Resources department should coordinate with the Dean's office / director of center office to identify the most efficient media for announcement.
Announcement of vacant positions should be done during the last 2 weeks of February. Applications should be sent to Human Resources department with a deadline of 4 weeks maximum.

4. Reviews of applications

a) Applications for the announced positions will be recorded and coded at the human Resources department.

b) **Copies are forwarded with no delay to the Dean/ director of center.**

c) Review of the applications will be the responsibility of the college/ center.

d) **This process will start by mid March and end not later than first week of April.**

e) Review process may include in addition to review of the application, telephone interviews to be conducted by the College / Center (Deans, assistant Deans, HODs, Director of Center may lead these telephone interviews).

f) References should be contacted by the college/ the center for additional information)

g) A final list of potential candidates with ranking should be submitted by the College/ center to the Vice Chancellor for Administrative and Financial affairs during the second week of April using the following table. The college / Center review committee should submit at least 2 candidates for each position, if possible but not more than 4.

h) **A preliminary list of retained candidates is then set and request of papers from candidates will start by Human Resources department.**

<table>
<thead>
<tr>
<th>Specialization</th>
<th>Name/rank</th>
<th>Credentials</th>
<th>Current position</th>
<th>Teaching experience</th>
<th>Research experience</th>
<th>References, Address, e-mail telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>e.g Chemistry</td>
<td>1. Moha. Said</td>
<td>PHD, U. of Wisconsin 1998</td>
<td>Asst pro. Uni. Missouri</td>
<td>Very. Good. 15 years</td>
<td>Very good. 30 publications, 3 books</td>
<td>Nancy Hall, department. Of chemistry, Uni Missouri, Columbia 6077, USA Tel: e-mail</td>
</tr>
<tr>
<td></td>
<td>2. John Kerry</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>3. Mohamed lahmar</td>
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<td></td>
<td></td>
<td>.10</td>
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</tr>
</tbody>
</table>

i) Direct interviews of some candidates may be suggested by the college/ center with justification.

j) Final decision on direct interviews will come from the office of the Vice chancellor for admin and finance.
k) The interview team is then formed by the Vice chancellor after approval of the Chancellor. The interview period should start from the 1st week of May to end not later than 3rd week of May.
l) The Vice Chancellor's office will then set the final list of retained candidates.

5. Hiring Recruitment administrative procedures

These procedures consist of paper process for approved candidates which include:

a) Approval request from the Ministry of Higher Education.
b) Labour Application.
c) Visa issuance.
d) Tickets.
e) arrival of the candidate

**Note:** Based on the government procedures it is not allowed to apply for two labour applications at the same time.

Once the Human Resources department is advised of the approved final list of candidates from the Vice chancellor's office paper process should start. **The first step is to request approval from the Ministry of Higher Education that should start by first week of June until the end of June.** Late requests should be the exception and not the rule. This process requires a very close follow up because of unexpected delays.

Visa issuance is the second stage that should start as soon as approval from Ministry of Higher Education is available. The deadline of requesting and obtaining visas for new staff members should be end of July.

6. Arrival of New Staff members

a) All new staff members should be on campus during the 3rd week of August.
b) Human resources department should make flight reservation on time and advise new faculty of their arrival date and arrange for meeting them at airport.
c) Upon arrival Human resources need to schedule a meeting with new staff member.
d) An orientation program the staff must be carried which shall include
   i. **Finalizing the staff with University of Nizwa philosophy, vision, mission and academic standards and procedures.**
   ii. **Staff hand-books: right and duties or responsibilities.**
   iii. **Campus facilities.**
   iv. **Local area.**
   v. **Cultural Orientation.**

These orientations should be coordinated by HR in connection with appropriate units in the University.
## Academic staff recruitment Calendar

<table>
<thead>
<tr>
<th>Stage</th>
<th>Submission of needs</th>
<th>Announcement of vacancies</th>
<th>Review of applications / final list of candidates</th>
<th>Administrative procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit responsible</td>
<td>College / Center</td>
<td>HR in coordination of colleges/ centers</td>
<td>Colleges/ centers</td>
<td>HR department and public relations Unit</td>
</tr>
<tr>
<td>unit receiving</td>
<td>Vice Chancellor office</td>
<td>Applications forwarded to colleges and Centers</td>
<td>Final list submitted to VC for approval</td>
<td>Advise colleges of any constraint</td>
</tr>
<tr>
<td>Deadline/ period</td>
<td>01-15 February</td>
<td>15- end of February</td>
<td>Review of applications and phone interviews : Month of April Direct interviews: 01-23 May</td>
<td>01\textsuperscript{st} - 30\textsuperscript{th} June : approval of MHE 15\textsuperscript{th} August: deadline for obtaining visas 21\textsuperscript{st} August onwards: arrival</td>
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