

CHAPTER 1: THE UNIVERSITY	3
I. Introduction	3
1. About Kuwait University	3
2. History	3
3. University Vision and Mission	3
4. Organizational Structure	3
5. Students and Faculty Members	4
6. Colleges	5
II. University Authorities	6
1. The University Council	6
2. The President	6
3. The Vice Presidents	8
4. Committee Structure of the University	11
III. Organizational Structure	12
CHAPTER 2: FACULTY ROLES ,RANKS AND TITLES	13
I. Ranks of Faculty	13
1. Professors	13
2. Associate Professors	13
3. Assistant Professors	13
II. Supporting Academic Staff	13
1. Teaching Assistants	13
2. Research Assistants	13
CHAPTER 3: FACULTY RECRUITMENT ,HIRING ,RETENTION AND PROMOTION	14
I. Recruitment	14
1. Introduction	14
2. Appointment Criteria	14
3. Faculty Member's Duties and Obligations	15
II. Faculty Contracts	15
1. Rules for Renewing Faculty Contracts	15
2. Procedures for Renewing Faculty Contracts	16
3. Procedures for Long Term Contracts	16
III. Delegation and Secondment	17
1. General Secondment Policies	17
2. Part-time Delegation	17
3. Half of the Time Delegation	18
4. Secondment and Full-Time Delegation	19
IV. System of Seeking Faculty Member's Services	19

V. Faculty Promotion Regulations	20
1. Criteria for Promotion	21
2. Requirements for Promotion	22
3. Procedures for Promotion	23
4. Evaluation of a Promotion Application	25
5. The Promotion Committee Decision	25
VI. Termination of Contract	25
 CHAPTER 4 :VACATIONS AND LEAVE	 26
I. Introduction	26
II. Sabbatical Leave	26
III. Scientific Missions and Sabbatical Leave	26
IV. Rules for Hosting Expat Researchers To Spend Their Sabbaticals at Kuwait University	26
V. Academic Leave Without Pay and Leadership Scientific Mission	28
VI. Family and Medical Leave	28
VII. Maternity Leave	28
 CHAPTER 5. BENEFITS AND ALLOWANCES	 28
I. Education	28
II. Housing Allowance	28
III. Air Tickets	31
IV. Medical	31
 CHAPTER 6: ADVISORY SERVICES AND PROFESSIONAL AND ADVISORY OFFICES	 31
I. Definitions	31
II. General Advisory Policies	31
III. Professional or Advisory Offices	31
 CHAPTER 7 : GRIEVANCES COMMITTEE	 32

Chapter 1: The University

I. Introduction

1. About Kuwait University

Kuwait University is a public university supported by the Kuwaiti Government and is currently the only public government university in Kuwait. It was established in 1966, five years after the State of Kuwait achieved full sovereignty. The inception of the University marked an era of vivid awareness that education and research were vital to the development and survival of the new nation.

Throughout the years of its operation, Kuwait University has expanded from a small institution of 418 students and a teaching faculty of 31, to a multi-campus complex of more than 31,000 students and a teaching faculty of more than 1900. Concurrently, the University's budget, principally appropriated by the Kuwaiti Government, has also risen steeply in the 45-year period, from approximately 1.3 to more than 200 million Kuwaiti Dinars, or a 160-fold increase. Such a sharp increase is evidence of the State's commitment to provide the most up-to-date educational methods available. A future enrollment expectation targets Kuwait University to have a student body of well above 35,000 students by the end of the second decade of the twenty first century. A comprehensive strategic plan is currently in the implementation stage to upgrade and expand the existing campuses to accommodate those students. The plan is supplemented by an Amiri Decree to establish this new campus of students by end of the year 2023.

2. History

3. University Vision and Mission

Vision:

Kuwait University endeavors to provide world-class education, and is committed to advancing, preserving, and disseminating knowledge, in addition to preparing educated and qualified human resources in order to realize the society developmental needs.

These mission and vision statements have been restated periodically within the university strategic plan

Mission:

The institutional mission is to keep, develop, and disseminate human knowledge, in addition to developing national human resources in order to create leaders who are aware of national heritage and future needs in collaboration with other academic institutions of similar mission, through:

- Strengthening national, Arabic, and Islamic values and principles,
- Disseminating knowledge,
- Developing and investing in human resources,
- Achieving excellence and distinction in education, scientific research, and community services.
- Utilizing modern technology.

4. Organizational Structure

Kuwait University operates under an Independent University Council, headed by the Minister of Education and Higher Education. The University Charter assigns to the Council the ultimate responsibility for policy and control. It assigns to the President, the Chief Executive Officer of the University, the responsibility for implementation of policy and administration of the University. Other highly-responsible University officials include the Secretary General in charge of Administrative and Financial Affairs and five Vice-Presidents in charge of Academic Affairs, Research, Planning, Academic Support Services, and Medical Sciences.

The executive body of the University is the Deans Committee headed by the President, with the Secretary General, Vice-Presidents, and Deans as active members.

The academic organization of the University includes thirteen Undergraduate Academic Colleges and a Graduate Studies College. Two new Colleges under preparation; which are the College of Architecture and the College of Information Technology and Computer Engineering and Science. A Language Center supports the Colleges located in five separate campuses. The units of the Language Center follow the corresponding Colleges accordingly. The existing undergraduate colleges are: College of Medicine, College of Dentistry, College of Social Sciences, College of Pharmacy, College of Education; College of Administrative Sciences (Formerly College of Commerce, Economics, and Political Science), College of Engineering and Petroleum, College of Science, College of Allied Health Sciences and Nursing, College of Arts, College of Law, College of Shari'a and Islamic Studies; and College for Women. As mentioned earlier, Amiri decrees were issued to establish College of Architecture and College of Computer Science and Engineering.

The College of Graduate Studies awards numerous Master's Degrees in a number of disciplines in the Arts, Basic Sciences, Business Administration, Education, Engineering, Law, Environmental Sciences, Medical Sciences, Shari'a and Islamic Studies and Social Sciences, and awards one Higher Diploma Degree in Public Administration. Also the College of Graduate Studies awards a Doctor of Philosophy in Chemistry and Mathematics (Basic Sciences), in Microbiology, Pathology and Physiology (Medical Sciences) and in Comparative Jurisprudence & Sources (Shari'a and Islamic Studies).

More than 1100 students are enrolled in the various graduate programs. The College of Engineering and Petroleum offers Master's Degree in: Chemical, Civil, Computer, Electrical, Mechanical, Petroleum, Process Control (Multi – disciplinary degree), and Architecture (recently approved) with more than 236 students enrolled in the academic year 2011/2012. The Graduate Catalogue describes the programs in more detail.

There are few joint Master's programs with other Colleges, such as:

- M.Sc. in Environmental Sciences (Engineering, Science and Law).
- M.Sc. in Petroleum Engineering and Geosciences (Engineering and Science).

The Language Center is the technical and administrative authority responsible for classroom instruction of all foreign language courses at the University as well as the Arabic language for foreign students. Foreign language courses (mainly English) are obligatory and comprise part of the general University requirements for graduation. The Center is responsible for specifying the general framework of the appropriate objectives and methods of foreign language instruction in each college. It also prepares and develops teaching materials that are compatible with the requirements of the various colleges. The Language Center is administered by College of Arts.

The University follows a course credit system except for the Colleges of Law and Medicine. The programs are offered over two, 15-week semesters in the Fall and the Spring in addition to an optional summer session. The language of instruction in the University is Arabic except in the Colleges of Science, Engineering and Petroleum, Medicine, Allied Health Sciences and Nursing, Pharmacy, Administrative Sciences and Dentistry, where instruction is in English.

5. Students and Faculty Members

Academic Faculty Staff Members reached about 1496 internationally renowned and culturally diverse community of professors and academicians, providing the highest level of teaching, research and scholarship.

The number of students at KU has reached 37225 as they undergo intensive learning process, seeking advanced knowledge and personal fulfillment through enormous choices and opportunities for improvement and self-development. Facilitating this process are the institutional exceptional resources like e-systems and technologies, providing a world class educational exposure which is necessary for strengthening the students scholastic foundations, as well as their educational, personal, and social evolvement.

The administrative faculties of Kuwait University include 3823 employees qualified and trained regularly to enhance performance level.

6. Colleges

College of Engineering and Petroleum

- Electrical Engineering
- Computer Engineering
- Civil Engineering
- Mechanical Engineering
- Chemical Engineering
- Petroleum Engineering
- Process Control Engineering

College of Business Administration

- Business Management
- Economics
- General Management (Higher Diploma)
- Accounting
- College of Social Sciences
- Libraries and Information Science
- Geography
- Psychology
- Political Science

College of Sharia and Islamic Studies

- Hadith
- Comparative Jurisprudence and Principles of Jurisprudence (M.Sc)
- Comparative Jurisprudence and Principles of Jurisprudence (Ph.D)
- Interpretation and Quran

College of Education

- Education (Unified Degree)
- Marital and Family Counseling (Diploma)
- College of Arts
- Arabic Language and Literature
- Translation
- Comparative Arts
- History
- Philosophy
- College of Law
- Private Law
- General Law
- Commercial Arbitration (Diploma)
- Joint Degree Programs
- Information Technology
- Petroleum Engineering & Geosciences
- Molecular Biology
- Environmental Sciences
- Islamic Finance (Higher Diploma)

- Applied Geosciences & GIS

Centers

- Center of Information System
- Dean of Community Services & Continuing Education
- Strategic Studies & Future Studies Center
- Evaluation & Measurement Center
- Distant Learning
- Gulf & Arabian Peninsula Studies
- Arabic Regional Center for Environmental Law
- "Khawarizmi" Training Center
- Construction Program Center
- Student Book Shop

II. University Authorities

1. The University Council

2. The President

The President of Kuwait University undertakes the Department of the University's Academic, Administrative and Financial Affairs and represents the University before other organizations, in addition to the execution of the University's laws, bylaws and the University Council's decisions.

Tasks and Competencies of the President

- Supervise the preparation and execution of study plans and programs.
- Work on fulfilling the university needs of academic staff, technicians and support staff and raise their level.
- Prepare the plans and programmes necessary to provide the university with the academic staff.
- Work on supporting the university constructions and provide them with the office services, equipment, supplies and instruments pursuant to the latest academic developments.
- Supervise the academic staff, scholarship candidates, students and university libraries affairs, as well as Youth Caring in both academic and social aspects.
- Monitor the work level in the university in all the academic, technical, administrative and financial aspects, and to follow up the execution of the University Council and academic departments Council in this regard.
- Prepare a report on the university academic, learning, administrative and financial affairs. This report shall include a comprehensive presentation of the university works and activities and the university's achievement in this regard; as well as examining the employees' works, academic research affairs, study, examination and suggest solutions so as to avoid the negative points or defects and overcome difficulty and problems, provided that this report shall be presented before the academic departments Council and University Council.
- Invite visiting professors, upon the approval of the University Council chairman for period not exceeding one semester together with fixing their financial allowances/benefits.
- Suggest granting the honorary Doctorate degree for some persons who have eminent and effective role in their countries, nations or humanity in general in view of the achievements included in his/her biography where the University Council estimates granting the honorary doctorate.

The Advisory and Administrative Units

1. President's Office Department

This department is concerned with the organization and coordination of the President's obligations and dates, answer telephone calls, prepare for the Council's and committees works and receive reports and suggestions from all sectors of the Vice-Presidents.

2. The Advisory Academic Council

The Council undertakes to reviewing the academic issues and present recommendations in accordance with all the referral matters from the President or the University Council. In addition, the Council studies all policies with regard to the academic staff, curriculums, researches and studying means of developing the University systems in response to the development demands of the Kuwaiti Society and the University Future Planning with regard to admission policy and University constructions.

3. President's Executive Committee

It is an advisory committee chaired by the University President and includes the President's Vices, Secretary General where each concerned party supervises one of the University various sectors.

4. Dean's Committee

Deans' Committee is chaired by the President and consists of the Deans of colleges or those in their virtue, President's Vices and Secretary General.

5. Student Affairs Dean ship

Student Affairs Dean ship is directly affiliated to the University President pursuant to the Decree No. 1961 on 18/9/2006. It represents a connection link between the University's various bodies and the student with all his/her needs and aspirations by providing and making available the necessary and healthy atmosphere to develop the student's character through the different cultural and social activities, as well as the additional services that respond to the students' needs.

6. Admission and Registration Dean ship

Admission and Registration Dean ship was established in the University in 1994. The Dean ship is directly affiliated to the University President pursuant to the Decree No. 1961. In 2000 the organizational structure of the Dean ship was amended by the Decree of the President No. 1654 in the aim of developing the registration process to correspond the increased number of students from one side and to carry out the long term studies on the admission policies to fulfill the society's needs and development plans from the other side.

7. The Advisory Committee for Recruitments and Promotions in the Scientific Faculties

The Advisory Committee for Recruitments and Promotions in the Scientific Faculties is entrusted to review the promotion of the academic staff to the position of Professor and Associate Professor pursuant to the observed standards, in addition to reviewing the long term contracts of the academic staff and the nominations regarding the recruitment of academic staff for the position of instructors and assistant instructors. Accordingly, the committee presents its recommendations in this regard before the President.

8. The Advisory Committee for the Recruitments and Promotions in the Social and Humanity Faculties

The Advisory Committee for the Recruitments and Promotions in the Social and Humanity Faculties is entrusted to review the promotion of the academic staff to the position of Professor and Associate Professor pursuant to the observed standards, in addition to reviewing the long term contracts of the academic staff and the nominations regarding the recruitment of academic staff for the position of instructors and assistant

instructors. Accordingly, the committee presents its recommendations in this regard before the President.

3. The Vice Presidents

Vice President for Academic Affairs

The Vice President for Academic Affairs is responsible for Academic Affairs, and the chairmanship of the Scientific Affairs Committee at the university. The Vice President for Academic Affairs oversees the academic programs at the colleges and manages the ways to achieve the university's vision and objectives. They are also in charge of preparing the strategic plan and assigning responsibility for the various areas including the academic programs, cultural relations, measurement, development of teaching, and professional development in addition to:

- Following-up the achievement progress of the academic programs at various colleges to reach the university's vision, objectives, and academic strategic plan.
- Overseeing the evaluation of academic programs within the institutional academic accreditation. The proposal to study and develop rules and regulations concerning the university in the academic side.
- Activating coordination, communication, and integration among the colleges in new and continuing programs while developing teaching and learning programs.
- Propose and pursue policies for recruiting faculty members and the renewal of contracts and full-time leave.
- Overseeing the professional development of faculty members, and evaluating their performance and promotions.
- Overseeing the program of scholarships.
- Oversee the international conventions and external cooperation programs in the field of external academic affairs.
- Overseeing the assessment procedures and approves students applicants to work in academic positions at the university.
- Overseeing the Center for Measurements & Teaching Development and Teaching Excellence Center.
- Following up the periodic statistical reports

Vice President for Research

The Vice President for Research (VPR) is the principal executive, empowered to develop, sustain and advance institutional research goals, by virtue of the authority vested in the

position. The VPR envisions, defines, oversees and implements research policy, programs, procedures and system for research support at Kuwait University, identifies priorities, defines standards, encourages relevancy, induces excellence, builds alliances/partnerships, invests research outputs, generates resources, safeguards rights and intellectual property, promotes visibility, creates areas of research strength, and formulates strategies and goals for the future.

Responsibilities

The Vice President's executive authority encompasses overseeing the management, organization and functionality of three key offices – Research Sector (RS), Academic Publication Council (APC), and Center for Gulf & Arabian Peninsula Studies (CGAPS). The responsibilities of the Vice President for Research include:

- Formulation of research strategy and policies for developing scientific research at Kuwait University.
- Implementation of the research strategy and policies through envisioning and developing strategic goals, priorities and action plan for promoting, supporting and developing faculty research, and providing resources and services for enabling faculties to achieve their research objectives, within the framework of KU's mission, objectives and strategic plan.
- Establishing the system and mechanism for awarding grants, ensure consistency in the application of rules and regulations, as unified standards in the system of grant awards, and set evaluation and performance standards.
- Supervision of the Research Sector, assessment of research support requirements, and setting priorities for research development/implementation.
- Identifying research priorities that are relevant to national needs, address problems, and serve society.
- Supporting and developing faculty research, providing facilities, and strengthening research infrastructure to facilitate high quality research that is distinguished and world-class.
- Collaboration and establishment of partnership with local, regional and international research institutions, encouraging joint research activity and developing multidisciplinary research culture.
- Developing Graduate studies research, and nurturing young talent for boosting their caliber and potential for scientific innovation and creativity.
- Developing procedures for patent registration, and safeguarding ethical and intellectual property matters. Also, supervising activities of the patent's office and formulating policies and standards for copyright protection.
- Recognizing research excellence and rewarding scientific distinction, and establishing a strong foundation of scientific scholarship and research at Kuwait University.
- Establishing a vigorous program of scientific exposure and visibility of KU's research accomplishments, disseminating research outputs and globalizing KU research.
- Creating a conducive environment for high quality research, and enhancing the culture of research across faculties.
- Representing KU on scientific research and publications matters before local, regional and international governmental sectors/agencies.
- Formulating policies and standards for scientific publications, assessing university scientific publications/journals, and supervising Academic Publication Council journals.
- Chairing Funding and Implementation Committees, as well as .meetings of the Academic Publication Council.
- Supervising activities of the Center for Gulf and Arabian Peninsula Studies, and chairing Board meetings.

Vice President for Planning

The Office of the Vice President for Planning (OVPP) was first established in 10-10-1976 under the decree (number 164) issued by The President of Kuwait University, making OVPP

the first administration officially responsible for the Planning sector at Kuwait University. The office and its affiliated units are directly responsible of presenting all the requirements, goals and objectives, with achievements and accomplishments to Kuwait University's President.

Vice President for planning mission

OVPP's mission is to establish a base for methodological planning technique through its strategic, quantitative and sectorial dimensions in order to make it possible for the University administrations as well as decision makers to take part in wise futuristic vision, and employ that vision into preparing future plans that would accomplish what the University is aspiring to achieve. This would serve the country's expectations in the educational system under the achievable human and financial resources.

The Office Functions and Tasks:

- Coordinate with all the subordinate sectors in drawing a strategy for the University and set up its strategic and action plans.
- Support plans with necessary studies.
- Follow up, evaluate and analyze the final and local accomplishments according to the planned objectives.
- Set up an integrated database to document planning information, action plans and performance indicators.
- Prepare, follow up and evaluate strategic plan achievements, and supervise related studies.
- Prepare, follow up and the evaluate the accomplishments of the following; academic plans, Research and higher education plan, Human resources plan, as well as, the operational and developmental budget plan.
- Prepare the plan and the budget for University facilities, and supervise on the constructional projects' designs.

Vice President for Health Sciences Center

Kuwait University Health Sciences Center (KU HSC) was established in 1982 to serve as the medical campus for Kuwait University. HSC started with one : College of Medicine and it evolved over the years where it now includes College of Medicine, College of Allied Health Sciences, College of Pharmacy, and College of Dentistry in addition to the Vice President Office for Health Sciences.

The Vice President Office for Health Sciences is a sector that contains different departments and units providing a wide spectrum of services to the health sciences community at Kuwait University. The sector offers services at educational, research, administrative, technical, and strategic levels, it also aims to enhance the quality of medical education and healthcare delivery in Kuwait. Currently, the sector covers:

- Vice President Office
- Technical Support Administration
- HSC Library Administration
- English Language Unit
- HSC Professional Program
- E-Learning
- Research Core Facility
- Medical Principles and Practice Journal
- HSC Clinic
- Health, Safety & Environment
- Engineering Support
- Planning & Development
- People

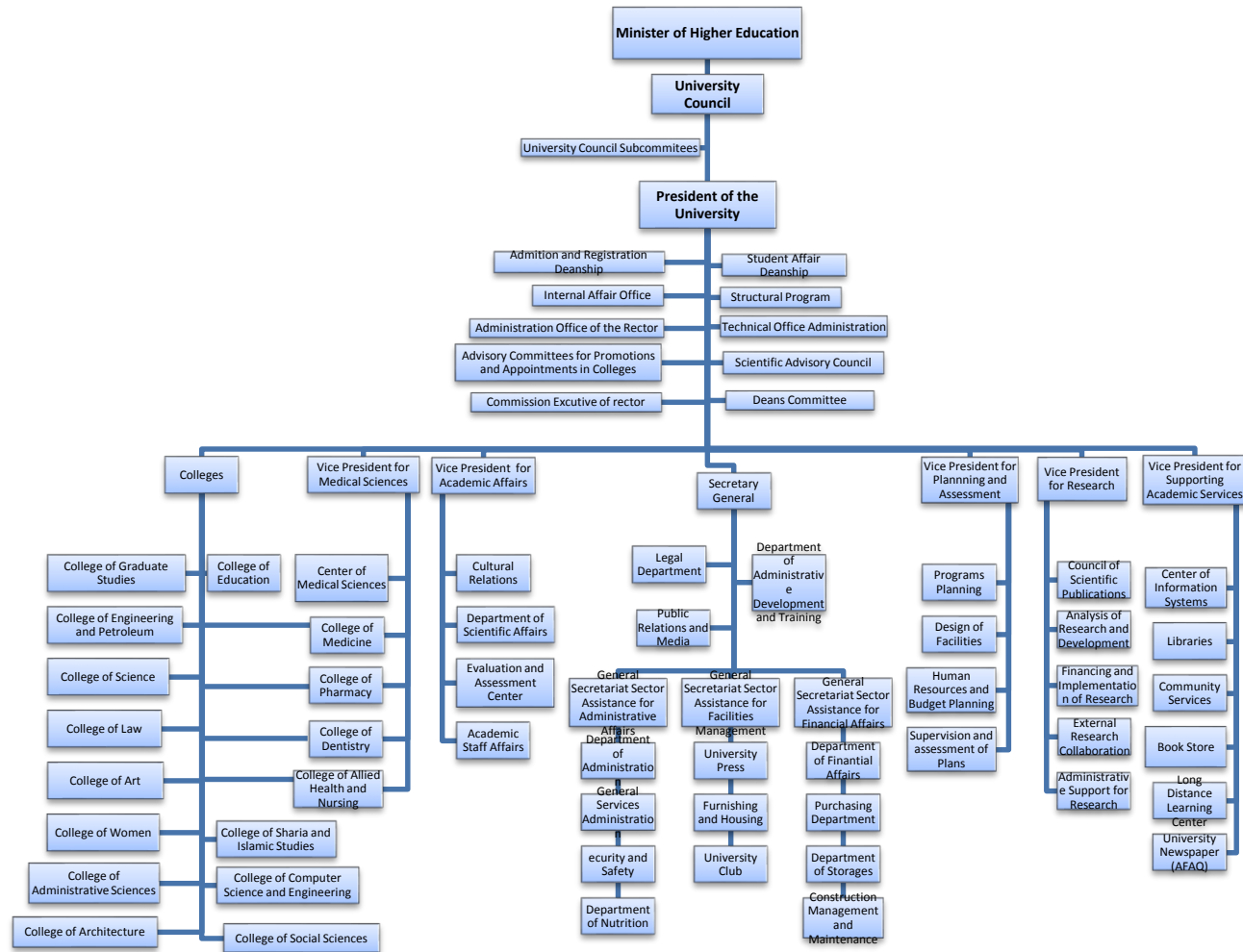
Vice President for Academic Support Services

- Vice President for Academic Support Services is primarily responsible for Academic Support services' activities affiliated to this sector.

- Developing general policies of activities of the academic sector
- Directing the Programs' Department for students and alumni affairs
- Developing an integrated information system and supervising the Department of Computer as well as raising the level of services provided to beneficiaries.
- Devising policies and updating programs for work.
- Developing policies and working methods' programs and raising the level of services it provides.
- Developing policies and programs related to community service and following-up its implementation.
- Coordinating between policies and programs of Centre for community service and continuing education and the programs related to scientific colleges.

4. Committee Structure of the University

III. Organizational Structure



Chapter 2: Faculty Roles ,Ranks and Titles

I. Ranks of Faculty

- 1. Professors**
- 2. Associate Professors**
- 3. Assistant Professors**

II. Supporting Academic Staff

- 1. Teaching Assistants**
- 2. Research Assistants**

Chapter 3: Faculty Recruitment ,Hiring ,Retention and Promotion

I. Recruitment

1. Introduction

The university makes use of all means to guarantee adequate selection of faculty members, notably, public ads, interviews, recommendations by trustworthy institutions such as universities, research institutes, higher education institutions, together with the university policy of selecting scholarship candidates to ensure highly qualified Kuwaiti nationals for the future.

Deciding on new faculty members is usually done according to the academic plan and available budget for each college, and on principle that all faculty will be able to adequately undertake their job duties in teaching, scientific research and mentoring, and all other university activities.

2. Appointment Criteria

Conditions for appointing faculty members in Kuwait University:

1. A candidate must be of good and untarnished reputation and conduct, and must be physically fit to perform his job duties adequately.
2. A candidate must have a PhD or an equivalent degree, and all his academic degrees must have been obtained by full-time registration from a university approved by Kuwait University.
3. A candidate's major area of specialization shown on his certificates must match the one required, or be closely related to it according to assessment by relevant committees. His GPA and major in his first university degree must match those required for graduation at Kuwait University.
4. To be eligible for appointment as assistant professor, a candidate must have a PhD degree from a university approved by Kuwait University for graduate studies purposes, and must have a minimum of three research papers published in refereed journals subsequent to his attainment of the PhD, as stipulated by the promotion regulations at Kuwait University. These research papers must not be reprints or extractions from his M.A. or PhD dissertations. He must be the first author of at least one research, and one research at least must have been published within the last three years prior to his application for appointment.
5. To be eligible for appointment as professor or associate professor, a candidate must satisfy the number of research papers required for appointment to the relevant degree according to Kuwait University promotion regulations, together with other promotional criteria.
6. Candidates with scientific and research distinction, already appointed as professors in reputable universities, can be appointed at the same rank, according to assessment by relevant scientific committees.
7. Visiting professors or associate professors can be appointed during an academic year, on condition that they satisfy the above criteria for the rank title according to Kuwait University regulations.
8. A visiting professor may be appointed at the rank of a professor if he holds the same rank in his university but does not satisfy publications criteria for appointment of professors in Kuwait University. A visiting professor or associate professor may later be reappointed to the same rank once he satisfies Kuwait University criteria for promotion to that rank.
9. Kuwaiti PhD holders, who did not have KU scholarships but satisfy the appointment criteria stipulated by articles 1, 2, 3, and 4 above, can be delegated as full-timers and assigned a full teaching load for two regular semesters, then later reconsidered for appointment according to their performance evaluation.

10. PhD holders, who got their degrees from Kuwait University and satisfy the appointment criteria stipulated by articles 1, 2, 3, and 4 above, can be delegated as full-timers and assigned a full teaching load for two regular semesters, then later reconsidered for appointment according to their performance evaluation.
11. A scholarship candidate, who had his scholarship canceled after expiry of the time allowed, then later obtained the PhD or an equivalent degree in the same area of specialization and at the same university he was registered in, may be reconsidered for appointment as assistant professor after delegation for two regular semesters and a full teaching load, and according to his performance evaluation.
12. PhD holders from a university approved by Kuwait University, and already appointed by Kuwait University as senior clinical lecturers, senior language teachers or senior assistant lecturers, may be considered for appointment as assistant professor provided that they held their current post for a minimum of five years, engaged in teaching a full load for at least two regular semesters and satisfy other criteria stipulated by articles 1, 2, and 3 above. Moreover, their annual evaluation should be no less than 'Excellent', and (80%) in the last two years on the evaluation scale applied by the Center for Evaluation and Measurement.

3. Faculty Member's Duties and Obligations

Faculty members perform their duties, determined by the university, which include:

- a. Teaching, doing research, participating in students' advisement and guidance, and in committees and councils.
- b. To perform any tasks assigned to them by the university, or an outside institution with approval by the university. In the latter case his agreement is required and may receive remuneration for it.

II. Faculty Contracts

1. Rules for Renewing Faculty Contracts

Faculty contracts may be renewed according to the following rules:

1. Renewal of an assistant professor's contract is for a maximum of two years at a time. The University Council, on basis of a report by the relevant department and the college, may extend such a contract beyond the sixth year for a renewable one year.
2. Renewal of professors' and associate professors' contracts is for a maximum of four years at a time.
3. Renewal of a contract after the age of fifty-eight is for a maximum of two years until the age of sixty-eight. The President of the University is authorized to exceptionally extend that to the age of seventy.
4. No contracts are allowed after the age of sixty-eight.
5. The maximum age for contracts is seventy, though contracts may be renewed for a further one year, renewable on a recommendation by the academic department and the College Council and approval by the University Council. This renewal is controlled by parameters and justifications for the renewal request.

2. Procedures for Renewing Faculty Contracts

1. Screening of contracts is dependent on results of annual evaluation of faculty members according to the university approved system of evaluation. The Recruitment and Contracts Renewal Committee in an academic department, and the college Recruitment and Promotion Committee assess each faculty's individual merits and potentials within the framework of his duties, and offer encouragement and necessary directives to improve performance, facilitate stability, and enhance constructive creativity.
2. The following procedures are followed in renewing faculty contracts:
 - a. The Recruitment and Contracts Renewal Committee in an academic department reviews a faculty member's academic record and his annual evaluation, especially since his last renewal, and refers recommendations of renewal to the college dean.
 - b. The college dean refers his final recommendation to the Vice-President for Academic Affairs, who in turn refers the appropriate recommendation to the President of the University to take the final decision.

3. Procedures for Long Term Contracts

1. As an exception to Article No (6) of these bylaws, the university may offer long term contracts to faculty members in recognition of their distinguished achievements. These long term contracts are restricted to professors and associate professors who have served in the university for a minimum of five years, provided that these long term contracts should not exceed ten years.
2. Nominating faculty to long term contracts is subject to a nominee's distinction in teaching, his research activities and contribution to university and community services, and proof of his dedication to the university and service to its mission.
3. The following procedures are followed in granting long term contracts:
 - c. The department chair, after approval by the Recruitment and Contracts Renewal Committee in the department, refers a recommendation for a long term contract for an academic staff member to the college dean, supported with justifications for the nomination and recommendations from similar long term contract holders at the university level. A faculty may apply for a long term contract himself.
 - d. The college dean then refers his recommendation for long term contracts to the President of the University, after approval by the College Council.
 - e. The President of the University presents a positive recommendation to the University Council for final approval, after consultation with the university Permanent Contracts Committee formed by a decree by the President of the University.

III. Delegation and Secondment

1. General Secondment Policies

- A. The university is keen on developing and enhancing faculty members' competence through contributions to national, Arab and international institutions in their fields of specialization by way of delegation or secondment while observing basic university needs.
- B. The university honors the State of Kuwait commitments to Arab and international universities through secondment of its faculty in accordance with its rules and potentialities.
- C. Faculty members may be delegated to perform a specific task for the university through a decision by the President of the University. This category is exempt from the conditions and rules that follow.
- D. Secondment and full-time delegation is not granted to faculty members below associate professors.
- E. Part-time or half of the time delegation may be granted according to the following rules and conditions.
- F. The requesting body must submit a formal application showing the name of the faculty member, type and duration of delegation and the professional duties and responsibilities he will be assigned during the required period.
- G. The total number of years a Kuwaiti faculty member can be on secondment or delegation, or go on sabbatical or scientific mission must not exceed five years in his entire career.
- H. A faculty member is not allowed to concurrently get full-time delegation, scientific leave, sabbatical or leadership leave. Those granted any one of the above, can only apply for part-time delegation (25%), equal to one working day per week, in their field of specialization. Faculty members at colleges belonging to the Center for Medical Sciences are exempt from the maximum limit allowed for part-time delegation (25%), and are delegated in accordance with agreements and protocols signed between the university and other institutions

2. Part-time Delegation

- A. Conditions:
 - 1. The purpose of delegation is to undertake research and studies.
 - 2. The relevant department must be ready to dispense with his services for the required period.
 - 3. There should be an official request from the institution seeking his services, as stipulated by article No 29, item (F) above.
 - 4. Agreement of the intended member.
 - 5. The maximum length of a part-time delegation must not exceed one year.
- B. Rights and Duties:
 - 1. A faculty member keeps his full teaching load, without reduction, as stipulated by university bylaws.

2. The faculty member is entitled to all advantages of his job as stipulated by university law and bylaws.

C. Procedures:

1. The requesting body must submit a formal application, as in article No 29, item (F) above, at least one month earlier than the starting date requested.
2. Approval by the relevant department chair and college dean.
3. The President of the University, or a deputy, issues the decision approving the delegation.

3. Half of the Time Delegation

A. Conditions:

1. The purpose should be doing research and professional development.
2. The relevant department should dispense with his services for the required time.
3. An official request from the institution seeking his services as stipulated by article No 29, item (F).
4. Agreement of the intended individual.
5. A faculty must have spent at least two full years since he was first appointed by the university.
6. The time his services required should not exceed one academic year at a time, and the total should not exceed two years.

B. Rights and Duties:

1. A faculty member's teaching load and other responsibilities are reduced to 75% of the regular load and responsibilities.
2. Kuwait University reduces his basic salary and special allowance by 25% of his regular dues.
3. An academic staff member is entitled to all rights stipulated by university law and bylaws, provided that only 75% of the time will be considered when calculating the necessary time for his promotion.
4. A faculty member, subsequent to the end of his period of delegation, must submit in writing to the relevant college dean a detailed report on all of his activities and achievements in relation to the professional duties mentioned in the requesting letter. This report is taken into consideration if a renewal is requested.

C. Procedures:

1. The requesting institution submits a formal application to the President of the University, as stipulated by article 29, item (F), three months before the start of the requested period.
2. Approval by the relevant department council and college dean.
3. The president of the University issues a decision of approval.

4. Secondment and Full-Time Delegation

- A. Conditions:
1. The purpose should be doing research and professional advisement.
 2. The relevant department should dispense with his services for the required time.
 3. An official request from the institution seeking his services as stipulated by article No 29, item (F).
 4. Agreement of the intended individual.
 5. The time requested should not exceed one academic year at a time, and the total period should not exceed two years for an associate professor, and three years for a professor.
 6. An academic staff member must be at the rank of associate professor at least.
 7. The total number of faculty members on secondment or full-time delegation in a department must not exceed 15% of the number of all faculty in that department.
- B. Rights and Duties:
1. A faculty member is exempted from all teaching load and other responsibilities stipulated by university law and bylaws. The university pays him no salary or allowances during the specified period if delegation is within Kuwait, but pays only basic salary and social allowance to the member if he is delegated to work outside Kuwait.
 2. During a period of secondment or full-time delegation, a faculty member may:
 - a. Teach graduate courses and supervise graduate research projects.
 - b. Attend department council meetings.
 - c. Participate in committee work at the department, college and university levels.
 - d. Use university services such as libraries, labs, computers ..etc.
 - e. Apply for university research support, provided this is approved by the institution he is seconded or delegated to.
 - f. Keep his office in the department.
 3. The decision of approval for a secondment or full-time delegation includes the way the required time for promotion is to be calculated.
 4. The academic staff member and the outside institution should each submit a separate detailed report to the President of the University on the activities and responsibilities assigned to the member during the secondment period. These two reports are taken into consideration in case a renewal is requested.
- C. Procedures:
1. The requesting institution should submit a formal application, as stipulated by article 29, item (F), to the President of the University at least one semester before the start of the required period.
 2. Approval by the relevant department council and college council.
 3. The President of the University issues a decision of approval.

IV. System of Seeking Faculty Member's Services

- A. Definition:
- The university is keen on developing and enhancing faculty members' competence through contributions to private educational institutions in their fields of specialization through a system that regulates these services without compromising basic university needs. System of seeking faculty members' services means "a work leave for a faculty member to perform a task relevant to his area of specialization in a private

educational institution, upon a request from that institution, outside official working hours. This does not apply to occasional business".

B. Conditions:

1. The purpose of this system should be to seek services relevant to a faculty member's field of specialization.
2. Approval by the relevant department and college, provided that this does not compromise a faculty member's duties and obligations towards his department and college, especially his full teaching load and pursuit of his researches and studies.
3. Offering these services should be for a semester or a year, according to conditions, and is renewable.
4. Offering these services should not exceed eight hours a week, and after official working hours.
5. A faculty member must have served in the university for at least two years.
6. A faculty member cannot have a part-time or a full-time delegation and offer these services concurrently, neither can he be allowed to offer services to two different institutions at the same time. Faculty members who held leadership posts, and those licensed to open an advisory office, are not allowed to offer these services.

C. Rights and Duties:

1. A faculty member is committed to have a full teaching load as stipulated by university bylaws without any reduction, and perform his other academic duties adequately.
2. An academic staff member is entitled to all rights determined by university law and bylaws.

D. Procedures:

1. The institution requesting an faculty member's services should apply officially to the relevant college dean at least a month before the start of services, indicating name and requested period, and the tasks and responsibilities he will be assigned during that period.
2. The President of the University, or a deputy, issues the final decision of approval.

V. Faculty Promotion Regulations

It is the aim of every university to gain international recognition as an institution prominent in teaching, research and in serving the university and the community. Success in this respect depends primarily on attracting and retaining distinguished faculty. The essence of achieving this objective should be manifested in personnel policies pertaining to appointment, reappointment and promotion.

Promotion of a faculty member is based on certain time requirements and criteria as stated in the university bylaws and the Faculty Affairs Charter.

This document complements the faculty bylaws and charter, and articulates the general policies, criteria, requirements, and procedures for academic promotion. It is noted that academic promotion policies are dynamic in nature.

Thus, it is expected that the interpretation and application of the present policy will evolve with the development and advancement of University.

Promotion is essentially recognition of academic achievements. It is utilized by the university as a vehicle for attaining high levels of performance.

Promotion is also granted worthy achievements in teaching, research, community and professional services. Fulfilling the promotion criteria must also be supplemented by evidence of continual performance at a high level.

1. Criteria for Promotion

The criteria for academic promotion of faculty members are three folds:

1. Teaching and student advisement.
2. Research and scientific publications.
3. University and community service.

The candidate for promotion, together with the department chairman, is responsible for submitting all the information necessary to document the academic achievements and contributions of candidate. Evaluation of the candidate's contribution is the responsibility of the department chairman. The following is the description of each of the three criteria requested for promotion.

1. Teaching and Student Advisement

Effective teaching is considered one of the most important duties of a faculty member. This is particularly true during the present stage of Kuwait University's development, where undergraduate teaching and postgraduate teaching occupy a prominent position relative to other academic activities. It is necessary to provide documented evidence attesting to the candidate's competence and dedication to teaching, taking into consideration the following measures.

- a) Following the commonly accepted teaching methods and contribution to its development, capability to inspire scientific enthusiasm and interest of students in knowledge, ability of expression and developing, knowledge gaining skills.
- b) Effectiveness in advising and counseling students in their academic affairs and contribution to a good and suitable training of the students whom the candidate had taught and advised.
- c) Diversity of the courses that were offered by the faculty member within specialization, mastering the material of these courses and obligation to the office hours.
- d) Design of examination and sincerity in its execution from the point of view of number and timing, and the methodology of grading in terms of the binding rules and regulations.
- e) Level of participation in supervising student's projects and authoring textbooks and notes etc.
- f) Accomplishments in scientific research and participation in local and international conferences and workshops in the field of teaching.

2. Research and Scientific Publications

Major consideration must be given to scientific achievements of the candidate in his own area of specialization or in general and their impact on the academic society. Evidence must be provided to attest to the candidate's contribution towards his own area of specialization as well as towards the academic and professional society at large, according to the following measures.

- a) Scientific output as manifested by published papers, books and creative work.
- b) Status within the field of specialization.
- c) Contribution towards the research programs in the department, and within the university as well as outside.

3. University and Community Service

Due consideration must be given to the candidate's contribution towards university and community service. Service here means what the faculty member can provide, either voluntarily or by assignment, in his specialty, or according to his capabilities and expertise,

towards the development of the university and the fulfillment of its aspirations and towards the advancement of the society. The criterion specifically addresses the following elements:

- a) Contributions to administrative and committee work at the department, college and university levels.
- b) Services rendered to the community at large.
- c) Activities and achievements towards the profession.

2. Requirements for Promotion

1. Promotion to the rank of Associate Professor requires evidence of competence in teaching and student advisement, as well as in research and scientific publications. It also requires evidence of competence in university and community service.

Promotion to the rank of Professor requires excellent performance in all the three promotion criteria with distinction in either teaching or research and publications, coupled with distinguished services to the university and community. Moreover evidence of professional status of the candidate, realized through academic achievements, as well as evidence indicating continual high performance should be provided.

2. Publications prior to the Ph.D., as well as publications directly extracted from the Ph.D. or M.Sc. thesis will be excluded from the scientific output considered for promotion. Considerations, however, will be given to publications and books, which depend upon, or develop, certain concepts or ideas previously published in theses. Publications considered for a previous promotion will also be excluded.

3. On the average at least five full-length papers published/ accepted for publication in refereed scientific journals(*) are required for promotion to the rank of Associate Professor. At least one of these publications must be in a refereed international scientific journal, (**) which is recognized in the field of specialization. The candidate must be the sole or the first author in at least three of these publications. The submitted papers for promotion must be accepted or have appeared (at least half) within the period of residency in the current academic rank. (***)

4. On the average, at least ten full-length papers published/ accepted for published refereed Journals are required for promotion to the rank of Professor. At least two of these papers must be in international scientific journals which are recognized in the field of specialization. The candidate must be the sole author or the first author in at least five of these publications. The submitted papers for promotion must be accepted or have appeared (at least half) within the period of residency in the current academic rank. (***)

5. International scientific journals represent the basic media for publication in scientific disciplines.

Faculty members must publish their research in the language used in teaching in the academic department, if it is not Arabic.

6. Reviewers are asked to evaluate each publication separately on a special form designed specifically for this purpose. Each reviewer will assign a certain quality rating to every publication on a scale of one to five as follows:

Excellent	Very Good	Good	Fair	Poor
5	4	3	2	1

7. The average of the overall quality rating given by all reviewers must not be less than three. The overall quality rating of only one reviewer may be lower, but not less than two.

8. The rating assigned to each criterion of the promotion elements must not be less than “good” (3 points).

9. It is necessary herein to emphasize that what has been mentioned in (3), (4), (7), and (8) above are indicators intended to guide the candidate. As stated in (1) above, promotion is not granted on attaining the minimum limits required under each criterion, and the decision of academic promotion must be taken within the framework of the overall achievements of the candidate.

It is also necessary to note that what has been stated in (3) and (4) above regarding the average number of publications is not rigidly upheld. In cases of distinction and obvious scientific eminence, promotion may be granted with a fewer number of publications of distinguished quality.

10. A college may propose supplementary promotion rules reflecting that nature of the college, to be ratified by the University Council, provided that the total research output will not fall below the minimum requirements for promotion set forth in this document.

11. A patent registered in major industrialized nations should be counted as a paper for promotion consideration with a maximum of two for the associate professor rank and four for the full professor rank.

(*) Refereed scientific journal is a journal, which referees the research work before publication. This is judged by official documents or by international periodical directories.

(**) An international scientific journal is a journal, which is recognized, outside a local region, in a given specialization and appears in a language that permits its global use and is indexed and abstracted by international database.

(***) Academic rank is occupied starting with the appointment date or the college council promotion approval date.

3. Procedures for Promotion

1. a. A faculty member seeking promotion is required to submit an application to the department chairman together with six copies of the curriculum vitae and of each publication, identifying the one to be evaluated. Copies of reports and documents relative to the candidate's achievement must be provided.

b. The department chairman shall then verify through the director of Faculty Administration Affairs personnel that the candidate has fulfilled the requirements for residence in rank.

2. a. The application for promotion shall be examined by a departmental promotion committee, considering of at least three members, formed by the dean after consultation with the department. The committee shall be chaired by the department chairman if he is full professor. Otherwise, the chairman of the committee will be appointed by the dean from the other full professors on the committee. The committee may include members from outside the department. Moreover, the majority of the committee members must be full professor, and the rank of all other members must not be lower than associate professor. In the Center for Medical Sciences, the college assumes the mandate of the departmental committee.

b. The college promotion committee is formed by the college council based on the dean's proposal after consultation with the department chairmen. All member of this committee must be full professors. The college council may delegate some of its mandate regarding promotion to this committee.

c. The University Rector appoints an advisory Committee at the University level to review faculty appointment and promotions after consulting with deans of the colleges. All its members must be Full Professor.

3. Once the rank residence requirement has been verified, the department chairman shall refer the promotion application to the department promotion committee to undertake a preliminary evaluation in the light of the criteria and requirements for promotion set forth in

section one of this document. The committee may, in the light of this evaluation, submit a reasoned recommendation not to proceed with the case.

4. In the event that the departmental promotion committee gives its preliminary approval of the application, it shall prepare a file on the case to be forwarded to the dean. The file shall consist of :

- I. The original application of the candidate.
- II. The letter attesting the fulfillment of the requirement for the residence in rank.
- III. Six copies of the candidate's curriculum vitae.
- IV. Six copies of each publication.
- V. Evaluations of teaching performance by students and peers, if any, along with the department chairman teaching evaluation.
- VI. Additional information pertaining to achievements relevant to the promotion criteria.
- VII. The report of the departmental promotion committee concerning the case in question including a list of at least six full professors from outside Kuwait in the candidate's field of specialization.

5. The dean shall then refer the promotion file to the college promotion committee to study and make a preliminary evaluation of the case. In light of the said evaluation, the committee may decide not to proceed with the promotion process, and refer the case back to the department. In the event of preliminary approval, the case is processed and a report is submitted to the dean.

6. a. Three full professors shall evaluate the publications of the candidate. These professors will be chosen by the college promotion committee from the list provided by the departmental promotion committee. The dean shall assume the responsibility for all correspondence with reviewers. The dean may, however, delegate this responsibility to the chairman of the college promotion committee.

b. Each reviewer shall receive a copy of all the candidate's publications together with the curriculum vitae and the evaluation forms. The reviewer shall also be provided with a copy of the university promotion regulations.

7. Promotion procedures shall be carried out in accordance with a specific timetable. In the event of any delay exceeding one month by any of the reviewers, the candidate's file shall be sent to another reviewer. In case of the availability of more than three reviews, only the first three reviews will be forwarded to the promotion committees.

8. When at least three complete reviews are received, they will be forwarded by the dean for evaluation to the departmental promotion committee. In the event that the requirements are not fulfilled, the promotion will be denied. The faculty member shall be notified by the dean through the department chairman of the reason for denying his promotion with a copy forwarded to the chairman of the college promotion committee. In the event of approval of the promotion case by the departmental promotion committee, it shall then prepare a report on the case and forward it to the college promotion committee.

9. a. The college promotion committee shall undertake a final evaluation of the case in question. If the promotion is denied, the committee shall notify the department.

b. In the event of the approval of the promotion case by the college promotion committee, it shall then prepare its final report, and forward the promotion file to the dean. After presentation to the college council the dean will forward the promotion case to the Rector, supplemented with his own assessment of the case in question.

10. The Rector of the university shall refer the college recommendation of promotion to the relevant university advisory committee at the university level to seek advise before recommending the promotion case to the university council.

11. All deliberations and reports concerning promotion shall be kept in strict confidence. In all cases participation in the evaluation of a candidate, and in deciding promotion-related matters will only be undertaken by those whose academic ranks are higher than that of the candidate.

12. To ensure efficient processing of promotion cases, a timetable specifying the duration for each of the stages involved shall be issued by the Rector.

13. Once reviewers are contacted, the candidate is not allowed to withdraw the promotion file.

4. Evaluation of a Promotion Application

The departmental committee makes an initial assessment of a promotion application in which the applicant's portfolio is thoroughly reviewed and his qualifications evaluated according to the basic criteria for promotion. Subsequent to this initial assessment, the committee may reach a justified recommendation not to proceed with the application, otherwise, the committee has to come up with a final report.

In evaluating a candidate's academic publications, the committee should seek refereeing by three specialized professors, at least two of them should be from outside the university. Selecting external referees is the responsibility of the Promotion Committee at the college level, and selection is made from the list of referees supplied with the department's report.

5. The Promotion Committee Decision

The Promotion Committee at the department level refers a detailed report of its recommendations to the college dean, who in turn refers the same to the Recruitment and Promotion Committee at the college level, stipulated in article (4). The college committee decides one of the following:

- a. Approval of the promotion.
- b. Returning the promotion application to the Promotion Committee in the relevant department for further data or evaluation.
- c. Rejection of the promotion application and returning it to the department, then informing the Vice-President for Academic Affairs, via the college dean, of the decision to reject the application.

VI. Termination of Contract

1. Both parties of a regular contract may not terminate it during its validity without a written notification to the other party, nine months before it expires. However, both parties may mutually agree to terminate a contract.

Either party, wishing to terminate a contract, is bound to inform in writing the other party, nine months before the expiry of the contract.

Termination of a contract by a disciplinary board ruling instantly comes into effect on the day a decision is taken.

2. Long term contracts may not be terminated except in the following cases:
 - a. Indictment by a disciplinary board ruling.
 - b. Dispensing with a faculty member's area of specialization at the level of university programs.
 - c. Termination due to the university financial force majeure.
 - d. Reaching the age of seventy.

Termination of a long term contract in case (a) above comes into effect on the day of the disciplinary board ruling. In cases (b) and (c) above, a written notification is required a year and nine months before the termination date.

Chapter 4 :Vacations and Leave

I. Introduction

II. Sabbatical Leave

1. The university offers a sabbatical leave to professors and associate professors after a minimum of six years of work, provided that the application for sabbatical is submitted 9 months before its start, and supported by a detailed scientific plan of what he intends to do in his sabbatical.

A sabbatical leave cannot be extended beyond one academic year, though a member can apply for another after six more years of work.

2. An faculty member is entitled to a return ticket for himself only to the destination where he intends to spend his sabbatical if it is for one semester, and for himself and his family if it is for one academic year. Faculty members eligible for annual return tickets cannot get both.

3. No more than 10% of existing faculty can apply for a sabbatical leave at a time. Thus, if the number of academic staff in a department is just (10), only one can apply for sabbatical in a year.

4. In observation of the rules for sabbatical, faculty members can only be granted leadership sabbatical or study leaves two years after expiration of a previous one.

III. Scientific Missions and Sabbatical Leave

A. The University encourages faculty and researchers to participate in local, regional and international conferences and scientific seminars, submit studies and research papers, go on scientific visits and field trips, take sabbatical and seek affiliation to a university or a scientific institution abroad, and all such scientific missions.

B. The University pays special attention to the enhancement and development of Kuwaiti faculty members' academic potentials through scientific leaves dedicated to continued progress in their scientific pursuit through affiliation to universities and scientific institutions abroad, subsequent to their obtaining of the required degree for appointment. Going on a scientific mission can take place after two years of teaching at the university, except for the Center for Medical Sciences where clinicians can go on a leave immediately after appointment.

A scientific leave is a one-year, non-renewable leave of absence on full pay, with return tickets for the member, his spouse and three eligible children to the country where he is going to spend his leave, and one stopover on the same route. Approval from the university or scientific institution providing affiliation and research facilities is required.

C. The university encourages its academic units to hold conferences and seminars on areas relevant to the university mission and objectives, host reputable scientists and professors from abroad for periods stipulated by the University Council and on recommendation by relevant units.

IV. Rules for Hosting Expat Researchers To Spend Their Sabbaticals at Kuwait University

Purpose of Hosting:

To do research and consult with colleagues in the same field at Kuwait University.

Duration:

No more than one academic year.

Conditions that must be met:

For an applicant wishing to spend his sabbatical at Kuwait University, he must meet the following conditions:

1. Must be employed as full-time by an approved university, research center or an official institution.
2. Must formally forward an application to the department chair or the college dean, indicating what he intends to do during his sabbatical, together with his curriculum vitae.
3. Must include in his application an approval by his employer of his sabbatical and commitments towards the applicant.

Kuwait University Commitments:

1. An applicant may use university research facilities, university libraries, and an appropriate location in coordination with the relevant academic department and college.
2. Free university accommodation for himself alone throughout the duration of his sabbatical.
3. A visiting researcher is not entitled to any professional privileges of Kuwait University faculty such as salaries, family accommodation, academic missions and air tickets.

Duties of a Visiting Researcher:

1. Observation of State laws in the country.
2. Appropriate use of university properties and observation of university rules and regulations.
3. No work is allowed outside the objectives of the visit.

Procedures:

In all circumstances, no commitment is to be given to an applicant except after completion of these procedures:

1. The application is submitted by the relevant academic department, which refers its appropriate recommendation to the college dean.

2. If approved by the college, the college dean refers his recommendation to the Vice-President for Academic Affairs, who in turn refers the appropriate recommendation to the President of the University.
3. If approved by the President of the University, the Cultural Affairs Administration informs the college and issues him a visa according to regulations.

V. Academic Leave Without Pay and Leadership Scientific Mission

- A. An faculty member may, upon his request, be granted an academic leave without pay to undertake research or provide scientific or educational services to a relevant institution after approval by the University Council and on recommendation by a department chair and approval by his college council.
- B. A faculty member who spends two years in a leadership post in the university qualifies for an academic mission on full pay for no more than one year to pursue his studies and research. In such a case, he is granted return tickets for himself and family on approval by the President of the University.
- C. In all cases where the university grants travel tickets to faculty, the rule of one stopover per route and a maximum of three children applies.

VI. Family and Medical Leave

VII. Maternity Leave

Chapter 5. Benefits and Allowances

I. Education

II. Housing Allowance

Housing Care/Housing Allowance At Kuwait University

Section	Housing Care/Housing Allowance Bylaws
---------	---------------------------------------

Article No (1): Beneficiaries of Housing Care

Housing care is extended to all faculty members, language teachers, members of the teaching cadre at the College of Allied Health Science, and assistant lecturers, according to the following table:

Article No (2): Terms of Use of Housing Care

In order to benefit from the housing care and receive a housing allowance, the following conditions must be met:

- A. A beneficiary must not own a private accommodation or an investment residence in the State of Kuwait that serves as an appropriate accommodation as per Kuwait University

standards and Law No (47 for the year 1993. However, payment of the housing allowance may continue for six months from the date of private accommodation registration.

B. Not being a beneficiary of the housing care offered by the State to its citizens, though payment of Kuwait University housing allowance may continue for two years from the date the housing loan started, in case a loan has been obtained to establish a private house, or for six months if the government loan is for purchasing a house, or for six months from the date of receiving a government ready accommodation.

C. The spouse must not be a beneficiary of any Kuwait University housing care, or one by any other government or non-government body.

D. Provide statements issued by the housing care authority, credit and savings bank, and real estate registration, or from any other authority for that matter, that may be required by the University to prove that the above conditions have been met at the time of application for housing care. A beneficiary is required to submit a periodic statement of any updates.

E. The Department of Housing and Furnishing specifies the submission date for this annual updated statement, if not submitted on time, the housing allowance will be suspended until it is submitted.

Housing Care/Housing Allowance At Kuwait University

Section	Housing Care/Housing Allowance Bylaws
---------	---------------------------------------

Article No (3)

In observation of the provision for the previous item, the following rules should be observed:

A. In case a government loan has been reimbursed, or a government house has been returned, a housing benefit may be rightfully applied for, if all other conditions are met.

B. The rent allowance approved by the cabinet decision No (9) for the year 1981 and subsequent modifications, is not included in the housing care provided by the State for its citizens which prohibits extension of the housing benefit stated in this bylaw.

C. A government accommodation for rent is included in the State housing care, and hence prohibits use of the housing benefit referred to in this bylaw.

D. If a loan beneficiary is unable to use the house he received the loan to build for reasons referred to the government, he may be allocated a University accommodation if available without the housing allowance. This allocation terminates once the reasons for it no longer exist.

Article No (4): Termination of the Housing Benefit

The housing care benefit is terminated in the following cases:

1. Termination of a beneficiary's appointment with Kuwait University.
2. In cases in which a beneficiary is not entitled to a salary.

Article No (5): Imbursement of Housing Allowance

A housing allowance for a single is paid to a Kuwaiti divorcee, widow or widower, once other conditions are met, and these cannot be treated as married except when they apply with approval by the Civil Service Bureau and when they have dependent children.

Article No (6)

A housing allowance is paid to a non-Kuwaiti beneficiary if he proves that he is accompanied by his/her spouse or children, and that their residence in the State of Kuwait is uninterrupted.

Article No (7)

All financial benefits stated in this bylaw are payable to the beneficiary as of his appointment

date, provided he submits all necessary documents to prove his right within two months of that date, otherwise he is paid the allowance as of his application date.

Housing Care/Housing Allowance At Kuwait University

Section	Housing Care/Housing Allowance Bylaws
---------	---------------------------------------

Article No (8): Reimbursement of the Furnishing Allowance

A beneficiary is committed to reimburse a percentage of the housing allowance as per the following:

50% of the allowance if his contract has been terminated with the university before two years of receiving that allowance.

30% of the allowance if his contract is terminated within the third year from the year he started receiving that allowance.

10% of the allowance if his contract is terminated within the fourth year from the date he started receiving that allowance.

In case a beneficiary is re-appointed he is entitled to a reclamation of the same percentage he reimbursed when his job affiliation terminated.

Article No (9): Deduction of Rent

If a beneficiary chooses to live on campus in the university accommodation. Rent for the flat will be deducted from his due housing allowance. The rent for a university accommodation at Shuweikh is decided as follows:

200 KDs monthly for a two-bedroom flat.

250 KDs monthly for a three-bedroom flat.

300 KDs monthly for a four-bedroom flat.

Plus a fixed surcharge of 20 KDs monthly to cover electricity and water consumption and maintenance.

A beneficiary is committed to maintain his flat as is without alterations, except with prior approval by the university.

Article No (10): Furniture Maintenance

Whoever is considered an owner of university furniture is paid the sum of 1500 KDs for maintenance of that furniture after the expiry of four years from the date he became an owner, and this sum is paid only once as per financial provisions.

A beneficiary is committed to reimburse a percentage of that sum as stated in article No (8) of this bylaw.

Article No (11)

Visiting professors and the like are allocated a furnished university accommodation, and the rent for it is deducted by a decision from the Minister of Education, the Supreme President of the University, as per the Ministerial Decree No (65), dated 28/12/1986

Housing Care/Housing Allowance At Kuwait University

Section	Housing Care/Housing Allowance Bylaws
---------	---------------------------------------

Article No (12)

As exceptions to the rules and regulations stated in this bylaw, housing care is made available

to all those whose contract with the university has a provision for that.

Article No (13)

The University Secretary-General forms a committee to follow up on implementation of this bylaw, and confront irregularities in implementation thereof.

III. Air Tickets

IV. Medical

Chapter 6: Advisory Services and Professional and Advisory Offices

I. Definitions

A. Advisory Services:

Advisory services mean the services provided by the university to different institutions on the basis of a written commission.

B. Advisory Offices:

These mean professional or advisory offices outside the university owned and run, either partially or wholly, by one or more faculty members.

II. General Advisory Policies

- A. The university encourages advisory services by its faculty within their areas of specialization, and according to the rules that follow.
- B. The university offers advisory services to the different institutions through channels determined by the university and according to approved rules and regulations.
- C. Professional or advisory offices may be licensed outside the university, under the name of, or participation in the administration of faculty members, in accordance with the rules and conditions stated below.
- D. Whoever owns, partakes or manages a professional or advisory office must never enter into contractual work with the university in that office's field of specialization.

III. Professional or Advisory Offices

A. Conditions:

- 1. The applicant must be a Kuwaiti national who has served as an associate professor for a minimum of two years. Associate professors at colleges of the Center for Medical Sciences are exempted from this condition and can apply immediately after promotion to the rank of associate professor.
- 2. The applicant must not be on secondment or delegation during the license period.

3. The relevant department must be ready to dispense with part of his time during the license period.

B. Rights and Duties:

1. A faculty member keeps his full teaching load and other responsibilities determined by university bylaws, without reduction.
2. A faculty member is entitled to all rights, and is subject to all obligations determined by university law and bylaws.

C. Procedures:

1. Approval by the relevant department council and college council.
2. Recommendation by the University Advisory Work Committee.
3. Decision of approval is issued by the University Council

Chapter 7 : Grievances Committee

- A. The University Council forms a committee to look into complaints by academic staff members and their grievances. This committee is often comprised of professors representing the different colleges, excluding the President of the University, Vice-Presidents, college deans and their assistants.
- B. The committee is responsible for investigating complaints, petitions and grievances by faculty for decisions taken against them in such matters as promotions or termination of contracts before their due date.