

## CASPP014-Staff Recruitment and Retention Policy Procedures

### 1. Purpose

The aim of these procedures is to specify the measures governing the recruitment of faculty members at CAS.

### 2. Abbreviations/ Definitions

For the purpose of these procedures, unless otherwise stated, the following abbreviations and/or definitions shall apply:

**CAS:** Colleges of Applied Sciences.

**Directorate:** Directorate General of CAS.

### 3. Procedures

1. The concerned academic department at CAS shall specify the general conditions for vacancies for college needs of faculty members during the first semester of the academic year.
2. An announcement for application for faculty job vacancies shall be circulated through the Ministry of Higher Education website and applications shall be submitted during December and January every year.
3. Interviewing and selection committees shall be formed from faculty members by the middle of the first semester at CAS Colleges.
4. The Administration and Financial Affairs Department at the Directorate shall inform CAS Colleges to study their needs of faculty members for the next academic year.
5. A committee shall be formed to study CAS needs of faculty members.
6. The Faculty Needs Study Committee at CAS shall study the needs and extent of the availability of financial degrees based on the current number of students and the expected intake. This



committee shall then submit a detailed report to the College Dean to be forwarded to the Director General of CAS.

7. The Administration and Financial Affairs Department at the Directorate shall inform the selection committees to start the electronic sorting of CVs submitted using the electronic system prepared for this purpose.

8. The selection committees shall examine applicants' requests and select those who meet the conditions.

9. The Administration and Financial Affairs Department at the Directorate shall apologize to those who were not selected by the selection committee for job interview.

10. Interviews shall be conducted with candidates and the results shall be entered in the electronic system prepared for this purpose.

11. The Administration and Financial Affairs Department at the Directorate shall communicate with the candidates who passed the interview to submit the offer and give them the opportunity to accept or reject the offer within a maximum period of two weeks, and shall apologize to those who did not pass the interview.

12. The Administration and Financial Affairs Department at the Directorate shall complete the administrative procedures for the appointment with the concerned entities.

#### 4. Supporting Materials

4.1-Civil Service Law.

4.2-CAS Executive Bylaws.

4.3-Regulations governing the determination of CAS needs of faculty members.

4.4-Appointment contracts.



## 5. Approval Agency

The Board of Trustees.

## 6. Approval Dates

In relation to the revision and development of the current policy procedures of CAS's Bylaws, and the regulations and circulars, which govern the work of CAS, the following dates shall be observed:

These procedures were originally approved on: 18/ 10/ 2018

This version takes effect from: 18/ 10/ 2018

These procedures will be reviewed by: 18/ 10/ 2020

## 7. Procedures Sponsor

The Director General of the Colleges of Applied Sciences.

## 8. Contact person

Administration and Finance Affairs Department at the General Directorate of CAS.