

Office of President  
Academic Affairs

Faculty is hired based on the needs of KUST for a qualified person to teach courses. Faculty can be a full-time employment or part-time employee, or a visiting instructor. The following sections describe the hiring procedure, faculty responsibilities, faculty evaluation, and other contractual issues.

**I. Hiring Procedure:**

Based on the need of an academic department, a designated committee (college- or university-based) reviews CVs and recommend candidates for faculty positions.

1. 1. The Office of Administration and Human Resources will conduct the following:
  - a) IELTS-based English Test (native English citizens or similar were exempt from the test.)
  - b) ICDL-based Computer Test (Computer major or certified Microsoft Office users are exempt from the test)
  - c) Organize a short presentation (committee must attend the presentation)
2. Based on the results of (1), OAHR will send Offer Letter or Declining Letter.
3. If the candidate refuses the Offer Letter, the head of the department will either modify the Offer Letter or move to the second candidate.
4. Upon the acceptance of the offer letter, OAHR moves to Contract Process.

**II. Contract Process:**

5. OAHR requests digital copies of the following documents from the Candidate:
  - a) Signed Offered Letter,
  - b) First two pages of the Passport,
  - c) Filled Medical Form,
  - d) Official copies of the documents and transcripts,
  - e) Names and contact information of three references,
6. Upon receiving (a-e), OAHR sends a digital draft of the contract,
7. Upon the approval of the Candidate, he/she can arrange for traveling to Sulaymani.

**III. Faculty Expectations Upon Arrival to Sulaymani:**

8. Faculty expectations should be as follow:
  - a) Before departure to Sulaymani, the faculty needs to inform OAHR about the travel itinerary to arrange for the accommodation and other instructions about arrival to KUST,
  - b) Faculty submits the original copies of the documents and transcripts to OAHR
  - c) OAHR will prepare hard copy of the contract and be signed by the Faculty and President (On behalf of BOT) with two witnesses: Director of Admin and HR and Accountant,
  - d) Faculty will submit a copy of the Air ticket to OAHR,
  - e) OAHR will assist the faculty to get KUST ID and residency.

**IV. Financial Issues:**

9. KUST pays salaries in the last working day of the month. A new faculty receives the first month payment by the end of the month if the arrival date is during the first two weeks of the month or receives it in the end of the following month if the arrival date is during the last two weeks of the month.
10. All faculty members will be paid on a monthly basis whether they are on duty or on leave.

11. All expenses occurred on behalf of the university or college will be compensated by the end of the month.
12. Faculty members are responsible for collecting any retirement contributions from the Ministry of Social Affairs by the end of their contracts.

#### **V. Renewal or end of Contract Process:**

13. At the end of 10<sup>th</sup> months of starting the contract, OAHR will inform the faculty in writing whether his/her contract will be Renewed or not.
14. In case of the contract renewal, the faculty shall inform the OAHR in writing of the acceptance or rejection of the renewal within 15 days of issuing the letter.
15. When the faculty accepts the stay in KUST, he/she will work on the new assignment of responsibilities for the coming academic year. Faculty has the choice to stay in the same accommodation.
16. In case of non-renewal, OAHR will give the faculty 15 days to evacuate the University accommodation. Within 15 days, the faculty shall obtain the following clearances:
  - a) Academic Clearance (From OSAR and Dean, VP, or President)
  - b) IT Clearance (Moodle, email, website, database, etc.)
  - c) Library Clearance (returning books and materials)
  - d) Lab Clearance (lab equipment and materials)
  - e) OAHR Clearance (calculating leave balance up to the date of departure, SIM card, Apartment furniture, office equipment and furniture, etc.)
17. Upon receiving the above clearances, OAHR will arrange for paying the faculty the amount due whether in cash or sending the money to a bank account of the faculty's choice.

#### **VI. Termination of the contract:**

18. KUST has the right to end the contract of a faculty member if he/she has violated one of the principles of professional conduct and ethics, couldn't fulfill assigned responsibilities, or if the University Council found the termination to be in the best interest of the University. Termination Procedures are listed in Chapter (6.2) of the Faculty Handbook.
19. The terminated faculty must obtain clearance as mentioned in item 16.
20. The terminated faculty has the right of a return-ticket, 15 days accommodation, a maximum of 15 days salary starting from the date of the termination letter.

#### **VII: Resignation**

21. Faculty has the right to resign according to the Faculty Handbook, 6.1.
22. There are two types of resignations: unharmed resignation and harmed resignation.  
Unharmed Resignation: The unharmed resignation occurs when the faculty resigns by the end of the semester or when he has no teaching responsibilities during the semester.  
Harmed Resignation: The harmed resignation occurs when a faculty resigns during the semester and has a teaching responsibilities, not given tests, or final exam according to the syllabus, or not passing grades to OSAR according to the instructions.
23. Instructions for Unharmed Resignation: Faculty has the right for the followings:
  - a. Keeping salaries and one-half of the cost of air ticket.
  - b. Faculty has no right of paid-leave.
24. Instructions for harmed Resignation: KUST shall take one or more of the following actions:

- a. Faculty should be charged a total fees collected by the students for the courses or labs taught by the faculty.
- b. Faculty should return to the University the amount paid for the ticket, salaries paid from starting the semester to the resignation date.
- c. If faculty refrained from paying the amount mentioned in (a) and (b), KUST will sue the faculty for the amount in the local court in Sulaymaniah.
- d. faculty might be prevented from traveling outside of Kurdistan until the case is resolved.

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### **Teaching Faculty Responsibilities**

1. **Course Syllabus:** Prior to teaching a course, the faculty must prepare a complete syllabus for each course he/she is teaching. The syllabus should follow the KUST's Syllabus Standard Format. A copy of the syllabus should be sent to Office of Quality Assurance (OQA) and to be shared with faculty members. After the syllabus has been approved by OQA, a copy should be sent to the President Office.
2. **Textbook and References:** The faculty should use one textbook as a main source for the course. The textbook should be selected based on its availability in the market. A digital copy of the textbook should be available on Moodle and Library. Homework assignments should be mainly from the textbook. In addition, the faculty should recommend three (3) references on the subject; they should be kept in the Library.
3. **Teaching Course:** The faculty should meet students weekly according to the published schedule. Faculty must start and finish the class according to the schedule. If for any reason, the faculty miss a class, he/she must make up the missing one.
4. **Homework Assignment:** The Faculty gives weekly homework assignments which are related to the topics covered in the class. The homework is collected and graded based on predefined rubrics. Solutions of the homework shall be posted on Moodle (LMS), and a hardcopy is reserved in the Library.
5. **Office Hours:** The faculty is required to meet with the enrolled students of his/her course during a predefined office hours, which are listed in the Syllabus, Moodle and posted outside the Faculty office. Students have the right to communicate with the faculty via other means.
6. **Quiz, Test, and Exam:** They are assessment tools which can be defined by each educational institution. At KUST, the terms are defined as follow:  
**Quiz:** Short-type questions (10-15 minutes long) given to students during the class to assess students' learning about materials covered in the same class or previous one. No preparation is required. It is possible to be open book or notebook.  
**Test:** Longer than Quiz (about one hour) given to students to assess students learning about several subjects/topics. Preparation is required. No open book or notebook. Test questions should assess learning outcomes of the course.  
**Exam:** Usually longer than a test and more comprehensive. Preparation is required. No open book or notebook. Exam questions should assess learning outcomes of the course.
7. **Absence Report:** Faculty must take student attendance in the beginning of each class. Based on the KUST Attendance Policy, the faculty must report to OSAR monthly about students' absences. OSAR will send a note to faculty with a copy to his/her file if the report is delayed.
8. **Grade Report:** Faculty must report grades to OSAR monthly. By the end of the semester and prior to the final exam, the faculty must send OSAR a detailed report about grades (HW, Quiz, Tests) and their average. After the final exam and at given date, the faculty sends the final

grades to OSAR in the provided format. OSAR will send a note to faculty with a copy to his/her file if the report is delayed.

9. Course Logbook: The faculty must keep a hard copy of all materials (Presentations, homework and solutions, and tests and their solutions) in the Logbook in the Library. The OQA will check on the logbook frequently. OQA will send a note to faculty with a copy to his/her file if the logbook has not updated.
10. Moodle: KUST is using Moodle as a learning system. Faculty must be familiar in using the service. KUST IT center will help faculty who are not familiar with the system. The OQA will check on the Moodle frequently. OQA will send a note to the faculty with a copy to his/her file if the course on Moodle has not updated.
11. Course Assessment: By the end of the semester, the Faculty must fill the Course Assessment Form and return it to OQA.