

1 Policy and procedures for recruitment of academic staff

- 1.1 The Ministry of Manpower and any agencies with which it enters into contractual arrangements take responsibility for recruiting new academic staff for the Colleges.
- 1.2 The College identifies academic staff shortages and reports these in writing to the Ministry.
- 1.3 Staff are then recruited by the Ministry or its appointed agents through
 - Placing advertisements in appropriate national or international newspapers, or by advertising on web sites
 - Scrutinising application forms and/or curricula vitae
 - Conducting panel interviews
- 1.4 The College selects Heads of Department according to the criteria and procedures set out below.

Criteria:

- 1- Academic achievement such as degrees earned, employment record and experience in education.
- 2- Administrative and managerial capacity and experience.
- 3- Industrial links and experience.
- 4- Awareness of quality assurance issues.
- 5- Personality, character, conduct and other personal factors.

Procedure:

Procedure 1:

Head of department position can be decided from within the department council and faculty through a ballot. This process is to take place every two years or whenever it is necessary to do so (resignation, end of service etc).

The department then passes the name of elected Head of Department to the assistant Dean for Academic Affairs for approval.

Procedure 2:

Head of the Department can be nominated by the Assistant Dean for Academic Affairs.

Regardless of the Procedure, the nominee to get the approval of the college council and the authorities at the Ministry.