



**QUALITY ASSURANCE AND  
ACCREDITATION CENTER**

# **FACULTY GUIDE**

## **UNIVERSITY OF BAHRAIN**

**2020/2021**

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## Introduction

The Faculty Guide provides information to help faculty/academic staff member of the University of Bahrain. Most of the policies, regulations and procedures of the University are either summarized here or/ or a link is provided to access the relevant documents.

# Overview of UoB

## History

The University of Bahrain was established by [Decree Law No. \(12\) of 1986](#) as the first national university in the Kingdom of Bahrain, as a result of merging Gulf Technical College and the Teachers Institute. Decree Law No. (12) of 1986 was amended by [Decree Law No. \(18\) of 1999](#). At its onset, the University consisted of four colleges: Arts and Science, Education, Business Administration, and Engineering. In 1990, the College of Arts and Science were split into two distinct colleges, namely the College of Art and the College of Science in recognition of the increasing scope and scale of their activities. Starting from the year 2000, the University pursued a policy of steady expansion, which led to the establishment of the College of Law and the College of Information Technology in 2002 and the College of Applied Studies in 2005. In 2008, the University, in collaboration with the Economic Development Board (EDB), founded the Bahrain Teachers College (BTC) in support of the newly announced Kingdom's Education Reform. In 2011, the College of Education became the College of Physical Education and Physiotherapy. Finally, in 2011 the College of Health Sciences, which was under the Ministry of Health, merged with the University and in 2016 the College of Physical Education was re-established as a result of transferring the physiotherapy program to the College of Health Science. In 2019, the College of Physical Education was merged with the College of Health Sciences. Currently, the University comprises nine Colleges and three Deanships. These are the College of Arts, College of Science, College of Business Administration, College of Engineering, College of Law, College of Information Technology, College of Applied Studies, Bahrain Teachers College, College of Health and Sport Sciences, Deanship of Students Affairs, Deanship of Graduate Studies and Scientific Research, Deanship of Admission and Registration. The Colleges are located in three campuses as follows:

- **Campus:**
  - College of Arts
  - College of Applied Studies
  - College of Information Technology
  - College of Law
  - Bahrain Teachers College
  - College of Business Administration
  - College of Science

- **Isa Town Campus**
  - College of Engineering
- **Salmanya Campus**
  - College of Health and Sport Sciences

In addition, the University established the [Business Incubator Centre](#) in 2010. The Business Incubator Center supports university affiliates such as students, alumni, faculty and staff who have innovative ideas and inventions to create and grow businesses and startups.

## UoB in Numbers

- 3 Campuses
- 9 Colleges
- more than 80 academic programs
- more than 22,000 undergraduate students
- more than 1,000 postgraduate students
- 65% female enrollment
- more than 2,000 international students
- more than 700 faculty members

## Mission, Vision and Values

### **Mission**

To contribute directly to the economic growth and development of Bahrain, supported by leading edge teaching, technology and research with regional impact.

### **Vision**

To become a world-class university that is recognized as a learning, research and entrepreneurial institution.

### **Values**

The shared motivations and beliefs, which bind our University together are:

- Innovative.
- Student Centered.
- Technology Driven.
- Proactive.
- Transparent.

## Governance

UoB's upper management consists of the University President and four Vice Presidents. They are the Vice President for Academic Programs and Graduate Studies, Vice President For Planning And Development, Vice President for Information Technology, Administration and Finance, Vice President For Community Service And Alumni Affairs.

UoB follows a process of collaborative decision making through the various councils, namely:

- [Board of Trustees](#)
- [University Council](#)
- College Councils
- Department Councils
- Committees (permanent and ad-hoc)

Colleges are managed by College Councils which consist of heads of departments, a high ranking academic member from each department appointed by the University President, in addition to three members from outside the University appointed by the Board of Trustees, and who are familiar with the College academic programs.

Departments are managed by Department Councils. These Councils are in charge of matters related to teaching, research and examination, as well as scientific, cultural and sports affairs in accordance with the University Rules and Regulations.

# Faculty Appointments, Promotions and Grievance

## Faculty Rank

The [Faculty Bylaws](#), approved by the Board of Trustees' Decision No. (1) of 2006 and published in the Official Gazette No. (2729) on 8 March 2006, specify that the faculty members consist of the following:

- a. Professors
- b. Associate professors
- c. Assistant professors
- d. Lecturers

## Rights and Responsibilities

In Chapter 4 of the [Faculty Bylaws](#) the duties of faculty members are specified. The main duties can be summarized as follows:

- a. Teaching
- b. Conducting research, participating in symposia, and contributing to curriculum development.
- c. Supervising students' research and academic and social activities, and providing them with adequate academic, educational and practical guidance.
- d. Conducting and administering examinations, and assessing and advising students. e. Participating in university councils and committees in addition to external committees in which the University is a part.
- f. Engaging fully in the academic duties in the university, exerting utmost effort to promote the University mission, and maintaining their distinguished position in teaching, research, advising, and administration.



## Appointment and Promotion

Chapter 3 of the [Faculty Bylaws](#) specify the general methods and conditions of appointment of faculty members.

Chapter 6 of the [Faculty Bylaws](#) include the general framework for academic promotions.

The detailed regulations for promotion can be found in the [Academic Promotions Regulations at the University of Bahrain](#), approved by the University Council Decision No. (9) of 2012. Faculty applying for a promotion must submit an [Application Form](#), which details all the activities in teaching, research and community services and the achievements of the faculty member seeking promotion.

For requesting promotion to Lecture or Senior Lecturer, an [Application Form for Academic Promotion to Lecturer](#) must be submitted.

The terms and conditions to be promoted from Lecturer to a Senior Lecturer are specified by the University Council Decision No. (1142) of 2015 as follows:

**To be promoted to a Senior Lecturer, the following must apply:**

1. The applicant must have a Master's degree or its equivalent from an acknowledged institution.
2. Must have spent a minimum of six years as a lecturer.
3. Must be efficient in teaching.
4. Must have a "good" overall annual evaluation.
5. Must have published at least two research papers in refereed journals or conferences during his/her time as a lecturer at the University of Bahrain.
6. Must have taken part in community services both at the University and in the society.

An applicant who fulfils the above conditions must first apply for promotion to Senior Lecturer at the concerned academic department. The application will first be discussed at the Department Council and then at the College Council. Positive recommendations for promotion will be submitted to the University Council, which will in turn refer the application to the Committee in charge of changing Academic Titles for reviewing. The application will then be sent back to the University Council for a final decision.

## Performance Appraisal

UoB implement an annual performance appraisal, in line with the requirement of the [Faculty Bylaws](#) (Chapter 10).

The purpose of the performance appraisal is to serve as a mechanism to measure and enhance faculty members' professional development and productivity, to assist faculty members in achieving their professional goals and the goals of the academic unit and university. The criteria for performance evaluation are aligned with criteria for promotion and the faculty responsibilities.

As part of the performance appraisal process, faculty members must complete the [Faculty Achievements Form](#), which details the appraisal criteria and the performance rubrics. Based on the performance rubrics, the Head of Department will evaluate the faculty member and discuss the results and development plan with the faculty member. The performance appraisal process is integrated with the Civil Service Bureau (CSB) annual appraisal system of [civil servants](#). Through the CSB website, every faculty member has access to the written results of the evaluation and has the right to provide written feedback in response to the evaluation.

## Disciplinary Actions

The disciplinary actions can be taken against a faculty member due to their negligence in fulfilling their duties.

Chapter 5 of the [Faculty Bylaws](#) describes the type of disciplinary actions and the procedure followed to reach a decision to discipline a faculty member.

Misconduct in research is considered to be a special case of deviation from standards of conduct established by the University. Misconduct in research is defined in the [Anti-Plagiarism Policy](#).

Academic misconduct of faculty members is dealt by three committees: the Investigation Committee, the First Instance Committee and the Appeal Committee.

Academic misconduct cases are investigated by the Investigation and the findings are forwarded to the First Instance Committee, which establishes the disciplinary action to be taken.

The faculty member may appeal disciplinary actions by submitting a plea to the Appeal Committee.

## Grievances

The University acknowledges that faculty members may have grievances and therefore has established the Grievance Committee to create policy and procedure to handle such cases.

The Grievance Committee is a permanent committee that comprises five faculty members.

A faculty member who wishes to file a grievance must initiate a formal grievance by sending a formal written request to the Chair of the Grievance Committee. The request should include the name and signature of the faculty initiating the grievance, as well as history, facts and supporting documents relevant to the case.

The request should be sent to the Head of the Grievance Committee through the Correspondence Management System (CMS), where there is a node called Grievance Committee for Academics which can be used to communicate with the Chair of the Grievance Committee.

Upon receiving the request, the Committee follows the approved policies and procedures for the resolution of faculty grievances.

A decision should be reached within 15 working days unless an extension of time is deemed necessary by the Committee.

# Other Faculty Rights and Responsibilities

## Faculty Leaves

Chapter 5 of the [Faculty Bylaws](#), defines the types and the conditions of leaves to which faculty members are entitled to.

The following table summarizes types of leaves as per the [Faculty Bylaws](#)

Types of Leaves listed in the Faculty Guide

Type of Leave	Duration	Paid / Unpaid	Conditions and Details
Annual Leave	11 weeks	Paid	A faculty member should complete a full year of service before being entitled to 11 weeks of leave. This period includes: <ul style="list-style-type: none"> <li>- Two weeks of inter-semester Break</li> <li>- 9 weeks of summer break (July and August)</li> </ul>
Sick Leave Sick leave is calculated as two working days per month. Faculty members can keep up to a maximum of 288 working days.	<ul style="list-style-type: none"> <li>- One working day</li> <li>- 2 – 6 days</li> <li>- More than six days</li> </ul>	Paid	<ul style="list-style-type: none"> <li>- Can be granted by the approval of the department head without the need for a medical certificate.</li> <li>- Must be supported with a medical certificate approved by the University.</li> <li>- Must be supported by a medical certificate approved by the Medical Committees</li> </ul>
Marriage Leave	3 days	Paid	
Maternity Leave	60 days	Paid	For female employees only
Breastfeeding Leave	Two hours for two years	Paid	Must be accompanied by a medical certificate
Haj Leave	Not more than 10 days	Paid	<ul style="list-style-type: none"> <li>- For Muslim employees</li> <li>- Granted only once</li> </ul>
Iddah Leave	30 days	Paid	<ul style="list-style-type: none"> <li>- For female Muslim employees</li> <li>- Can be extended to three months and ten days, with full payment.</li> </ul>

Type of Leave	Duration	Paid / Unpaid	Conditions and Details
Leave to Accompany a sick family member	60 days	Paid	<ul style="list-style-type: none"> <li>- Must be approved by the University President.</li> <li>- To accompany a sick relative.</li> <li>- Must be supported a medical report approved by the Medical Committees.</li> </ul>
Unpaid Leave	-	Unpaid	<ul style="list-style-type: none"> <li>- Must be approved by the University Council, following the approval of both the College and Department Councils in the following cases:</li> <li>- To accompany a spouse who is on an official mission or a scholarship for a long period of time abroad.</li> <li>- To allow the mother to care for a sick child, if it is proven that her presence next to him/her is very essential. Must be accompanied by a medical certificate explaining the child's medical situation.</li> </ul>
Unpaid Leave	A renewable year or so, not exceeding two years.	Unpaid	<ul style="list-style-type: none"> <li>- The University Council and following the approval of the College and Department Councils may grant a full-time faculty member an unpaid leave.</li> <li>- According to the provisions of this Article, a faculty member is not entitled to another unpaid leave before twice the period of the previous unpaid leave has passed.</li> </ul>

## Professional Development

Two main entities at the University provide capacity building and training for faculty members, the [Unit for Teaching Excellence and Leadership \(UTEL\)](#) and the Administrative Training Office.

### **UTEL**

The UTEL's mission is to: *“develop the teaching leadership skills for all faculty members involved in the teaching process at the University of Bahrain, local and regional universities to keep up with the evolving requirements in the higher education sector. To assist academics to continuously develop their teaching skills and to integrate pedagogic – research in their teaching practice”.*

The University is now one of four global partners of the [Advance Higher Education \(AHE\)](#) based in the United Kingdom. The UTEL currently offers three programs that are accredited by the UK AHE, namely:

- [The Post Graduate Certificate in Academic Practice Program \(PCAP\)](#)
- [The Continuous Professional Development Program \(CPD\)](#)
- [New to Teaching in Bahrain \(NTB\)](#)

In addition, UTEL supports faculty develop their teaching practice by conducting training programs, workshops, lectures and specialized scientific seminars, conferences and short courses.

### **Administrative Training Office**

Administrative Training Office has the following mission: *“to develop the scientific level, performance and awareness of administrative staff and faculty members of the University to build their capacity and develop their skills to serve the vision and mission of the University”.*

This is done through workshops and training courses which are offered to administrative staff and faculty throughout the academic year.

## Scientific Research and Publishing

The Mission of the University is: *“To contribute directly to the economic growth and development of Bahrain, supported by leading edge teaching, technology and research with regional impact”, and similarly the Vision is: “To become a world-class university that is recognized as a learning, research and entrepreneurial institution.”*. This is reflected in the [Transformation Plan 2016 – 2021](#), which focuses one of its Pillars on research.

The [Deanship of Scientific Research](#) is responsible for the planning, management and support of research which is conducted by faculty and post-graduate students at UoB through internal and external funding.

Research is regulated by the [Research Policy](#) ratified by the Board of Trustees in May 1989. Also, the [Research Charter](#) issued by the Deanship of Scientific Research aims to set the fundamental rules to be adhered to complete the research process in terms of integrity, rights and ethics. The charter may be envisaged as a general code of conduct that governs the ethics, determines businesses, relations and policies to be followed to guarantee the safety of research.

Through the [Deanship of Scientific Research](#), the University offers a incentives including rewards, awards, grants, and research funding to encourage research and research. Requesting any form of incentive involves submitting the appropriate application form, which must be evaluated and approved by the Scientific Research Council and University Council. [Links to the application forms](#) can be found on the website of the University, under the Deanship of Scientific Research webpage.

## Participation in Scientific Activities

The document titled [Rules Regulating the participation of Faculty Members in Conferences, Seminars, and Scientific, Regional and International Activities](#), approved by the University Council Decision No. (11) of 2014, determines the rules and regulations governing the participation in different scientific activities locally and abroad.

A faculty member who wishes to participate in any scientific activity must fill out the [Participation Form Application](#) and submit it with additional required documents to their Head of Department

## Academic Advising

One of the duties of faculty members is to provide advice and guidance to students. This is done through academic advising, which follows the [UoB Academic Advising Regulation](#).

Under this Academic Advising System, each faculty member is appointed as an advisor for some students to provide academic advice.

Academic advising is integrated with the [Students Information System \(SIS\)](#), which provides up-to-date information about the students' enrolment, grades, GPA, transcripts, status, attendance, and schedule amongst other information. Additionally, the System provides academic advisors with features to search and communicate individually or with all students listed under their advising list.



# Technical and Administrative Support

## IT Support

The [Information Technology \(IT\) Center](#) is an administrative center that offers IT services, including the provision of IT infrastructure, software, licenses, as well as designing and developing academic and administrative applications needed for the teaching process. It is also in charge of continually updating the University websites to achieve the mission and vision of the University. The IT Center offers the following services:

### **Users' Accounts**

A user's account is created for an academic employee in order to use computers and the services offered by the University IT Center. An employee may visit the IT Center to receive information about his/her account.

### **Internet Services**

Through the services offered by the IT Center, an employee may surf the Net and have access to other academic and research websites, in addition to having access to social media websites.

### **E-Mail**

This service allows university staff to access their e-mails on- and off-campus using any of the user's devices, including smartphones. It also allows them to receive circulars and announcements from inside or outside the university through the following link: <https://webmail.uob.edu.bh>

### **Help Desk**

The [Help Desk](#) is the initial point of contact for the IT Center. In case of difficulties accessing systems like Email, etc., need password reset, or issues with a UOB computer or printer, a request can be sent to the IT Center through the following link: <http://helpdesk.uob.edu.bh>

**Wi-Fi Network**

This service provides Wi-Fi throughout the University. Employees can connect to the University Wi-Fi by choosing EMPLOYEE-1X.

**Plagiarism Software**

This account can be created for the faculty member who would like to check the work submitted by students using Turnitin Software by applying online through the [Help Desk](#).

**Students Information System**

The [Students Information System](#) helps instructors in several tasks including 1. View the list of students enrolled in a particular course. 2. View their own schedule. 3. Enter the final exam grades 4. students advising

A comprehensive list of all the e-services offered at UoB can be found at <http://www.uob.edu.bh/en/index.php/eservices>

## Libraries and Information Services

The University of Bahrain has five libraries: The Main Library in Sakheir Campus; the Library of Science and Information Technology; the University Library in Issa Town; the Faculty of Health Sciences Library in Manama. All libraries are managed by the Directorate of Library and Information Services.

Information about the Library and the services offered can be found in the [University Library webpage](#).

In addition to book lending, the Library offer various functions and services, such as the purchase of learning resources, binding of learning resources, bibliographical referencing, inter-library loans, learning resources reservation, awareness and training, and support.

Details of all available Library provisions are published in the [Library Handbook](#), in the [Information About Library Services](#) Webpage and in the [Library User Guide](#).

For more information, please contact the following numbers

The Main Library: 8808 / 8210

The Legal Library: 7346 / 7472

The Library of Science and Information Technology: 7883

The Library of Engineering: 6817

The Health Sciences Library: 5816

Bahrain Teacher's College Library: 7354

## Campus Security and Health Services

Sakheer Campus Main Gate Security: 17437999, 17438999

Isa Town Campus Main Gate Security: 17876555

Sakheer Campus Clinic: 17438233

Isa Town Campus Clinic: 17876932

Sakheer Campus Maintenance Department: 17438005

Awareness Safe Section : 17437132

Healthcare Clinic: 17438233, 17437499

