

Cihan University-Erbil



Staff Handbook



2023-2024

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Staff Hand book

1- Aims of the Staff Handbook

The staff Handbook contains the main policies approved to date by the university council of Cihan university. Handbook apply to all Cihan University staff members and supersede college/Department statements.

2- About Cihan University –Erbil

2-1 Overview

Welcome to Cihan University-Erbil and to a future filled with promise and potential! The decision to pursue advanced education is one of life’s most important and we are pleased that you are considering taking this step with Cihan University.

In enrolling at Cihan University, you are choosing to shape your future and that of your nation. You are embarking on a journey that will help Iraq and Kurdistan compete on a global scale and will spark lasting economic stability and development.

Cihan University- Erbil was founded in 2007 by Cihan University Company for Scientific investment which is a part of Cihan Group. Cihan University is the first private university in the Kurdistan Region –Iraq .It is a progressive institution with the distinctive programs and global vision.

Cihan University is accredited by the federal Ministry of higher education and scientific research and from Ministry of higher education and scientific research of Kurdistan Region –Iraq.

2-2 Vision Statement

Cihan University –Erbil aspires to be globally recognized for outstanding and innovative teaching and recognize globally for offering comprehensive and professional programs and, teaching, learning, research and creative work that have a positive and distinctive impact on the region and beyond.

2-3 Mission Statement

Cihan University is mission to bring together students from diverse social, economic, religious, and ethnic backgrounds and train them to be responsible global citizens who work well as a team united by the commitment to raise the standards of their communities.

We also aim to nurture in our students the knowledge, skills, and values that inspire the lifelong love of learning.

2-4 Accreditation and Licensure

Cihan University –Erbil is located in Erbil – Kurdistan Region –Iraq, and is officially licensed from June ---- , 2007 by the Ministry of higher education and scientific research of Kurdistan Region – Iraq and accredited by the federal Ministry of higher education and scientific research to award degrees/qualifications in higher education.

Degree programs offered by Cihan University are accredited by the Commission for Academic Accreditation of the Ministry of federal Ministry of higher education and scientific research and by the Ministry of higher education and scientific research of Kurdistan Region –Iraq.

2-5 Objectives and Goals

Cihan University –Erbil provides an academic environment that fosters enhancing teaching, learning and research; offers educational programs of relevance to its setting; and educates lifelong learners who display mastery in the core competencies of their areas of specialization, communicate clearly, think critically, solve problems creatively, and who demonstrate commitment to the ideals of academic integrity.

Goal 1: Continuously improve the quality of teaching and learning Goal

2: Address regional needs for intellectual capital and skilled leadership

Goal 3: Enhance the volume, quality, and reputation of research

Goal 4: Structure and implement planning and assessment mechanisms to ensure that Cihan University make informed decisions

2-6 Cihan University Tools and Methodologies

In the Cihan University Educational System, students are provided with a complete set of tools that helps them learn efficiently and acquire a love of learning. These tools have been developed and honed over more 15 years and include, but are not limited to, the following:

- 1- A well-structured and comprehensive curriculum in every subject
- 2- Well prepared curriculum to ensure seamless instruction and efficient learning
- 3- Proven instructional methods that keep students engaged
- 4- Centrally-set assessments in all subjects to provide timely tracking of student performance that allow learning gaps to be filled
- 5- Software systems to assist lecturers in the ongoing evaluation and analysis of student performance

2-7 Cihan University and English as the Language of Instruction

Fluency in English language is essential for individuals who wish to be able to communicate in the global marketplace. Accordingly, English is the language of instruction in all Cihan University Departments and faculties.

Students of Cihan University will be prepared to use English either in the classroom as the language of instruction or in their workplace as the medium of corporate communication.

2-8 Campus Facilities

Cihan University –Erbil campus spread over 127,000 m² and housing more than 5000 students and includes the following facilities:

- 9 full equipped academic buildings.
- Spacious classrooms.
- Multi-purpose rooms for intensive classes.
- Engineering Labs.
- 6 graphic design and two interior design rooms each accommodating 25 students
- Language labs with integral sound system.
- Laboratories for chemistry, physics, biology.
- Virtual court.
- Computer center
- Multi-purpose Halls for intensive Events.
- Conference Hall
- Library with workroom spaces, a research center, and network access
- Wi-Fi internet access is available throughout campus
- Student Center that offers a range of amenities including:
Bookstores, Terrace Café with internet access, Food court,
- TV and Audio-visual center.
- Art studio.
- Outdoor and indoor football, basketball, tennis, and volleyball courts.
- Green spaces
- Staff and Students accommodation buildings.
- Parking lot for staff and visitors.
- Cihan Learning hospital (Under Construction)
- Three Stories multi-function building (under construction)



3-Cihan University Staff Policy

3-1 Higher Education Lecture Job Description

Higher education lecturer's facilities learning and carry out research activities in universities and some colleges of further education. They teach academic or vocational subjects to under graduate and postgraduate students. Teaching methods include lectures, seminars, tutorials, practical laboratories demonstration field works and e-learning –Multimedia technologies are increasingly used.

Most lecturers at Cihan University pursue their own areas of research and develop these in order to contribute to the wider research activities of their department institution .Many aim to have their researches published, either in the form of the books or scholarly articles ,and this can help to raise the profile of their employing higher education institution.

3-2 Departments Roles, Ranks, and Titles

To carry out its instructional responsibilities to students and to conduct scholarly activities and perform services to society and the University community, the Cihan University-Erbil employs faculty members in the following roles:

3-2-1 Regular staff Member:

Professor, Assistant Professor, Lecturer, Assistant Lecturer, Senior Instructor and Instructor

3-2-2 Non-Regular Staff Members:

Research or visiting faculty, adjunct faculty and special contract faculty

3-2-3 University and Colleges Administrators:

President, Vice President for Scientific affairs, Vice president for Students Affairs, Head of Department, Director of the Quality Assurance.

4- Staff Employment and Contracts

4-1 Contracts for Regular Staff

4-1-1 Initial Contract

Initial regular faculty appointments are for one year. The academic performance of each faculty member is evaluated annually. A description of the evaluation process may be found in QA regulations, Faculty Performance Evaluation.

4-1-2 Second / Continuing Contract

Near the end of the faculty member's initial contract, a review is conducted as described in QA , Faculty Performance Evaluation. If the faculty member receives a favorable recommendation, a second year contract is issued. A faculty member who is not recommended for a second year contract his contract with university will be terminated.

4-2 Search and Appointment for Regular Faculty Positions

The University is fully committed to equal opportunity at all levels without discrimination on the basis of race, gender, religion, age, family status, or national origin. In addition, discrimination is prohibited on any other basis prohibited by law that applies to the faculty member's employment at the University.

4-2-1 Initiation of Search

Based on demonstrated need of a unit's academic program, the head of department, after receiving approval from the university president, initiates the search for a new faculty member. The position may be new or a replacement for someone who has resigned, retired, gone on leave, or otherwise left the University.

4-2-2 Search Committee

A thorough search and careful selection precedes any recommendation of appointment from any academic unit. The length and complexity of this process depends upon the nature of the appointment. The Head of the academic unit shall consult with the faculty of the academic unit about the needs of the program, providing faculty full opportunity to help define the qualifications and to formulate the description of the position. The head of department, in consultation with the academic unit faculty shall appoint a search committee appropriate to the position to be filled. The Head of the academic unit shall be a member of the search committee. The search committee will submit to the university president a shortlist of a minimum of three candidates, if possible, including a rationale for the selection

The following guidelines describe the main steps to be followed for hiring into regular faculty positions.

1. The search committee should represent the faculty body of the academic unit and must include:
 - a. at least three faculty members from the department (identified by the department, with the approval of the president) including, when possible and appropriate, one who is familiar with the area of expertise of the advertised position
 - b. the Department Head as an ex-officio member
2. The initial search is conducted by the search committee based on the advertised criteria, such as degree requirements, rank and nature of experience, area of specialty, as well as on considerations of diversity, including gender, ethnic, and racial backgrounds.
3. The search committee makes available to the department faculty all applications, divided and clearly marked between qualified and unqualified applications, except for an application where the applicant has asked that his/her application be kept confidential.
4. The search committee will evaluate all applications that pass this initial stage of search taking into consideration all written faculty comments in the process.
5. Except where circumstances preclude them, the search committee conducts phone interviews with the qualified candidates to develop and present an unranked short list of acceptable candidates along with recommended academic ranks to the university president
7. The Department Head will provide the department faculty with the list of short-listed candidates.

8. It is the responsibility of the department head to arrange for in-person interviews with the shortlisted candidates. When feasible, these candidates may be invited for on-campus interviews provided that candidates for the same position are treated in an equitable manner.

10. Throughout the process, written reports will be provided by one reviewing body to the next, justifying recommendations being made. All such recommendations will be provided by the head of department to the university president.

11. The Department Head will inform the departmental faculty of the acceptances of offers as soon as it is practical to do so.

5- Staff Rights and Responsibilities

5-1 Rights

5-1-1 Non-Discrimination Policy

No employee of the Cihan University-Erbil shall discriminate against any person because of race, color, religion, national origin, age, non-disqualifying handicapping condition, ethnic group, or gender, in any of its programs, activities, contracts, personnel administration practices or any other actions it undertakes. Furthermore, the University will maintain and advance those practices, processes, and circumstances that afford equal opportunity to all individuals.

5-1-2 Academic Freedom

Institutions of higher education exist for the common good. The common good depends upon an uninhibited search for truth and its open expression. Hence, it is essential that faculty members are free to pursue scholarly inquiry without undue restriction, and to voice and publish individual conclusions concerning the significance of evidence that they consider relevant.

Within the bounds of professional behavior, each faculty member is entitled to full freedom in the classroom in discussing the subject being taught. Within the bounds of professional behavior, faculty members also have full freedom to express disagreement with other members of the University community. Although a faculty member observes the regulations of the institution, he or she maintains the right to criticize and seek revision. On such occasions, faculty members should make it clear that they are not speaking for the institution. Faculty also must be cognizant of the mores and sensibilities of the host culture.

5-2 Responsibilities

Duties of a faculty member shall consist of those responsibilities assigned by the University and/or an appropriate administrator, such as the Department Head. Teaching assignments, schedules and other instructional responsibilities shall be performed under the direction of the

supervising administrator. Normally, duties and responsibilities shall be related to the expertise and competence of the faculty member. Teaching, scholarly activities, and service shall be subject to evaluation by appropriate administrators and shall be considered in performance-based decisions relating to compensation, retention, promotion, termination, and renewal/extension.

5-2-1 Teaching

5-2-1-1 Responsibility as a Lecturer

The staff member accepts the assignment as a lecture and has to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge and to practice intellectual honesty. Lectures are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching inappropriate matter or matter which has no relation to the subject.

As Lectures, faculty members are responsible for the following:

- 1- Developing and implementing new methods of teaching to reflect the now day changes in his/her field .
- 2- to be engaged in the education of undergraduate and professional students, as appropriate to the mission of each college or school and/or department
- 3- to conduct each course they have been assigned to teach in general conformity with the content, format, and official description of such course as established by the faculty of the academic unit and approved by the Dean and the Provost
- 4- to meet and conduct classes and final exams as well as final projects evaluation at all regularly scheduled times and places. The pertinent administrators or a duly appointed representative may authorize a member of the faculty to be absent from classes or to reschedule the work for reasons of health or when in the best interests of the University.
- 4-to develop in students the free pursuit of learning
- 5- to strive to obtain and transfer the best scholarly standards of the discipline
- 6- to demonstrate respect for students as individuals and their privacy in academic matters
- 7- to adhere to the proper role of intellectual guide and advisor
- 8- to make every reasonable effort to foster honest academic conduct and assure that the evaluation of students reflects their true merit
- 9- to notify as promptly as possible the Head/Director of the unit whenever emergencies such as illness or accident prevent meeting a scheduled class
- 10- to commit to discharging duties and responsibilities primarily on the campus of the University and, when necessary, at other sites as appropriate to the mission of each college or school and/or academic unit
- 11- Refresh and develop new programs in order to attract new students and markets.
- 12- Great and exploit new opportunities for knowledge transfer activity in order additional income and new areas of teaching and/or researches.
- 13- Take responsibility for developed university budgets and comply with university financial

regulations .

5-2-1-2 Presence

Staff members are required to be available on campus during the academic year as specified in the academic calendar. Staff members may take a leave of absence for professional development or in an emergency with written authorization from the Department Head and president of university.

Staff members are expected to be available for advising and individual student conferences throughout the semester by means of regularly scheduled office hours or appointments.

Formally scheduled final examinations are to be given only during the time periods officially announced.

5-2-1-3 Teaching Load

Allocation of teaching loads is defined by the Department Head in consultation with the president of university and takes into consideration student numbers, contact hours, number of preparations, as well as other factors. For Professors, Assistant Professors, and Lecturers, all of whom are required to maintain a research program, the normal full-time teaching load across the University is the equivalent of the following as that specified by the regulations of the academic staff by the Ministry of higher education and scientific research of Kurdistan Region –Iraq. And as shown below:

Academic Rank	Hours per Week	
Professor	8	
Assistant Professor	10	
Lecturer	12	
Assistant Lecturer	14	

Under no circumstances may a staff member with a course release carry an overload. Extra hours must be considered as a paid hours as per university fanatical policy.

In addition to their formal course loads, staff members are also expected to bear their fair share of the responsibility for supervising student research, professional internships, graduation projects, and independent study.

Staff members are to abide by the published schedule for class meeting times. Any additional required meetings (including lectures, exams, laboratories, studios, presentations, etc.) during day-time hours (8:00 a.m. to 6:00 p.m.) of regular class days are prohibited, and those scheduled for evenings and weekends are discouraged. If evening or weekend scheduling is unavoidable, advanced approval is required. Required academic activities are not allowed to be scheduled on Fridays and University holidays. Staff member should attempt to seek assistance from colleagues to conduct classes in their absence.

Field trips and site visits are recognized as extended learning experiences held off campus. These activities should be pre-announced and dates included in the syllabus of the course.

5-3 Society and Community Services

All regular faculty members, regardless of rank, are expected to contribute to the administrative work of their respective academic unit and college/school through committee participation. Furthermore, faculty members have the opportunity to serve on the Faculty Senate and its committees as well as on University-wide committees. Faculty members can also serve their profession and the community at large by engaging in activities that facilitate the work of these professional and community organizations. Other service opportunities include institutional development, involvement with students in the total life of the University, and activities that further the University's mission in the public sphere.

6- Academic Ethics and Responsibility

For faculty members the notion of academic freedom is linked to the equally demanding concept of academic ethics and responsibility. As a faculty member, a person assumes certain ethical obligations and responsibilities to students, to fellow faculty members, to the institution, to the profession, and to society at large. Some of these are listed below.

Faculty members have ethical obligations and responsibilities to the students of Cihan University

- Faculty members shall foster scholarly values in students, including academic honesty, the free pursuit of learning, and the exercise of academic freedom.
- Faculty members shall act professionally in their academic relationships with students.
- Faculty members shall exercise critical self-discipline and judgment in using, extending and transmitting knowledge.
- Faculty members are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into teaching inappropriate matter or matter that has no relation to their subject.
- Faculty members must maintain respect for students as individuals, within their role as intellectual guides and counselors.
- Faculty members must assure that evaluations of students reflect true merit. Faculty members must avoid taking any action that would compromise the honesty and equity of the evaluations.
- Faculty members shall be available at reasonable intervals to students for consultation on course work through posted office hours.
- Faculty members shall duly acknowledge the contribution of students to their scholarship and research.
- Faculty members shall not engage in any exploitation, harassment, or discriminatory treatment of students.
- Counseling of students on non-academic issues should be professional, confidential and within the capabilities of the professor. Students who have serious and sensitive matters, especially if they are related to a specific culture, religion or custom, should be referred to professional counselors available in Student Services.

Faculty members have ethical obligations and responsibilities to other members of the University community

- Faculty members shall not engage in any exploitation, harassment, or discriminatory

treatment of any members of the University community.

- Faculty members shall acknowledge the academic contributions of others, and strive to be objective in their professional judgment of colleagues. Clearances must be obtained from the relevant persons or individuals when appropriate to the norms of the discipline, and digital and archival material must be used in accordance with the rules of the source.
- Faculty members who are in a supervisory position shall abide by the rules and policies of the current Cihan university Policy.

Faculty members have ethical obligations and responsibilities to Cihan University as an institution

- In determining the amount (if any) and character of work done outside of the institution, faculty members shall recognize that their primary responsibilities are to the institution. Such outside work shall be consistent with University regulations. Faculty members may follow subsidiary interests, but these must be revealed to the institution and must never compromise their freedom and willingness to draw intellectually honest conclusions.
- When considering the interruption or termination of their service, faculty members shall take into account the effect of their decision upon the institution and give notice of their intentions as per their contract.
- Faculty members shall accept their share of faculty responsibilities for contributing to the governance of the institution.

Faculty members have ethical obligations and responsibilities to their profession

- The fundamental responsibilities of a faculty member as a teacher and scholar include:
 - 1) Maintenance of competence in one's field of specialization, including appearances in the public arena such as discussions, lectures, consulting, publications and/or participation in professional organizations and meetings,
 - 2) Exhibition of such professional competence in the classroom, studio, library or laboratory, and
 - 3) fostering honest academic conduct as specified in the University regulations.
- The demonstration of professional integrity by a faculty member includes recognition that society at large will judge the profession as well as the institution by his/her statements and behavior. Therefore, the faculty member should strive to be accurate, to exercise appropriate restraint, and to be willing to listen to and show respect to members of the society at large expressing different opinions. Faculty members should make every effort to indicate that they are not speaking or acting for the college or school or the University when speaking or acting as a private person.
- Scholarly conduct must avoid fabrications, falsifications, plagiarism and other practices that deviate from accepted scholarly practice.
- Faculty members must apply scholarly rigor and integrity in obtaining, recording and analyzing data as well as in reporting and publishing results.
- Faculty members undertaking scholarly activities should do so in a manner consistent with professional honesty and within the public interest. Scholarly activities should be designed to enhance knowledge in a particular field of scholarship and should demonstrate sound methodology, accuracy and maintain the factual integrity of the data.
- Faculty members must use funds designated for scholarly activities in the prescribed manner.

- Faculty members must comply with relevant statutes or regulations for the protection and welfare of researchers, human subjects, the public, laboratory animals and the environment.
- It is the duty of faculty members doing scholarly activities, teaching, laboratory/ studio exercises or other activities to protect the privacy of others, to avoid causing mental or physical harm and to promote safe and healthy working practices and environments.

7-Staff Performance Evaluation

Faculty performance evaluations will be conducted periodically for the following purposes:

- 1-to support and encourage excellence by recognizing and rewarding performance that advances the mission of the University;
- 2- to assess faculty in the areas of teaching, scholarly activities (research and creative activities) and service;
- 3- to provide guidance to faculty members regarding professional improvement and development; and
- 4-to obtain information relevant to contract renewal/extension, promotion, termination, or merit pay decisions.