



Recruitment and Hiring procedures for Academic Staff at American University of Madaba AUM

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A- Procedure for Hiring a Faculty member

1. The Department Council through the Head of Department recommends the hiring needs of full-time faculty members to the Dean. The Dean will then meet with Faculty Council and provide final recommendation to the Vice President for academic affairs
2. Upon approval of the hiring needs, the Dean informs the HR Department to proceed with the advertisement of the opening (advertisement on the website, Facebook, social media, newspaper, ..etc.), and other relevant higher education associations whenever possible.
3. Upon the receiving of CVs, The HR will filter CVs to ensure that the Candidates meet the general requirements. These filtered CV will then be sent to the Dean.
4. The Dean forms a search committee for the advertised positions from the related Department headed by the HoD and at least 2 faculty members from the Department or the faculty to review the applications and interviewing candidates.
5. The Search Committee will consider the American Candidates/ American University graduates, or candidates with experiences at American Universities, as a plus for his application and will be considered a priority.
Graduates or candidates from American Universities or with experiences at American Universities are given priority for hiring based on the required criteria.
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6. The Search Committee provides the short-listed candidates' names (comparison table) , the meeting minutes, and the CVs to the Faculty Council.
7. It is recommended that Search Committees submits a short-list of 3 candidates for each position. In cases where the short-list has less than 3 candidates for each position, the Committee should justify their decision.
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9. The Committee filters the applications, interview candidates, ask for a presentation, video-conference interview, or presentation and invite the Dean and whoever related to the open position. The Committee is encouraged to conduct a second interview and/or give a public lecture by the candidate.

10. The HoD sends the Committee's recommendations to the Department Council and then to the Faculty Council. Accordingly, the Dean will send councils' recommendations to the President.
11. Based on the recommendations of the faculties' councils and the appointment and promotion committee, the Council of Deans issues the decision of appointing the faculty members; the decision shall include the rank, grade, starting date, position and salary.
12. Accordingly, the HR Department will prepare the Contract, including all related information and follow up with the candidate and secure all required documents; Equivalency from the MOHE, transcript, certifications, degrees before completing the hiring process. The Department will also provide the candidate with necessary information; benefits, regulation, logistics, health insurance, transportation, or any other needed information related to his/her new appointment at AUM
13. The record of the hiring process should be documented in the Deanship and HR Department.
14. In case of scarcity or emergency need, the President may authorize the Vice president or the Dean to handle the recruitment process in coordination with the respective Dean/HoD, without following the regular procedure.

B- Procedure for Hiring full- time and Part-Time lecturer

1. The HoD sends the Department's request for new part-time faculty to the Dean. Upon the approval of the Dean, the HoD send the advertisement as mentioned above.
2. Upon the receiving of CVs, The HR will filter CVs to ensure that the Candidates meet the general requirements. These filtered CV will then be sent to the Dean
3. The Dean assigns a committee including the HoD and a minimum of two full-time faculty members from the same Dep/Faculty to review Cvs and interview candidates.
4. At the end of their review process, the HoD will discuss the committee recommendations with the Department council and send their recommendation to the faculty Council.
5. The Faculty council will give the final recommendations, supported by the meeting minutes and the CVs of the short-listed candidates. The Faculty Council, through the Dean, will send the final recommendation to the President for final approval.

6. The HR office will complete the hiring process of the new faculty member. Upon the President's approval, including providing all supporting/ official documents, transcripts and certifications.
7. The record of the Hiring process should be kept in the Deanship & HR.
8. In exceptional cases, when an immediate need for new part-time faculty arises, the Dean, in cooperation with the HoD may depend on headhunting qualified candidates to fill the position; this process for selecting candidate on very short notice is subject to the president's approval.

C- These procedures should not contradict any of the bylaws and regulations or any related legislation related to faculty members at AUM, In the event of any conflict between these procedures and other related legislation, the bylaws/regulations shall govern.

D- The Council of Deans shall decide on all cases not covered by this procedures.