

DAU 4-20 Personnel Policy

Policy Code	Policy Name		
DAU 4-20	Personnel Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- Human Resources Directorate	10/2023	10/2027	

1. Policy Purpose

This policy shows:

- How DAU treats all its employees fairly and with integrity.
- DAU's employment records of faculty members and administrative staff are well maintained and updated safely.

2. Policy Scope

This policy is applied for faculty members and administrative staff at DAU.

3. Policy Statement

Fairness and integrity among DAU's employees

DAU ensures fairness and integrity among its employees. In addition to that, it provides a positive and cooperative work environment within DAU. The following practices show how DAU guarantees fairness between its employees.

- Employees' Satisfaction surveys are important indicators for keeping the work environment always positive, surveys are conducted on a regular basis.
- Teaching loads among faculty members are distributed fairly.
- Faculty members in DAU receive numerous and different compensations and benefits.
- Any conflict of interest or misconduct in work shall be solved when it arises.
- DAU employees can appeal and complaints whenever the employee faces any incident.
- When DAU has vacancies the employment process is conducted with transparency through formal communication channels.
- DAU presents different training programs and workshops to improve employees' skills.
- Evaluation processes of faculty members and administrative staff are conducted by the authorized personnel in DAU, the evaluation process is conducted on a regular basis.
- Faculty members promotion in DAU regarding is conducted formally and with high grade of integrity regarding to the MOE's By-laws based on MOE Council # 4/6/1417. Law.

Employees records for faculty members and administrative staff

The Human Resources Department at DAU is responsible for proper maintenance of employees' records including those for faculty and administrative staff. Complete records are maintained for each faculty member and administrative staff employed by DAU. These documents may be included original or officially attested documents of ID copy, Iqama copy, original academic certificates, the original signed contract, medical records, a copy of passport and copies of other documents required by DAU and the Ministry of Human Resource and Social Development.

4. Policy Procedures

Procedures conducted by HR to keep the employees' records in DAU:

- HR shall create a personal file for each employee in DAU, this file shall contain the previous information and documents mentioned above.

- HR will verify the accuracy of the information and data provided by the faculty members and the administrative staff.
- HR shall always maintain and update the completed records for each faculty member and administrative staff employed by the University.
- HR will ensure the required documents are updated and kept safely according to the rules and regulations of Ministry of Human Resource and Social Development.
- In case of required release of personal information, HR shall ensure that the releasing requests are legal and formal according to DAU 9-4 Students and DAU Employees personal Information Release policy.

5. Related Policies/ Documents/ Forms

DAU 4-1 Faculty Members Workload Policy
 DAU 4-2 Faculty members and Administrative Staff Professional Development Policy
 DAU 4-3 Code of Conduct Policy
 DAU 4-7 Faculty Members and Administrative Staff Grievance and Appeal Policy
 DAU 4-9 Teaching Staff Employment policy
 DAU 4-14 Conflict of Interest Policy
 DAU 4-15 Compensation and Benefits Policy
 DAU 4-16 Academic leaders, Faculty Members and Administrative Staff Performance Evaluation Policy
 DAU 4-17 Faculty Members Promotion Policy
 DAU 4-23 Administrative Staff Employment policy
 DAU 9-4 Students and DAU Employees personal Information Release policy

6. Document History

Version	Issue/ Rev. Date	Updated Information/ Summary of Changes
1	10/2023	1 st issue of the policy