

DAU 4-23 Administrative Staff Employment policy

Policy Code	Policy Name		
DAU 4-23	Administrative Staff Employment policy		
Responsible Executive	Current Revision Date	Next Revision Date	
- Human Resource Directorate - University Leaders	10/2023	10/2027	

1. Policy Purpose

DAU administrative staff employment policy is designed to ensure fairness, competency, and strong qualifications of newly employed administrative staff. This policy aims to identify the employment process of professional staff to fill all vacant or newly created positions.

2. Policy Scope

This policy is applied to all DAU administrative staff.

3. Policy Statement

Through this policy DAU attracts talented administrative staff who support academic activities and contribute to the university efficiency and effectiveness. For that, related employment procedure will be detailed as follows:

- Firstly, the employment plans of administrative staff.
- Secondly, the process of employing talented administrative staff.

4. Policy Procedure

Staffing plan of administrative position:

- Determining the need of Administrative Staff by the department director / University Vice-President.
- Determining the appropriate selection criteria (degree, experience, certificates etc.).
- Preparing the staff request form and obtaining the requested approvals from the CEO.

Staffing plan of leading position:

- Academic leading position:
 - The selection of the candidates should be based on the position requirements (degree, experience, personal traits, etc.).
 - Only candidates who meet the job requirements should be nominated.
 - Objectivity must be used for the classification and selection of candidates.
 - The classification report and recommendation should be reported to the Board of Trustees for approval.
 - The HRD should begin the appointment process.
- Consultant position:
 - The consultant services should be need based.
 - Objectivity must be used for the selection of consultants.
 - The appointment process is performed by the HRD.
 - Consultant contracts should specify assignments and reporting procedures.

Employment procedures of administrative staff:

To fill the administrative vacant position, the following process must be followed:

- The director of the unit in which the position is located must prepare a written request and obtain the approval of the authorized person.

- DAU HRD makes a first scanning of the collected CVs with reference to job description of the vacant position.
- The selected candidates must be notified for a first interview in a timely manner, either verbally or by email. A first selection for an appropriate candidate is made after this interview.
- A list of preselected candidates is forwarded to the administrative unit in which the position is located to perform a second interview.
- Candidates selected for the second interview must be notified in a timely manner, either verbally or by email,
- Interviews (first and second) must be conducted by the HR director and the director of the corresponding administrative unit using [Job Vacancy Request Form.xlsx](#).
- For all positions, once a candidate passes the interviews, the Human Resources Directorate must carry out a reference check. At least two referees must be contacted.
- After selecting the appropriate administrative employee, DAU HRD starts the appointment process.

5.Related Policies/Documents/ Forms

[Job Vacancy Request Form.xlsx](#).

6. Document History

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