All Arabs University

Policy Theme	Employment and Recruitment

Policy Code:	P(20R)05	Date of Issue:	26/4/2022
Version:	1/6	Confidentiality Level:	General
Quality Council Approval:	17/4/2022	Policy Created Date:	14/4/2017
Deans Council Approval:	Resolution No. 14/99, Date: 20/4/2022		
Date of last Revision:	1/3/2025	Next revision Date: 1/3/2027	

Responsibilities:

Application:	Human Resources Department.
Partners:	Faculties and Departments Councils.
Supervision:	Governance Councils.
Review and Development:	Quality Assurance and Accreditation Office + Human Resources Department.

Policy Statement:

Adhering to institutional principles of governance and integrity represented through transparency, justice and accountability, in recruiting and appointing qualified faculty members and administrative staff in accordance with the required job description to achieve the University academic and administrative objectives, and through applying Human Resources Management official system and Jordan Labor law.

Policy Objectives

No.	Objective
1.	Recruiting and appointing qualified academic and administrative staff in accordance with the principle of Institutional integrity.
2.	Achieving the University educational and administrative goals.
3.	Applying human resources management system and Jordan Labor law in selecting the staff members in accordance with the required job description.
4.	Promoting teamwork spirit among the University employees.

Related Procedures:

No.	Procedure
1.	Administrative Staff Appointment QP (01 HR) 09
2.	Faculty Members Appointment QP (02 HR) 09
3.	Reviewing Faculty Member applications for appointment in the University QP (20 UF) 05

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