



INTER OFFICE MEMO

Date: Tuesday, October 15, 2019

REF: 1st Sem2019/2020-IOM/AY-A064

To: Please see the committee membership below:

From: Dr. Ahmed Yamani, Rector

Cc: Dr. Saad Al-Rwaita, Vice Rector for Administrative and Financial Affairs
Dr. Abdelhafez Feda, Vice Rector for Academic Affairs
Dr. Heba Khoshaim, OIC, Campus for Women and Vide Dean, DAR
Dr. Mohamed Aljabreen Al-Misher, Deputy Vice Rector for Academic Affairs
Dr. Saad Almosa, Dean, CBA
Dr. Mohammad Alkanhal, Dean, CCIS
Dr. Abdelhakim Almajid, Dean, CE
Dr. Fahad Almajid, Dean, CL
Dr. Mamdouh Alenezi, Dean, DES
Ms. Tahira Hoke, Aide-to-the-Rector for QA/Director, EAAC – CW
Mr. Victor Mendoza, Director, EAAC – MC

Subject: **FORMATION OF THE INSTITUTIONAL EMPLOYEES AFFAIRS
COMMITTEE (IEAC) FOR AY 2019-2020**

Based on the authority conferred upon to the PSU Rector and for the best interest of Prince Sultan University, the following has been decided:

First: The IEAC Chair and the following committee members are appointed by the Rector:

#	Name, Administrative/Academic Position	Committee Position
1.	Dr. Heba Khoshaim, OIC, Campus for Women	Chair
2.	Dr. Alia Mitchell, Director, TLC-CW	Co-Chair
3.	Dr. Shabir Hussain , Associate Director, TLC-MC	Member
4.	Dr. Emna Chikhaoui, Vice Dean of College of Law-CW	Member
5.	Dr. Jehad Al Zabut , Director of General Sciences Department, DES Representative	Member
6.	Dr. Ibrahim Abunadi , CCIS Representative	Member
7.	Dr. Ihab Katar , CE Representative	Member
8.	Dr. Safaa Abdullah Essa , CH Representative	Member
9.	Mr. Abdulaziz Al-Obaid, Director, HRO – MC	Member
10.	Ms. Huda Al Yemni, Admin Member, HRO – CW	Member
11.	Dr. Jolly Sahni , CBA Representative	Member
12.	Mr. Saghir Mehar, CL Representative	Member
13.	Mr. Mujahid Latif, Coordinator, Faculty Recruitment Office -MC	Member

Second: The following shall be the Terms of Reference of the committee:

- The committee shall ensure the employee journey best practices are followed all throughout the institution.
- The committee shall prepare the rating of the Self-Evaluation Scales for the Institution (SESI) and write the Self-Study Report for the Institution (SSRI). The committee shall also support and assist in the program accreditation preparation of all Colleges. Specifically on attraction, employment and retention, professional development and assessment of employees.






- *In addition, the committee shall perform the following tasks to:*
 - A) Plan and monitor the implementation of plans for the provision of human resources to the University such as faculty members and staff;*
 - B) Plan for the provision of human resources for each academic year which shall be included within the university budget and present it to the BOT for approval;*
 - C) Oversee the implementation of plans approved by the BOT and ensure that all the appointments made during the academic year are consistent with the approved plan;*
 - D) Investigate the complaints submitted against the faculty members and staff; and*
 - E) Form the disciplinary committee and impose the following:*
 - E.1) Reprimand*
 - E.2) Warning to impose severe punishment*
 - E.3) Deduction of an amount not exceeding one third of the monthly salary and to a maximum deduction of three months*
 - E.4) Deprivation from increment*
 - E.5) Deprivation from promotion*
 - E.6) Dismissal with the right to receive the end of service benefit*
 - E.7) Dismissal with the deprivation of the end of service*
- *The disciplinary committee shall present and appraise the case within two weeks and submit a report on the investigation and recommended punishment if any to the Rector for the approval.*
- *The faculty members or staff can write their grievances to the Rector within one month from the date of notifying of the committee resolution.*
- *The Rector shall issue the administrative resolutions implementing the recommendations of the disciplinary committee.*
- *The Rector shall issue the rules for organizing the investigation process and disciplinary trial.*
- *The Rector may suspend any of the University Employees from work if deemed appropriate by him for the investigation provided that the suspension period shall not exceed three months.*
- *The committee shall study related tasks, issues and problems and provide recommendations of the best solutions or alternative course of actions to the concerned colleges, deanships, departments, centers, units/and or offices and subject for approval of the University Council/Rector before the implementation.*

Third: The committee shall meet at least once a month. The committee may call for additional meetings if deemed necessary by the committee chair or a request from the majority of members.

Fourth: The minutes of the meeting shall be submitted to the Rector of the University.

Approved by:


Dr. Ahmad Yamani
Rector

