

Criteria and Procedures for the Recruitment and Selection of Faculty and Teaching Assistants

The standards and procedures for professional development for faculty members have been prepared in accordance with the Law on the Organization of Universities, which consists of the following laws:

Law No. 49 of 1972 on the Organization of Universities and its Amendments.

Law No. 84 of 2012 amending some provisions of the Law on the Organization of Universities promulgated by Law 49.

Law No. 81 of 2016 (Civil Service Law) on Civil Servants in the State and its amendments .

Law No. 152 of 2019 amending some provisions of the Law on the Organization of Universities promulgated by Law No. 49.

- Some other laws (pensions law, child law... etc.).

A. Positions of Faculty Assistants:

- Teaching assistant.
- Assistant Lecturer.

B. Faculty Members' Jobs:

- Lecturer .
- Assistant Professor .
- Professor.
- Full Professor.

Methods of Appointment for Teaching Assistants :

- Appointment by commissioning.
- Appointment by announcing "Teaching Assistant, if any, Assistant Teacher, Teacher, Assistant Professor, Professor"

Methods of Appointment for Assistant Teacher Positions:

- Appointment from among the teaching assistants (without announcement) of the "five-year plan for each year".
- Appointment by advertisement .

Conditions for appointing teaching assistants:

- Obtain a very good cumulative overall grade .
- Obtaining a good grade / at least in the subject of specialization or its substitute .
- Good conduct and behavior.
- If there is no one among the applicants who has a very good overall grade, it is permissible to appoint from among those who have obtained

A good general grade , provided that you obtain a very good grade at least in the subject of specialization or what is in its place.

Procedures for appointing teaching assistants:

- Preparation of five-year plans :

It shall be established by the Department Council .

Approved by the Faculty Council

Approved by the University Council .

It is not permissible to amend it except with the approval of the University Council and based on justifications accepted by the Council .

- The Scientific Department shall develop the form of the declaration according to the five-year plans approved by the University Council.
- The Faculty Council approves the wording of the announcement.
- In the event that the announcement includes special conditions other than those stipulated in the Law on the Organization of the Country, it shall be presented to the University Council Universities (Article 141).

*** Announcement of the Teaching Assistants' Position:**

- Publishing the advertisement in two widely circulated daily newspapers .
- Submitting applications until the end of the announcement .
- Examination of the applicants' papers and the extent to which the conditions of the declaration apply to them through an administrative committee from the General Administration

Faculty members affairs was formed by a decision of the Dean of the College.

- Preparing comparative lists of applicants who meet the conditions of the announcement and ranking them in descending order according to the priorities of

the appointment and the text of the Article 136.

- Approval of the relevant department council on the nomination .
- The approval of the Faculty Council on the nomination .
- The approval of the President of the University on the nomination .

Rules of Differentiation between Applicants for the Position of Demonstrator :

- Preferably the holder of a higher general grade .
- In case of equality, the holder of a higher score is preferred .
- In case of equality, the holder of a higher grade in the specialization subject is preferred .
- In case of equality in the above, the holder of higher grades in the subject of specialization is preferred .
- In the case of equality in all of the above, the highest qualified, then the oldest graduate, and then the oldest .

Assignment of Teaching Assistants:

- It is the appointment of the teaching assistant without an announcement, in which the first batches are appointed according to the five-year plans from among those who have at least a very good general grade and a very good grade at least in the subject of specialization or what is in its place, from among the last two consecutive batches.

Conditions of Assignment :

- The applicant must have a very good overall grade .
- The applicant must have a good general grade in the subject of specialization .
- The applicant must be of good conduct and behavior .
- The applicant must be an Egyptian national.

Methods of Appointing Assistant Teachers:

- Among the teaching assistants (the origin of the appointment of assistant teachers).
- By announcing non-teaching assistants.

Assistant Teachers:

- Obtain a master's degree during the legal period .

- Good conduct and reputation .
- Obtaining 6 training courses within the framework of the project of developing the capacities of faculty members and leaders .
- The applicant must be the oldest teaching assistant who holds a master's degree in the college .
- Recommendation from the supervisor of the master's thesis in the case of advertising .

Procedures for the appointment of assistant teachers (from among teaching assistants):

- The teaching assistant applies for appointment to the position of assistant lecturer with a master's degree and a statement of training courses .
- The Dean of the College refers the application to the competent department for approval.
- The budget is addressed in accordance with the five-year plan.
- Approval of the Faculty Council .
- Approval of the President of the University.
- Issuance of the Executive Order (Financial).
- It should be noted that seniority is considered from the date of approval of the President of the University .

❖ Appointment of Assistant Teachers by Announcement:

- **In case the department needs assistant lecturer positions, these positions will be announced by the following procedures:**

1. Preparing the form of the announcement by the Scientific Department .
2. Approval of the Faculty Council .
3. In the event that the announcement includes special conditions in addition to the conditions stipulated in the law, the announcement will be presented to the University Council .
4. Publication of the announcement in the official newspapers .
5. Address the budget to save the degree.
6. The approval of the President of the University for the appointment.

❖ Appointment Procedures at the University for Faculty

Members:

- The appointment must be at the university by advertisement
- The appointment must be from among the faculty members "Lecturer, Assistant Professor, Professor".

❖ Announcement:

1. Jobs are advertised at the request of the department in the college in which the advertisement is requested (Lecturer, Assistant Professor, Professor).
 2. The subject is presented by the university administration after providing us with the conditions required to be met by the applicants and the committee formed and received from the college that owns the advertisement.
 3. The announcement shall be published in two official newspapers and on the website, applications shall be submitted centrally by the Faculty Affairs Department after obtaining the approval of the University Council.
 - Forming administrative examination committees to examine the applicants' papers and the extent to which the conditions of the announcement apply to them .
 - These administrative committees prepare comparative lists and submit them to the competent scientific department, which forms the latter.
- Scientific committees of professors, assistant professors, or other specialists to examine the master's thesis and the extent of its application to the conditions of the announcement .

❖ Applicants who meet the conditions of the announcement are ranked according to the following :

1. A higher grade in the master's degree is preferred.
2. In the case of equality, the holder of a higher qualification shall be preferred .
3. In the case of equality, the oldest is preferred, and the older one is preferred.
4. Approval of the Department Council on the nomination .
5. The approval of the Faculty Council on the nomination .
6. The approval of the President of the University on the nomination .
7. Fulfilling the justifications for the appointment .
8. Issuance of the appointment decision .

9. Receiving the work .
10. Issuance of the Executive Order (Financial) as well as the Appointment Procedures Item . 14)

Conditions for appointment to the post of Teacher :

✓ In addition to the general conditions for the positions of faculty members, whoever appoints a teacher is required to:

1. Six years have passed since obtaining the first university degree .
2. If he is one of the assistant teachers or teaching assistants, he is required in addition to the above to be committed in his work and conduct.

Since his appointment as a teaching assistant or assistant teacher, he has performed his duties and if he requires the competence required to teach.

- The assistant teacher applies for appointment to the position of a teacher with a doctoral degree and a statement of training courses.
- The department acts as the permanent scientific committee, and there are two possibilities :

1) The first possibility: the presence of three professors in the same specialization within the department, and in this case, a committee is formed from the department, where it does not require the approval of the faculty council or the approval of the president of the university.

2) The second possibility: there are no three professors in the same specialization within the department, and in this case, a committee is formed.

From three professors or assistant professors by a decision of the President of the University after presenting it to the Faculty Council .

- After the approval of the President of the University, there shall be an examination report that will be presented to the Department Council for approval of the appointment .

- The approval of the Faculty Council on the appointment .
- Approval of the University Council .

Article 76 of the Law on the Organization of Universities stipulates that: "The Council of the Concerned Department shall undertake the task of

The Scientific Committee shall be formed by a decision of the President of the

University after taking the opinion of the Faculty or Institute Council from three members of professors or assistant professors in the universities subject to this law or specialists from others. "

Article 55 of the Executive Bylaws of the same law stipulates that: "The Council of the Competent Department shall

The Scientific Committee Task for Applicants for the Position of Lecturer, In the event that the department is devoid of three specialized professors or assistant professors, the committee shall be formed by a decision of the President of the University after taking the opinion of the Faculty Council from three members of the professors or assistant professors in the universities subject to Law No . 49 of 1972 or from other specialists. "

- Note that in case the department is empty of three professors or specialized assistant professors,

The subject of the appointment shall be submitted to the Faculty Council in two separate sessions, the first in the case of the formation of the committee and the second to consider the approval of the appointment.

Documents required to appoint a teacher :

1. Approval of the department and faculty council
2. 3 6 Training Courses -4 Job Status Statement

Conditions for appointment to the position of Assistant Professor :

- ✓ In addition to the general conditions for the positions of faculty members, it is stipulated that whoever is appointed as an assistant professor is required.

First: For teachers from within the same university:

1. The applicant must have worked as a teacher for at least five years in one of the universities.
2. Or five years have passed since obtaining a doctoral degree or its equivalent, provided that at least thirteen years have passed since obtaining the first university degree, if it is decided to advertise that job in another regional university.

Second: For teachers from outside universities (advertising or transferring from one university to another):

1. The applicant must have obtained the doctorate for at least five

years or its equivalent.

2 - At least 13 years have passed since obtaining the university degree.

3. Conducting scientific research published after obtaining a doctorate approved by the Standing Scientific Committee in the same discipline.

4. Availability of the required competence for teaching .

Required for the appointment of an assistant professor:

1. Approval of the department and college council

2-Decision of the Scientific Committee

3- 6 training courses

4. Job Status Statement

Conditions for appointment to the post of professor :

✓ In addition to the general conditions for the positions of faculty members,

those who are appointed as professors are required to:

First: For assistant professors from within the same university:

1. The applicant must have held the position of assistant professor for at least five years in a university or in a university

A scientific institute of its class .

2- Or ten years have passed since obtaining the doctoral degree or its equivalent, provided that eighteen years have passed.

At least obtain a first university degree, if it is decided to advertise that job at another regional university .

3- The approval of the Standing Scientific Committee in the same specialization for promotion after examining the innovative scientific research, or Construction works submitted by him .

4 - He must be committed in his work and conduct since his appointment as an assistant professor to the duties of the faculty members .

Second: With regard to assistant professors from outside universities:(

1- The applicant must have completed at least ten years of obtaining the doctorate or its equivalent .

2- At least 18 years have passed since obtaining the first university degree.

- 3- Conducting scientific research published after obtaining the doctorate approved by the Standing Scientific Committee in the same specialization
- 4) Availability of the required competence for teaching .

Documents Required to Appoint a Professor

- 1- Approval of the Department and College Council
- 2- Scientific Committee Decision
- 3- 6 Training Courses
- 4- Job Status Statement

Conditions for Appointment to Faculty Positions in General

- Obtain a doctorate or its equivalent from an Egyptian university in a subject that qualifies for the job or from
Another scientific institute at home or abroad is considered by the Supreme Council of Universities to be equivalent to a doctorate .
- The applicant must be of good character and good reputation .
- Be an Egyptian citizen

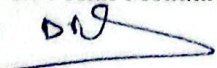
General Provisions in the Appointment of Faculty Members

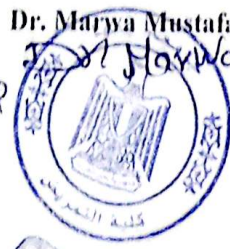
- In the event that financial degrees are not available for the positions of professors and assistant professors, and there are those who are allowed to be promoted by the scientific committee, where they are granted the scientific title, provided that they are accommodated in the next fiscal year, and they are given the salary of the higher job and its allowances, and it is taken into account that the promotion bonus and the periodic bonus are not combined .
- The date of granting them the scientific title shall be the basis for seniority and applying for the next job .
- For the faculty members (professor and assistant professor) who were awarded the scientific title during the year
Financial Grades shall be arranged for their Excellency as of 7/1 of each year while retaining seniority.
- The professor who has been in the position for ten years is entitled to the financial linkage of the vice president of the university .
- The positions of the faculty members are announced twice a year.

- A faculty member who holds his position in one of the Egyptian universities subject to a law regulating Universities to apply for the job advertised at the same university except by transfer.

No one may be appointed to the post of teacher or to the post of professor or assistant professor unless he is located within the Republic.

- A faculty member may not be appointed to the position of professor or assistant professor after the expiry of his authorized secondment, scientific assignment, or leave to accompany the spouse until after he returns to work.

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