

In Name of Allah the most Merciful, the most Gracious

White Nile University

Staff service regulations list

1) Appointment and promotion of staff in academic and administrative positions:

a. Academic Position:

Academic position means the position in the teaching staff (professor, associate professor, assistant professor, lecturer, the librarian and his assistants).

The appointment of these academic positions is made by the Vice chancellor, and within the framework of the rules of the university, which is the tasks and terms of reference of the Appointments Committee, which sets the general rules and methods of appointment for all the staff. This committee is headed by the Vice chancellor who certifies the needs of the units and then ratifies those Posts through the recommendations of the consultation committees to select qualified persons among applicants for the required positions.

The University Vice chancellor shall submit the recommendations of the Appointments Committee to the Chairperson of the Board of Trustees for approval, and then complete the remaining procedures for appointment through the Appointments Committee. In addition, the University follows the method of appointment through work contracts to perform specific tasks (teaching courses). The University may also employ foreign lecturers in accordance with specific work contracts and within the general rules governing these contracts.

b. Academic Administrative Position:

It means the Job, whose holder is responsible for the management of academic activities (heads of academic units) as described in (1-a).

c. Teaching Assistants:

New graduates, who hold bachelor's degrees, and are initially accommodated for the purpose of qualifying them for faculty staff positions.

Occupational houses are for those:

The teaching assistants' sector consists of four grades: Teaching assistance.

Teaching assistance (d).teaching assistant (c) teaching assistant (b). Teaching assistant(a)

the service entrance for the teaching assistants sector is Teaching assistant (d) all university graduates shall be assigned to all their educational institutions and their specialties only, separated by allowances within the sector.

The basic condition for absorption in the degree of Teaching Assistant (d) is to obtain the required basic qualification (Bachelor) with the second highest honor degree from recognized universities ,and in the case of postgraduate degrees to be evaluated by the appointment committee.

Those who work in the government are functionally appointed, after evaluating their grades in their main units.

Teaching assistants are promoted as follows:

From Teaching assistant (d) to teaching Assistant (c), four years after his appointment according to secret reports.

From. Teaching Assistant (c) to Teaching Assistant (b), four years after his appointment according to secret reports.

From. Teaching Assistant (b) to Teaching Assistant (a), four years after his appointment according to secret reports.

The transfer to the faculty sector shall be made only after obtaining the postgraduate qualification, which represents the minimum entry into those sectors (master or doctorate).

d. Administrators and their assistants:

Means the administrative functions, equivalent to the functions of faculty members and their assistants, and apply the same conditions required for the rest of the teaching assistants and gradation.

The administrative assistants' rate consists of four grades. Administrative Assistant d. Administrative Assistant c. Administrative Assistant (b) Administrative Assistant (a), and the situation is slightly different when upgrading to the rank of Registrar and Assistant Registrar as follows:

From. Assistant Registrar (c) to Assistant Registrar (b) Upgraded after 5 years.

From Assistant Registered (b) to Assistant registered (a) Upgraded after 5 years.

From Assistant Registrar (a) to an upgraded registrar after 5 years.

e. Faculty staff:

Appointment or promotion to the faculty sector requires obtaining a master's degree (lecturer) and a doctorate that qualifies for appointment to the assistant professor degree.

In some cases, the appointment of lecturer or assistant professor may be based on long experience in the field of specialization required, or in cases of rare specialties, on the recommendation of the Appointments Committee. Tenure in these positions is conditioned with obtaining the required conditions the degree of the associate professor and the professor is promoted, in accordance with the list of promotions approved by the Council of professors according to the

law of the university.

2) Training:

The teaching assistants are accommodated for the purpose of training and qualifying them for the faculty. For this purpose, the university offers a wide opportunity for them to qualify themselves within the general policy of the university, the university selects the specialization to be trained by the teaching assistant and then complete the training, which follows procedures through the secretariat of scientific affairs. The procedures of the delegated shall be affected by virtue of a contract signed between the delegated and the University administration stipulating all the conditions binding on the parties.

3) Jobs and salary structures:

a- The salaries and wages report applicable to the university shall be included in the table of salaries, wages, and allowances paid to the members of the teaching staff (the salary scale for all employees) and to be amendment when the financial and administrative committee see.

b- Salaries of faculty members shall be determined in accordance with the national salary structure, but not less than the salaries of public universities

c- The appointments committee shall carry out job placement within the salaries structures, in accordance with the conditions required for each category, with the possibility of increasing salaries gradually and within the limits of the specific sector of the appointment (to be included in the allowances as appropriate).

d- Salaries shall be paid monthly at the end of each month, and salaries may be paid in advance at public events or under any circumstances appropriate to such action.

e- The amount paid to a faculty member shall not be included in the amounts deducted to the college or to the reservation under a legal procedure.

f- Subject to the provisions of (e) above, salary, allowances or any amounts due shall be subject to the following deductions:

1 / collecting debts owed to the College.

2. Deduction of social insurance, taxes, Zakat and any deductions determined by the State.

3. The deductions from salary, allowances or any amount due shall not exceed a quarter of that amount in that month.

4) Mandate, transfer and second transfer:

On the basis of a written agreement between the University and any other party and the competent employee, any government employee may be assigned to an academic or administrative position at the university on a temporary basis for an indefinite period or in a permanent capacity.

Staff members who are assigned to university must be subject to all regulations applicable to them in their main units, and to be amended, when the financial and administrative committees see units subject to their assignment to all statutes in everything as if they had been appointed directly by the University.

*** Partial Contracting:**

Partial contract with any civil service employee with sufficient qualifications to work at the university, and has given allowance salary after the agreement between him /her and the university.

5) Allowances and promotions: -

1. The faculty member shall be granted an annual allowance, in accordance with the confidential report written by his superior, as agreed (the attached form of confidential reports).

2. The faculty member and the teaching assistants shall not obtain the higher degree until after obtaining the academic qualification required to obtain this degree.

3. Employees and workers receive an annual allowance according to the confidential report written by their superiors.
4. Staff and employees are promoted according to secret reporting after four years.
5. Any worker, employee or faculty member who receives a secret report below the required level shall be alerted to improve his/her performance, but if his performance declines, he shall be deprived of the annual allowance and delay his promotion for a later period.

Work contracts:

In the case of non-Sudanese (foreigners), who are not faculty members, the employment contracts shall be for a period of five years or less. The contract may be renewed for a further period with the consent of both parties.

Final transfer:

The final transfer of faculty members to, and from the University shall be made within the framework of the general regulations applicable in their main units and shall be subject to the approval of the Chairperson of the Board of Trustees.

Secondment:

The procedures shall be carried out in accordance, with the procedures followed by the approval of the entities to be transferred to and the University. The procedures shall be approved by the Vice chancellor after consultation with the Chairperson of the Board of Trustees.

6) Annual leaves and their consequences:

a- Annual leave:

1-The faculty member would be granted an annual leave, which he may spend at any place within or outside the Sudan (attached to the schedule of annual vacations

for all employees).

2. During the course of his annual leave, the faculty member would receive a monthly salary and full allowances.

3. The annual leave would be granted to faculty members during the period of the end of the school year.

4- The university Vice chancellor or his representative, may ask any faculty member, who is on his annual leave to attend the meetings of the examiners or the selection committees or assign him to perform any work required by the university interest.

5 / The vice chancellor has the right to give the staff members annual vacations out of his /her, annual leave if he/she appreciates his/her conditions .

6 / A member of the teaching staff ,who is absent from the university- without an acceptable excuse after the end of his annual vacation- shall be subject to the penalties prescribed by the University regulations.

b- Extension of leave:

The Vice chancellor of the University may, upon conviction of the reasons presented to him, upon the recommendation of the Dean of the College concerned, extend the annual leave for any faculty member for a period not exceeding fifteen days after the completion of his / her leave.

c- Transportation in annual leave:

The university director, the principal, the secretariat of scientific affairs, the dean of students affairs, the deans of the faculties, and those in the professorship degree, shall be given one ticket every two years or equivalent in cash, provided that they are in the normal category and the city of Jeddah.

d- Final leaves:

Upon completion of the term of the contract of the faculty member, and after fulfilling all the conditions of his contract and after completing all his duties and

tasks, he shall be granted a final leave of 30 days, during which he/she shall receive his full salary and allowances.

e- Local leave:

The Vice chancellor of the University - or his representative - may grant any faculty members, a local leave at any time for a period not exceeding one week, provided that applications for leave are submitted to the Director and upon the recommendation of the Dean of the College concerned.

f- Sick leave:

A faculty member shall be granted sick leave, if recommended by a medical authority recognized by the University. Such leave may be granted on the recommendation of a medical committee, for a period of up to three months with full salary and another three months by half the salary. In case of more than six months, medical commission decides on his capacity to do his jobs.

Local and certified sick leave for a faculty member who does not miss his entitlement and annual leave.

(g) Leave for Hajj and Umrah:

The faculty member shall be given a leave of absence not exceeding two weeks for the performance of the Hajj and Umrah rituals, and shall be held once a year.

6) Loans:

The University may grant a member of the faculty a loan, which does not exceed in total the total base salary for twelve months, to be paid and awarded in accordance with the regulations governing this.

7) Benefits of after service:

After service benefits are settled in accordance with the laws and regulations governing the National Social Insurance Fund, according to the publication issued by the President of the Republic.

Account of Commission Categories:

Upon commissioning, the following list of missions is approved for the purpose of calculating residence and subsistence expenses in addition to tickets or fuel:

Functional grade	travel allowance	Daily living sundries
Chairman of the Board of Trustees, Vice chancellor , Principal	100	10 hours theoretical according to the degree of functional beneficiary
Dean of Scientific Affairs and Dean of Colleges	100	10 theoretical hours according to the degree of functional beneficiary
Professor	70	10 hours theoretical according to the degree of functional beneficiary
Associate Professor + Assistant	60	10 hours theoretical according to the degree of functional beneficiary
Lecturer + Third + Fourth	50	10 hours theoretical according to the degree of functional beneficiary
5 + 7 + 8 + Teaching Assistant A.B.C	40	10 theoretical hours by degree of functional beneficiary
Degrees 11,12,13,14	30	10 hours theoretical theory equivalent to assistant teaching hours
Under Grade 14	30	10 hours theoretical theory equivalent to assistant teaching hours

- **When assigning a mission within the state and for one day, the missioner shall be granted the specific travel according to his job rank and the, vice chancellor shall have the right to consider it as a complete mission.**