

FACULTY DISCIPLINARY POLICY

Policy #	AA-421	Revision #	02
Accessibility level	A	Effective date	01/20/2021

1. Scope

This policy applies to all full-time faculty members at FBSU.

2. Purpose

Disciplinary rules are necessary for the running of the University affairs so that everyone understands what is expected of them and operates safely and lawfully. The University expects all of its faculty and staff to follow all of its rules, policies and procedures at all times.

Disciplinary procedures are necessary so that employees who breach the rules of conduct expected by the University are treated reasonably, consistently and fairly in every case.

3. Policy

3.1. Disciplinary Committee

The disciplinary committee for a faculty member shall be formed by a decision issued by the University administration and as follows:

- 1) A faculty member with the rank of Principal Professor;
- 2) A specialist in Sharia or Islamic law is a member; and
- 3) Two other full professors. The university administration may appoint an associate professors if the university's interest requires this.

3.2. Allegations

- 3.2.1. Allegations of faculty misconduct may be made by any member of the University community, including but not limited to faculty, staff, students, and administrators.
- 3.2.2. A formal written complaint pursuant to this Policy should be brought to the attention of the person who has direct supervisory responsibility over the individual(s) whose actions are in question (e.g., chairperson, supervisor, director, dean, Chancellor), or who is the supervisor of the unit in which the alleged destructive action occurred.
- 3.2.3. All allegations of violations of the Faculty Code of Conduct and research misconduct, including conflicts of interest and conflicts of commitment, shall be lodged with the Vice Chancellor for Academic Affairs.

FACULTY DISCIPLINARY POLICY

Policy #	AA-421	Revision #	02
Accessibility level	A	Effective date	01/20/2021

3.3. Disciplinary Principles

- 3.3.1. If a faculty member incurs what is judged to be in breach of their duties, one of the deans undertakes the investigation with him on the authority of the Chancellor and submits a report to the Chancellor on the outcome of the investigation.
- 3.3.2. The Chancellor may issue a decision to suspend any of the teaching staff members and their equivalents if required by the department of investigation. The suspension may not exceed three months except by a decision of the disciplinary committee. The suspension may be extended for a period of one or more periods as required by the circumstances of the investigation, provided that the duration of the suspension is not more than one year.
- 3.3.3. The person suspended from work shall be paid half of their salary. If they are innocent or punished without dismissal, the remainder of their salary will be paid to them, but if they are punished with dismissal, what was spent from them will not be recovered unless the authority that issued the penalty decides otherwise.
- 3.3.4. The Chancellor informs the faculty member - and the like - who is referred to the disciplinary committee of the charges against him and a copy of the investigation report, by registered letter at least fifteen days before the date of the session set for the trial.
- 3.3.5. The faculty member and those who are similarly referred to the Disciplinary Committee may review the investigations conducted on the days specified by the director.
- 3.3.6. Disciplinary actions taken at the University have no effect on other judicial proceedings arising from the same case.

4. Related Documents

- 4.1 Faculty Disciplinary Procedure (AA-421-P01)