

**The Academic and Administrative Staff Appeal Bylaws at the
Arab Open University**

Approved by University Council No. 63

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Article 1: Title

This document shall be called: “The Academic and Administrative Staff Appeals Bylaws at the Arab Open University.”

Article 2: Definitions

Unless the context indicates otherwise, the following words and expressions shall have the meanings specified hereunder:

The University	The Arab Open University
The President	The Arab Open University President
The Director	The Director of an Arab Open University branch or campus
The Branch	An Arab Open University branch or campus
The Committee	The Appeals Committee at AOU

Article 3: Definition of Appeal

- For the purpose of the present bylaws, appeal means a written grievance message addressed to the head of the Appeals Committee at AOU concerning a decision formally issued by a person that adversely affects the status of the appellant or his/her vocational interests.
- The appeal should be based upon a violation of the rules and procedures that organize such matters in the decision sequence.

Article 4: Teaching Staff Appeals Committee

This Committee is formed by the University President after it is presented to the University Council. It shall be formed as follows:

- A) The chairperson must be a teaching staff member holding a Professor rank.

- A) It should consist of at least 3 teaching staff members ranked as Associate Professor.
- B) The committee can seek consultation from the head of the Human Resources department at HQ and the University's Legal Consultant so long as they have no voting rights¹.
- C) The committee is formed for one year.
- D) The selected committee members may apologize if their personal interests were in conflict with those of the appellant, or for any other reason. In which case, the apology ought to be approved by the committee chairman.
- E) The committee's meetings require a quorum of more than half its members including its chairperson.
- F) The committee's decisions require a simple majority vote.
- G) All the works of this committee are considered confidential and no other person is allowed to see them.

Article 5: Administrative Staff Appeals Committee

This Committee is formed by the University President after it is presented to the University Council. It shall be formed as follows:

- A) One of the Deans of the academic programmes shall chair the committee.
- B) Two committee members will be selected as follows:
 - A teaching staff member with a rank of Associate Professor.
 - The Director of an administrative unit.
- A) The committee can seek consultation from the head of the Human Resources department at HQ and the University's Legal Consultant so long as they have no voting rights.
- B) The committee is formed for one year.
- C) The selected committee members may apologize if their personal interests were in conflict with those of the appellant, or for any other reason. In which case, the apology ought to be approved by the committee chairman.

¹ Edited under University Council, Decision #54.
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- D) The committee's meetings require a quorum of more than half its members including its chair person.
- E) All the works of this committee are considered confidential and no other person is allowed to see them.

Article 6: Jurisdiction of Committees

The two aforementioned committees are empowered to view appeals related to academic and administrative decisions issued by job administrations concerning the following:

- An arbitrary decision not to renew the employment contract.
- Dismissal from work.
- Rejection of promotion.
- Any other formal decision which the applicant believes is detrimental to his/her vocational interests.
- Halting the payment of outstanding bonuses.

Article 7: Proof of Appeal

Proof of appeal falls on the appealing party.

Article 8: Appeal Procedures

- A) Appeals can be presented within 30 days following the date of the decision against which the appellant appeals. The appeal should be addressed to the head of the committee.
- B) The appeal must contain the following:
 - The appellant's name and job title.
 - The topic of the appealed decision.
 - The reasons upon which the appeal is based.
 - The documents that the appellant deems necessary.
 - The issue date of the appealed decision and the date the appellant received it.

- A) The Committee chairperson registers the appeal in a special file bearing a sequenced number and showing the date of submission. He also issues a receipt indicating the appeal number and its submission date. Alternatively, all these details are sent to the appellant in an official letter.

Article 9: Appeal Investigation Procedures

- A) If the appeal petition is accepted, the committee chairman informs the side against which the appeal is made within one week after he/she had received it.
- B) The side against which the appeal is made must respond within a maximum of 15 days after receiving it.
- C) The committee may summon the appellant or the person appealed against, or both of them, or the one whom they deputize, to clarify their viewpoints and to listen to their defences.
- D) The committee has the right to view all documents pertinent to the subject of the appeal and those that help it find the truth.

Article 10: Reports of Committees

- In accordance with the appeal results, the Committee shall submit a report to the President indicating the recommendation with its justification. The appellant and the one appealed against shall also be informed following the President's endorsement.
- The report prepared by the Committee ought to include its opinion of whether or not the appealed decision contradicts the standard rules and procedures that the Committee is competent to consider them. It also must include its recommendation.
- The periods mentioned above are deemed organizational, and in all cases, the Committee must issue final recommendation and bear the President's endorsement within a maximum of 30 days following the appeal's submission date.

- If the appeal concerns the Academic Promotion Committee, its decision shall be declared by the President.
- The President's decision concerning the recommendations presented to him/her by the University's Appeals Committee is considered final.

Article 11: Dropping Appeals

Appeals are dropped at any stage in the following cases:

- 1) If the complainant waives his/her appeal.
- 1) If either party applies to the legal system.

Article 12: General Provisions

- A) The current bylaws herein shall override any previous bylaws relating to or having the same title or subject matter.
- B) All AOU staff have the right to appeal any AOU decision and report any breach of its bylaws, or abuse of vocational conduct without having to worry about any revenge or any such threats by any University office or person employed by it. Any person who is proved to have done such things shall be held accountable by the AOU's administration.
- C) The University Council shall decide in cases where no provision is made in these Regulations.