



الجامعة العربية المفتوحة  
Arab Open University

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**The Academic and Administrative Staff Appeals Bylaw at the Arab Open University**

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**Approved by AOU University Council**

**Meeting No. 63, on 11 July 2018**

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**Article (1): Title**

The current bylaws shall bear the title of “The Academic and Administrative Staff Appeals Bylaw at the Arab Open University”.

## Article (2): Definitions

The following words and expressions shall have the meanings specified hereunder:

<b>University</b>	The Arab Open University (AOU)
<b>President</b>	The President of the Arab Open University
<b>Branch</b>	An AOU branch
<b>Rector</b>	The Rector of a Branch in the country hosting it
<b>Committee</b>	The Appeals Committee at the Arab Open University

## Article (3): Definition of Appeal

- For the purpose of the present bylaw, appeal means a written grievance message addressed to the chair of the Appeals Committee at AOU concerning a decision formally issued by university personnel 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

The Teaching Staff Appeals Committee is formed by the University's 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 the rank of 'Professor'.
- B. It should consist of at least 3 teaching staff members ranked 'Associate Professor'.
- C. The committee can seek the advice of the Head of the Human Resources Department at HQ and the University's Legal Consultant for mere consultation with no voting rights. <sup>1</sup>
- D. The committee is formed for one year.
- E. The selected committee members may apologize from participating in the committee 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.
- F. The committee's meetings require a quorum of more than half its members including its chairperson.
- G. The committee's decisions require a simple majority vote.
- H.** All the work of this committee are considered confidential and apart from the committee members no other person is allowed to access it.
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<sup>1</sup> It has been amended as per the University Council Decision No. 54.

## Article (5): Administrative Staff Appeals Committee <sup>2</sup>

The Administrative Staff Appeals Committee is formed by the University's President after it is presented to the University Council. It shall be formed as follows:

- A. One of the Deans of academic programmes shall chair the committee.
- B. Two committee members selected as follows:
  - A teaching staff member ranked as Associate Professor.
  - A Director of any of the administrative units of the university.
- C. The committee can seek the advice of the Head of the Human Resources Department at HQ and the University's Legal Consultant for mere consultation with no voting rights.
- D. The committee is formed for one year.
- E. The selected committee members may apologize from participating in the committee 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.
- F. The committee's meetings require a quorum of more than half its members including its chairperson.
- G. The committee's decisions require a simple majority vote.
- H. All the work of this committee are considered confidential and apart from the committee members, no other person is allowed to access it

#### **Article (6): Jurisdiction of Committees**

The above two 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.
- Termination of employment.
- Rejection of promotion.
- Any other formal decision which the applicant believes is detrimental to his 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 chair 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.
- C. The Committee chairperson registers the appeal in a special file bearing a sequenced number and showing the date of submission. The chair 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 respective unit against which the appeal is made within one week after he/she had received it.
- B. The respective unit 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 defenses.
- D. The committee has the right to view all documents pertinent to the subject of the appeal and those that help it in facts finding and valid grounds for appeal.

#### **Article (10): Reports of Committees**

- In accordance with the appeal results, the Committee shall submit a report to the AOU President indicating its recommendation and the reason behind it. 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 AOU 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 appeal.
2. If either party applies to the legal system.

### **Article (12): General Provisions**

- A. The current bylaw shall repeal all previous bylaw named “The Academic and Administrative Staff Appeals Bylaw at the Arab Open University.”
  
- 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 actions shall be held accountable by the AOU’s administration.
  
- C. The University Council shall deal with all matters not stipulated in this bylaw.