

# YAADANNOO

## **1. Wantoota dabalammuu qaban**

- **Cover page**
- **Baafata**
- **Akka haala qabatamaa kolleejjii keessaniin seensa barreessuu**

## **2. Chaartaricha Boordii kolleejjichaatiin ilaaluun irratti walii galuu**

## **3. Kana booda kooppii sadi qopheessuun akka isinii mirkanaa'u xalayaa gaggeessituudhaan BBO tti erguu**

## **4. Mirkanaa'ee yoo deebi'u hojii irra oolchuu**

## **Vision**

The college aspires to see teachers and educational leaders of primary school, who are knowledgeable, skillful, and competent, have good personality and could be role model in the country.

## **Mission**

The college is committed to produce competent, capable and confident primary school teachers who have the desired academic knowledge, sufficient professional and research skills, with democratic ideals.

## **Section 1: Policy Making and Executive Organs of the College**

### **Article 1. Policy making Organs**

#### **1.1. The Board**

##### **1.1.1 Membership**

The Board shall consist of five members appointed by the head of Education Bureau of Oromia.

- 1.1.1.1 Administrator of the zone or mayor of the town in which the college is found is a chairperson.
- 1.1.1.2 A representative from OREB is a member.
- 1.1.1.3 Head of Zonal/administrative town Education Office is a member.
- 1.1.1.4 Dean of the college is secretary and member.
- 1.1.1.5 Head of the Zonal/administrative town Finance and Economic Development Office is a member.

##### **1.1.2 Accountability**

- The board shall be accountable to the Oromia Regional Education Bureau.

##### **1.1.3. Authorities and Functions**

The board is vested with the following authorities and functions:

- 1.1.3.1 Establish, determine and follow up the implementation of the general academic and administrative directives of the college,
- 1.1.3.2 Prepare charter of the college and submit it to Oromia Education Bureau for follow-up of its implementation.
- 1.1.3.3 Determine the organizational structure of the college

- 1.1.3.4 Present nominees to the OREB to be appointed as the Dean of the College as well as teachers and educational leaders training process owner.
- 1.1.3.5 Determine conditions under which the teaching and research staff of the college be employed and administered
- 1.1.3.6 Examine a draft plan or budget of the college and submit it to the concerned bodies and follow up its implementation.
- 1.1.3.7 Prepare emblem of the college
- 1.1.3.8 Ensure that the education, training and research programs of the college are prepared in line with the needs and interests of the region and implemented as per the objectives of the college
- 1.1.3.9 Fix tuition fees for services rendered by the college
- 1.1.3.10 Investigate and decide on any complaint concerning the college, except matters related to the civil service laws, by any person with respect to a decision given by the college
- 1.1.3.11 Approve academic agreement made by the college with different educational institutions.
- 1.1.3.12 Examine, approve and ensure the implementation of the promotions of teachers and researchers and the conferring of various academic ranks as well as medals and prizes recommended by the academic commission of the college
- 1.1.3.13 Present periodic report on the activities of the college to the Oromia Education Bureau
- 1.1.3.14 Determine its own rules and procedures
- 1.1.3.15 Perform such other duties as are necessary for the attainment of the objectives of the college.

## **1.2 The Top Management Committee**

### **1.2.1 Membership**

The Top Management Committee of the college shall have the following five members:

- 1.2.1.1 Dean of the College ----- Chairperson
- 1.2.1.2 Teachers and educational leaders Training Process Owner
- 1.2.1.3 Human resource management process owner-----  
-----member and secretary

- 1.2.1.4 Material purchasing and financial administration process owner---  
member

## **1.2.2 Accountability**

The top management committee of the college shall be accountable to the Oromia Education Bureau.

## **1.2.3 Powers and Duties**

The top management committee of the college shall have powers and duties to:

- 1.2.3.1 Prepare budget and plan of the college
- 1.2.3.2 Issue guidelines, plans and directives in the college and ensure their implementations
- 1.2.3.3 Decide on issues to be decided at college level
- 1.2.3.4 Ensure that the college's disciplinary procedures and guidelines are adhered to and activities are performed accordingly
- 1.2.3.5 Coordinate and direct academic commission of the college and also decide on challenging issues.
- 1.2.3.6 Approve and decide on disciplinary cases of students and teachers
- 1.2.3.7 Decide on proposed solutions regarding matters related to students' and teachers' disciplinary problems
- 1.2.3.8 Submit periodic performance report of the college to the board and Oromia Education Bureau
- 1.2.3.9 Study and propose to the board the conditions necessary to strengthen relations of the college with other colleges and organizations
- 1.2.3.10 Study and recommend to the board the appointment, promotion, and award of prizes to the academic staff of the college and follow up its implementation upon approval
- 1.2.3.11 Identify educational training problems and other issues and suggest ways of overcoming them
- 1.2.3.12 Perform such other duties given to it by the board of the college and OREB.

### **1.3 The Academic Commission**

#### **1.3.1 Membership**

The Academic commission of the college shall comprise of the following members:

- 1.3.1.1 Dean of the college-----Chairperson
- 1.3.1.2 Training process owner -----  
----- Member and secretary
- 1.3.1.3 Stream focal persons----- members
- 1.3.1.4 Teachers' representative assigned by the management (one) -----  
----- member
- 1.3.1.5. Two representatives of regular Students' Council (*one should be female*) ----- Members

#### **1.3.2 Accountability**

The Academic Commission of the college shall be accountable to the Top Management Committee of the college.

#### **1.3.3 Power and Duties**

Academic Commission of the college shall have powers and duties to:

- 1.3.3.1 Decide autonomously on all academic affairs based up on education and training polices and strategies.
- 1.3.3.2 Examine and approve the academic calendar of the college
- 1.3.3.3 Issue directives designed to improve quality and enrich the academic programs of the college, follow-up and ensure their implementations
- 1.3.3.4 Follow-up and ensure the implementation of directives issued by the top-management committee
- 1.3.3.5 Decide on conditions for admissions of students and formulate methods of programs implementation
- 1.3.3.6 Devise various methods to improve and enrich the teaching-learning process of the college
- 1.3.3.7 Based on the guidelines of the top management, determine and examine thoroughly the list of graduating students and approve the list of those students who meet the requirements for graduation
- 1.3.3.8 Determine graduation points and types of certification for graduating students

- 1.3.3.9 Study and propose academic tuition fees and other charges of the college
- 1.3.3.10 Examine and approve research proposals designed to improve the teaching-learning process and training programs and publish as well as disseminate the result to the concerned bodies
- 1.3.3.11 Approve relevant courses designed for the newly opened units/streams
- 1.3.3.12 Determine its own rules and procedures
- 1.3.3.13 Perform such other duties as may be given to it by the Top-Management of the college.

**1.4 The college shall have The Academic Staff Appointment, Promotions and Development Committee (ASAPDC)**

**1.4.1 The Academic Staff Appointments, Promotions and Development Committee (ASAPDC)**

**1.4.1.1 Membership**

The ASAPDC shall be accountable to the dean. Teachers and educational leaders training process owner is a chairperson and stream heads are members of the committee.

**1.4.1.2. Duties and Responsibilities**

**The ASAPDC Shall:**

- 1.4.1.2.1 Initiate general policies and guidelines for appointment, promotions and staff development
- 1.4.1.2.2 Review and approve appointment and promotion recommendations submitted to it by streams or individuals
- 1.4.1.2.3 Receive and review appeals from academic staff who feel that their promotion has been overlooked by their stream
- 1.4.1.2.4 Advise the AC on matters related to the general welfare of departments, the status on academic rank, salaries, and academic duties and freedom. The Committee shall investigate the concerns of streams and make recommendations
- 1.4.1.2.5 Initiate policies that would enable and encourage an efficient staff development plan;
- 1.4.1.2.6 Develop and amend parameters to offer honorary degrees to be approved by the Academic Commission.

- 1.4.1.2.7 Devise staff development programs, prioritize training and recommend short, medium, and long –term trainings for instructors.
- 1.4.1.2.8 Entertain nominations and make recommendations to the AC for approval of granting honorary degrees to individuals of high distinction and outstanding service in the following areas
- A. Outstanding institution in an academic discipline or creative works
  - B. Individuals who give public service to Ethiopia with emphasis on contributions to the general welfare of the country;
  - C. International leadership both in Africa and other parts of the world, and
  - D. Outstanding support to the college growth and development in circumstances where such contributions are deemed worth of high distinctions:

## **Article 2. Executive organs**

### **2.1 The Dean**

#### **2.1.1 Criteria for Eligibility**

The dean should meet the following minimum requirements. He/she must:

- 2.1.1.1 Have a minimum of MA or MSc degree, or the equivalent qualification
- 2.1.1.2 Certified in HDP
- 2.1.1.3 Be with academic title of lecturer or above
- 2.1.1.4 Have a relevant service record of a minimum of 5 years teaching and administrative experience in institutions of higher learning
- 2.1.1.5 Have preferably three years of experience as stream head or process owner officer
- 2.1.1.6 Have a commendable quality of leadership;
- 2.1.1.7 Have high professional caliber and sound personal integrity

### **2.1.2 Appointment**

The dean shall be appointed by the Oromia Education Bureau upon recommendation of the board of the college in accordance with the provisions made in Article 11(5) of the regulations No 144/2004.

### **2.1.3. Accountability**

The dean of the college shall be accountable to Oromia Education Bureau.

### **2.1.4 Terms of service**

The dean shall serve for a period of 5 years, and may be reappointed for a second term of another 5 years.

### **2.1.5 Powers and Duties**

The dean of the college shall have powers and duties to

- 2.1.5.1 Guide, administer and control the activities of the college
- 2.1.5.2 Follow-up and ensure successful implementation of plans and directives of the Bureau of Education and the board
- 2.1.5.3 Submit request for recruitment of the academic staff to OREB for employment administer in accordance with the directives issued and criteria set by the board and administer the administrative staff as per the civil service laws
- 2.1.5.4 Submit to the board the annual plan and draft budget of the college and ensure its implementation upon approval
- 2.1.5.5 Sign all agreements and contracts entered into on behalf of the college
- 2.1.5.6 Open and operate bank accounts on behalf of the college
- 2.1.5.7 Represent the college in all aspects
- 2.1.5.8 Present/recommend the training and educational leaders process owner from among the academic staff of the college to OREB head for final approval.
- 2.1.5.9 Delegate powers and duties to all concerned in order to safeguard the efficiency and effectiveness of the implementation of the programs of the college
- 2.1.5.10 Ensure the administrative activities of the college performed in accordance with clarity, participatory and democratic way.
- 2.1.5.11 Submit periodic reports to Oromia Regional Education Bureau and the board

- 2.1.5.12 Approve the appointment of stream heads
- 2.1.5.13 Perform such other duties as may be given to him/her by Oromia Regional Education Bureau.
- 2.1.5.14 Conduct classes not more than 2 Cr. Hrs

## **2.2. Training and educational leaders process owner**

### **2.2.1 Criteria for Eligibility**

Teachers and educational leaders training process owner should meet the following minimum requirements. She/ he must:

- 2.1.1.1 Have a minimum of MA or M. Sc degree, or the equivalent in educational administration or educational planning and management or any other subject related to education.
- 2.1.1.2 Certified in HDP
- 2.1.1.3 Be a lecturer
- 2.1.1.4 Have a minimum of 5 years of teaching and administrative experience in institutions of higher learning
- 2.1.1.5 Have preferably experience as stream/department head or academic program officer.
- 2.1.1.6 Have commendable quality of leadership:
- 2.1.1.7 High professional caliber and sound personal integrity;

### **2.2.2 Terms of Service**

Teachers and educational leaders training process owner shall serve for a period of 4 (four) years, and may be re-appointed for a second term of another 4 (four) years.

### **2.2.3 Powers and Duties**

The training and educational leaders process owner is accountable to the dean of the college and shall have the following powers and duties:

- 2.2.3.1 Advise and support the dean on all academic matters of the college
- 2.2.3.2 Coordinate and direct the overall academic affairs of the college
- 2.2.3.3 Serve as a secretary of academic commission of the college.
- 2.2.3.4 Serve as a member of the Top Management of the college
- 2.2.3.5 Follow-up and ensure the implementation of courses offered in accordance with the academic calendar of the college
- 2.2.3.6 Facilitate the appointment and development of academic commission

members.

- 2.2.3.7 Prepare the annual plan and budget of the academic division
- 2.2.3.8 Ensure that the staffs are engaged in research and in the preparation of teaching materials
- 2.2.3.9 Organize seminars, conferences, symposiums and workshops
- 2.2.3.10 Submits periodic reports to the dean as required
- 2.2.3.11. Conduct a maximum of 2-4 credit hours per week.
- 2.2.3.12 Act on behalf of the dean during his/her absence
- 2.2.3.13 Evaluate the performance of team members who are accountable to him/her.
- 2.2.3.14 Observe the preparation of course catalogue and prospects
- 2.2.3.15 Ensure that a well-planned staff development policy is established and
- 2.2.3.16 Perform such other duties as directed to him/her by the dean.

## **2.4 Human Resource Management Process Owner**

### **2.4.1. Criteria for Eligibility**

- 2.4.1.1 Have a minimum of BA in human resource management, management or related fields.
- 2.4.1.2 Have 5 years experience in administrative or related positions preferably in higher institutions.
- 2.4.1.3 Have good leadership abilities, skills, initiatives and dynamism to direct and facilitate team work.
- 2.4.1.4 Has to have high professional caliber and sound personal integrity.

### **2.4.2. Powers and Duties**

The process owner for H.R.M. is accountable to the dean and shall have the following powers and duties

- 2.4.2.1 Advise and support the dean on human resource management issues.
- 2.4.2.2 Plans, co-ordinates, monitor and evaluate the overall activities of H.R.M. affairs of the college.
- 2.4.2.3 Facilitate the employment, evaluation, promotion and retirement of the human resource according to the existing rules and regulations.
- 2.4.2.4. Prepare the annual plan of human resource of the college in collaboration with other respective process and execute the plan up on approval.
- 2.4.2.5. Submit monthly, quarterly, bi-annually and annually report to the dean.

- 2.4.2.6. Serve as a member and secretary of the top management committee.
- 2.4.2.7. Supervise, monitor and give professional support to the case workers of the respective processes.
- 2.4.2.8. Coordinate and direct the proper organization and record keeping of human resource in automated form.
- 2.4.2.9. Facilitating for conducting research on organizational structure of the college and on issues related to H.R.M. and put it into action on approval.
- 2.4.2.10. conduct needs assessment pertaining to the training of human resource of the college and organize the resource person for training.
- 2.4.2.11. Check and make sure that all the necessary documents pertaining to employment, promotion, pension are fulfilled and completed by the concerned bodies.
- 2.4.2.12. Ensure that the work discipline is maintained in the college.
- 2.4.2.13. Assists in preparation of strategic plan of the college and follow up its implementation up on its approval.
- 2.4.2.14. Evaluate the performance of human resource administrative process performers and coordinate the over all performance evaluation of the college.
- 2.4.2.15. Participate in income generating activities of the college.
- 2.4.2.16. Perform such other duties as directed to him/her by the dean of the college.

## **2.5 The Educational Materials purchasing and Financial Management Process Owner**

### **2.5.1 Criteria for Eligibility**

- 2.5.1.1 Has to have a BA/degree in Accounting, Business management or related fields.
- 2.5.1.2 Has to have a minimum of five years of experience
- 2.5.1.3 Has to have initiatives for work and intellectual dynamism
- 2.5.1.4 Has to have high professional caliber and sound personal integrity

## 2.5.2 Powers and Duties

The Educational Materials Supply and Financial Management Process Owner is accountable to dean of the college and shall have the following powers and duties

- 2.5.2.1 Plans, co-ordinates, monitor and evaluate the overall activities of educational materials purchasing and financial management of the college.
- 2.5.2.2 Advise and support the dean on educational materials purchasing and financial management issues.
- 2.5.2.3 Co-ordinates the different process owners in preparing short, intermediate and long term plans of the college and follows up their implementation.
- 2.5.2.4 Prepare, submit and co-ordinates the preparation of monthly, quarterly, bi-annually and annual reports of the college
- 2.5.2.5 Conduct need assessment for procurement of materials of different process owners by ensuring the availability of budget and presents for the top management for decision
- 2.5.2.6 Carries out the procurement of educational materials and distributes them among processes based n their demand and availability of the materials purchased up on approval
- 2.5.2.7 Conduct market survey for material recruitment
- 2.5.2.8 Records, keeps and updates the balance of the different budget headings (Recurrent, TDP, Internal Revenue, grants and aids) and make them known to the dean of the college periodically
- 2.5.2.9 Issues payment documents for different stakeholders (students, instructors, workers and other clients out of the campus) and makes payment when approved by the dean of the college
- 2.5.2.10 Settles accounts on time.
- 2.5.2.11 Records, keeps and updates the college property (fixed and variable assets)according to their type, utility and duration (computerizes them)
- 2.5.2.12 Identify repairable materials for maintenance regularly.
- 2.5.2.13 Issues rules for the replacement/repair of materials damaged by individuals due to improper utilization or handling.
- 2.5.2.14 Discards materials that have finished their estimated life or service time or difficult for repair based on the decision of the top management
- 2.5.2.15 Conduct inventory of materials at the end of budget year.

- 2.5.2.16 Evaluate the performance of Educational Materials purchasing and Financial Management Process performers.
- 2.5.2.17 Prepares project proposals to solicit fund from GO's and NGO's
- 2.5.2.18 Participate in income generating activities of the college.
- 2.5.2.19 Performs other duties directed to him/her by the dean

## **2.6. Stream Focal Persons**

### **2.6.1. Criteria for Eligibility**

He/She must have:

- 2.6.1.1 Preferably MA or M.Sc degree, or its equivalent in the stream subject fields.
- 2.6.1.2 A rank of at least a lecturer
- 2.6.1.3 Five years of teaching experience at college level or related areas
- 2.6.1.4 Worked as a member of various committees
- 2.6.1.5 High professional caliber and sound personal integrity and commendable leadership qualities.

### **2.6.2. Powers and Duties of Language stream, Social science stream, Aesthetics and Natural science including Mathematics and ICT stream focal persons:**

Each stream focal person is accountable to the teachers and educational leaders training process owner. The stream focal person is responsible for ensuring that:

- 2.6.2.1. Selection of newly recruited candidates is performed according to the guideline set for selection.
- 2.6.2.2. Course outline, plans, manuals for all courses offered during any term are reproduced and made available to students before the commencement of classes
- 2.6.2.3. Courses are assigned to the appropriate instructor, academic timetable and exam schedules of his/her stream are prepared in time and implemented accordingly.
- 2.6.2.4. Registration slip and registration time table are prepared and implemented.
- 2.6.2.5. Documents of newly recruited candidates are checked, files are opened and trainees records are properly kept.
- 2.6.2.6. Students' identification cards, transcripts, diplomas and other documents are prepared and issued in time.

- 2.6.2.7. Lists of students recommended for graduation Prepared in time and presented to the AC.
- 2.6.2.8. There is well planned advisory service for trainees in his/her stream and recreational and co-curricular activities are well coordinated.
- 2.6.2.9. Instructors conduct their classes and take attendances regularly
- 2.6.2.10. Active learning and continuous assessment is implemented in his/her stream.
- 2.6.2.11. Meetings called by small working groups, heads of streams at least a day before the due date
- 2.6.2.12. Members participate fully and contribute vigorously to stream activities as part of their duties since their promotion or renewal of contract depends, among other things, on their involvement
- 2.6.2.13. By being the member of practicum committee ,facilitate and implement the practicum activities
- 2.6.2.14. Repeated and frequent absenteeism and late coming to meetings are corrected
- 2.6.2.15. All instructors give the required number of assessments as determined by the stream, and give immediate feedback to their students. Stream heads or their deputies should also make sure that instructors submit the results of their continuous assessments to the head of their respective streams every term.
- 2.6.2.16. All instructors have arranged convenient consultation hours for their students
- 2.6.2.17. Results of final examinations are submitted to heads of streams at least a day before the due date
- 2.6.2.18. The mechanism that the stream devised to control grade inflation is implemented
- 2.6.2.19. Re-evaluation of exam papers is accomplished within two weeks of the submission of application for re-evaluation
- 2.6.2.20. Make up examinations are allowed only to students who can produce convincing evidence such as medical certificates
- 2.6.2.21. The decisions of the academic commission and higher executives are implemented
- 2.6.2.22. A draft annual plan and budget plan is prepared and submitted to the training and educational leaders process owner

- 2.6.2.23. The training conducted in his/her respective stream is research backed
- 2.6.2.24. Instructors handle matters related to project work
- 2.6.2.25. They return records of term grades and the academic status of each student of the stream, as well as staff files with academic performance evaluation for each instructor are properly kept
- 2.6.2.26. The recruitment, evaluation, selection and recommendation of the appointment of new staff is properly done; and the evaluation of the performance of instructors and renewal and/or termination of contracts is objectively done;
- 2.6.2.27. Their staff promotion, scholarship or research leave are recommended
- 2.6.2.28. Links with similar streams of other academic institutions of higher education in the country as well as abroad are created
- 2.6.2.29. Granting short leaves for occasions like marriage, mourning are approved
- 2.6.2.30. Stream workshops, seminars, meetings and so on are organized.
- 2.6.2.31. All other activities of the stream are coordinated, monitored and overseen
- 2.6.2.32. Graduation ceremony is facilitated.
- 2.6.2.33. Instructors are involved in writing modules and preparation of other supplementary reading materials.
- 2.6.2.34. He/she himself/herself conduct **4-6** credit hours;
- 2.6.2.35. He/she continuously evaluate the performance of his/her respective stream and present periodic report to the training and educational leaders process owner.
- 2.6.2.36. He/she performs such other duties directed to him/her by the AC, dean and the training and educational leaders process owner.
- 2.6.2.36. Advisors are assigned for each section.

### **2.6.3 Powers and Duties of special need education stream focal person:**

- 2.6.3.1 Perform all activities assigned for streams listed under 2.6.2 above.
- 2.6.3.2 Prepare project proposals to promote special need education.
- 2.6.3.3 Provide professional support to educational personnel's at different level on special need education.
- 2.6.3.4 Prepares and implement teaching aids for special need education

## **2.6.4 Powers and Duties of Education stream focal person:**

The stream focal person is accountable to the teachers and educational leaders training process owner. The stream focal person is responsible for ensuring that:

- 2.6.4.1 Coordinates research activities in the college.
- 2.6.4.2 Plan, coordinate, follow and report the implementation of practicum program of the college.
- 2.6.4.3 Assess needs of customers on CPD, plan and coordinate CPD training as well as follow its implementation and produce report of the training program.
- 2.6.4.4 Coordinate preparation of academic time table.
- 2.6.4.5 Instructors conduct their classes and take attendances regularly
- 2.6.4.6 Active learning and continuous assessment is implemented in his/her stream.
- 2.6.4.7 Meetings called by small working groups, heads of streams at least a day before the due date
- 2.6.4.8 Members participate fully and contribute vigorously to stream activities as part of their duties since their promotion or renewal of contract depends, among other things, on their involvement
- 2.6.4.9 Repeated and frequent absenteeism and late coming to meetings are corrected
- 2.6.4.10 All instructors give the required number of assessments as determined by the stream, and give immediate feedback to their students. Stream heads or their deputies should also make sure that instructors submit the results of their continuous assessments to the head of their respective streams every term.
- 2.6.4.11 All instructors have arranged convenient consultation hours for their students
- 2.6.4.12 Results of final examinations are submitted to heads of streams at least a day before the due date
- 2.6.4.13 The mechanism that the stream devised to control grade inflation is implemented
- 2.6.4.14 Re-evaluation of exam papers is accomplished within two weeks of the submission of application for re-evaluation
- 2.6.4.15 Courses are assigned to the appropriate instructor
- 2.6.4.16 The decisions of the academic commission and higher executives are implemented
- 2.6.4.17 A draft annual plan and budget plan is prepared and submitted to the training and educational leaders process owner
- 2.6.4.18 The training conducted in his/her respective stream is research backed

- 2.6.4.19 Instructors handle matters related to project work
- 2.6.4.20 The recruitment, evaluation, selection and recommendation of the appointment of new staff is properly done; and the evaluation of the performance of instructors and renewal and/or termination of contracts is objectively done;
- 2.6.4.21 Their staff promotion, scholarship or research leave are recommended
- 2.6.4.22 Links with similar streams of other academic institutions of higher education in the country as well as abroad are created
- 2.6.4.23 Granting short leaves for occasions like marriage, mourning are approved  
Stream workshops, seminars, meetings and so on are organized
- 2.6.4.24 All other activities of the stream are coordinated, monitored and overseen
- 2.6.4.25 Write modules and prepare other supplementary reading materials.
- 2.6.4.25. He/she himself/herself conduct 3-6 credit hours;
- 2.6.4.26. He/she continuously evaluate the performance of his/her respective stream and present periodic report to the training and educational leaders process owner.
- 2.6.4.27. He/she performs such other duties directed to him/her by the AC, dean and the training and educational leaders process owner
- 2.6.4.29. Organizes seminars, conferences , symposiums and workshops with team members pertaining to the professional development.

#### **2.6.5. Term of service**

Stream focal persons serve for a period of two years and have a right to Compete for the next term.

## **Section Two: Staff Affairs**

### **Article 3: Staff Employment and Promotion**

#### **3.1. Criteria for Employment of Academic Staff**

##### **3.1.1. Criteria**

The following are the essential elements and guidelines for evaluating the teaching ability of prospective staff

- 3.1.1.1. Qualification and knowledge of subject matter
- 3.1.1.2. Skills in presentation and class management
- 3.1.1.3. Ability to stimulate youths' minds
- 3.1.1.4. Capacity for cooperation
- 3.1.1.5. Enthusiastic devotion to teaching
- 3.1.1.6. Good skills in afan Oromo
- 3.1.1.7. C.G.P.A. 2.75 and above for males and 2.5 for female candidates, furthermore, for MA/MSc/MEd C.G.P.A. should be 3.0 and above
- 3.1.1.8. The candidate should bring recommendation letter from concerned government institution
- 3.1.1.9. Candidates who have an experience of teaching in grade 1-8 are highly recommended.
- 3.1.1.10. Female candidates satisfying the minimum required CGPA will be encouraged.

**NB. Candidates with qualification of BA/BSc/BEd and MA/MSc/MEd who full fill the required criteria will be recruited as graduate assistant I and lecturer respectively.**

#### **3.2. Criteria for Employment of “Adjunct” Academic Staff**

The term “adjunct” is assigned to instructional staff members with a PhD qualification or its equivalent and a rank of an assistant professor or above whose primary responsibilities may lie outside the college. Adjunct instructional staffs are different from part time staffs.

### **3.2.1 Criteria**

- 3.2.1.1 Criteria for employment of adjunct staff are consistent with those for regular instructional staff.
- 3.2.1.2. In addition, professionals applying for adjunct employment shall be persons of superior ability in teaching, research and community service.

### **3.3. Technical Assistant**

Technical assistants are academic support staff. They shall normally assist in laboratory sessions and field demonstrations, help in research activities of streams and undertake any other assignments given by the concerned departmental staff.

#### **3.3.1 .Employment Criteria for Technical Assistant**

- 3.3.1.1. Criteria for employment of technical assistant are consistent with **sub article 3.1.1. of this charter.**
- 3.3.1.2. A candidate with a qualification of 12 + 2 or 10 + 3 (diploma) from recognized college or institute with a cumulative GPA of 2.75 or above is eligible for recruitment and selection as technical assistant I.
- 3.3.1.3. When additional manpower is required to undertake normal teaching commitments a graduate of this college with good academic record and high caliber may be appointed as a regular college member e.g. with the rank of technical assistant.

**NB. The employment process should follow recruitment and selection procedures.**

#### **3.4. General Conditions**

- 3.4.1. Employment for any academic position of the college shall be on contract basis. The contract document shall be filled by the employer and the employee (see Appendix 1)

- 3.4.2. Each person joining any stream/department/ of the college as full time academic staff member shall be given an academic rank based on rules set for it.
- 3.4.3. In accordance with other procedures and criteria established by the college, each person assigned to a rank shall be eligible for promotion in accordance with the procedure and rules set forth.
- 3.4.4. All academic staff members are formally recruited on two year contract, after which the contract can be renewed or terminated based upon performance evaluation
- 3.4.5. Persons engaged in administrative activities may be given academic duties with out academic rank.

### **3.5. Privileges**

- 3.5.1. He/She will have a chair in the streams/**departments**.
- 3.5.2. He/She will be awarded an academic rank that commensurate with her/his experience and qualification
- 3.5.3. House allowance should be in accordance with higher institutions
- 3.5.4. Officers' payment should be in accordance with higher institutions
- 3.5.5. He/She will also get other privileges pertaining to his/her performance in accordance with college objectives.

### **3.6. Promotion**

#### **3.6.1. General Principles**

All academic staff shall be eligible for promotion in accordance with the rules and procedures set forth for academic promotion.

An Academic staff member shall:

- Be vertically promoted to a new academic status when he/she meets the necessary requirements for such **rank**;
- Receive academic rank when the service rendered is recognized to have been effective and commendable;
- Be considered for accelerated promotion when his/her performance and contribution to the college is considered outstanding and significant.

Request for promotion from all streams/departments/ will be considered by teachers and educational leaders training process team.

### **3.6.2. Procedures**

**3.6.2.1. A.** The streams/departments may recommend an academic staff members for promotion. An academic staff member who is not recommended has the right to apply to the process owner in accordance with the candidate for promotion.

**B.** These recommendations will be submitted to the teachers and educational leaders training process owner, who in the exercise of discretion may seek other external evaluation of the candidate. The dean will also consult on each promotion with process owner if his/her discretion may seek other external evaluation of the candidate.

**C.** The final decision of promotion is made by top management

3.6.2.2. The college approves promotions until the rank of a lecturer.

3.6.2.3. All promotions above the rank of lecturer shall be presented to the Board for approval.

3.6.2.4 All academic credentials and documents supporting extra co-curricular activities, performances, evaluation results, publications and recommendations of the Academic Commission shall be presented to the approving bodies.

### **3.7. Promotion Criteria**

#### **3.7.1. Graduate Assistant II**

**A.** A candidate holding BA, BSc or BEd degree with an experience of one year as graduate assistant I and

**B.** with a minimum result based performance evaluation of 70% and

**C.** Certified in HDP

### **3.7.2. Assistant Lecturer**

- A. Bachelor's degree holder or its equivalent with two years of effective service normally as full-time Graduate Assistant-II
- B. A minimum result based performance evaluation of 80%.
- C. At least one **recent** action research approved by the academic commission

### **3.7.3. Lecturer**

- A. A candidate with a qualification of MA, MSc or MEd degree, or its Equivalent OR
- B. A candidate with a qualification of BA, BSc or BEd degree or its equivalent with:
  - 1. at least three years of effective teaching as an Assistant Lecturer,
  - 2. at least one published article on reputable educational journal and/or one teaching material approved by the academic commission of the college and two external evaluators/at least one of the external evaluators must be a professor/,
  - 3. A minimum result based performance evaluation of 90%

### **3.7.4. Assistant Professor**

- A. A qualification of a PhD degree or equivalent. OR
- B. A qualification of MA/MSc degree or its equivalent with
  - 1/ A minimum of three years of effective teaching as lecturer and
  - 2/ At least one publication in reputable journal and/or teaching material approved by the academic commission of the college and two external evaluators/at least one of the external evaluators must be a professor/,  
(NB Research paper conducted for graduation at any level does not serve for this promotion)

OR

- 3/ Two recognized and realized projects which have been Critically and positively evaluated by both internal as well as external assessors who are specialists in the area, OR

- 4/ Release of one socially and professionally meaningful package accredited on national scale,
  - 5/ Active participation in the affairs of the institute and the community at large and
  - 6/ A minimum result based performance evaluation of 90%.  
stream head and peers, OR
- C. A qualification of a Bachelor's Degree or its equivalent with
- 1. At least four years of effective teaching as a Lecturer, AND
  - 2. A production of two articles and one teaching material approved by the academic commission of the college and two external evaluators/at least one of the external evaluators must be a professor/, OR two teaching materials approved by the academic commission of the college and two external evaluators/at least one of the external evaluators must be a professor/ and one article, AND
  - 3. Active participation in the affairs of the college and in the community at large, AND
  - 4. A minimum result based performance evaluation of 90%.

### **3.7.5. Associate Professor**

- A. A candidate with any of the qualifications listed in 3.6.5 above and who has a minimum of four years of effective teaching experience as an Assistant Professor and at least two publications in a reputable journal in the discipline of the candidate since becoming an Assistant Professor, or a production of one teaching material for a specific course in the discipline of the candidate since becoming an Assistant Professor, or two recognized and realized projects which demonstrate professional and creative talent and evaluated as indicated in 3.6.5 B above OR
- B. A minimum of three years of effective teaching experience as an Assistant professor; and at least two publications in a reputable journal since becoming an Assistant professor, or one published article and two teaching materials for a specific course, or two

recognized and realized projects which demonstrate professional and creative talent and evaluated as indicated in 3.6.5B above,

OR

C. Minimum of three years of effective teaching experience as an Assistant professor, AND

1. Release of two socially and professionally meaningful packages accredited on national scale since becoming an assistant professor, AND
2. Active participation in the affairs of the institute, AND in community at large, and a minimum result based performance evaluation of 90%.

### **3.7.6. Professor**

At least five years of effective teaching experience as an Associate professor,

AND:

#### **A. Publications**

1. A minimum of four publications exhibiting undisputed professional merit in a reputable journal, OR  
A book of undisputed professional merit based on original research in his/her field of specialization, OR  
Two articles and a text-book, OR  
Research of two socially and professionally meaningful packages accredited on national scale
2. The majority of the publications should be written independently, should be solo authored, the minimum number of publications is considered in relation to proportion.
3. The publications should be favorably assessed by at least two internal and two external assessors of noted academic repute. Publications should be carefully assessed on their specific contributions to the enrichment of the specific knowledge and their impact in the field of research.

B. Active participation in the affairs of the institute and in the community at large

C. A minimum **result based performance evaluation** of 90%.

### **3.7.7. Promotion Criteria For Technical Assistants**

#### **3.7.7.1. Technical Assistant II**

A/ A candidate with two years of effective service as a technical Assistant I

B/ Evaluation: Very good and above (80%) and active participation in community affairs.

C/ Active and effective service in college.

D/ Completion of HDP

#### **3.7.7.2. Technical Assistant III**

A. Three years of effective service as technical assistant II

B. Evaluation: Very good and above (80%) and

C. Active and effective service in college/institute and Community affairs.

**NB. Any technical assistant who up grade to bachelor degree, in order to promote to graduate assistant I should compete at OREB.**

## **Article 4. Duties, Rights and Responsibilities of Academic Staff**

An academic staff member is a person engaged to teach, undertake scholarly work and conduct research as a permanent member of one of the academic streams/**departments/** of the college as stated in regulation-144/2004 in Article 20

### **4.1. Academic Freedom and Rights of Academic Staff**

- 4.1.1. Members of the academic staff have the right to teach following accepted professional principles, including professional responsibility and intellectual rigor with regards to standards and methods of teaching.
- 4.1.2. Academic staff should not be forced to instruct against their best knowledge and conscience or should not be forced to use curricula and methods contrary to regional, national and international standards.
- 4.1.3. Members of the academic staff have the right to carry out research in accordance with their professional responsibility and subject to nationally and internationally recognized and professional principles of intellectual rigor, scientific inquiry and research ethics. They should also have the right to publish and communicate the findings of the research of which they are authors or co-authors.
- 4.1.4. Academic staffs have the right to undertake professional activities outside of their employment, particularly those that enhance their professional skills or allow for the application of knowledge to the problems of the community, provided such activities do not interfere with their primary commitments to the college policies and regulations. In all cases, outside employment must not distract from the performance of one's duties or responsibilities and must not create conflict of interest. Moreover, before embarking on such kind of activities all full-time academic staffs should inform the relevant authority and obtain written consent.
- 4.1.5. Have the right to be promoted on attainment of recognized **ability and result**

#### **4.1.6. Have the right to upgrade his /her academic status.**

### **4.2. Duties and Responsibilities of Academic Staff**

Exercising the academic freedoms and rights listed above entails specific duties and responsibilities of academic staff under the supervision of teachers and educational leaders training process team.

#### **4.2.1. Teaching Related Duties and Responsibilities.**

Academic staff members carry out the following duties and responsibilities in order to successfully accomplish their professional commitments related to teaching. Every academic staff member should:

- 4.2.1.1. Play an active role in the preparation of courses to be offered by a stream/**department**.
- 4.2.1.2. Participate actively in the preparation of syllabi, course plans, course manuals, etc, for the courses offered by their streams/**departments**.
- 4.2.1.3. Prepare course plans for the course (s) he/she offers, and distribute the course plans **and modules** to his/her students at the beginning of the semester/kiremt session
- 4.2.1.4. Make arrangements with the librarian to reserve essential reference books or materials for the course (s) he/she offers. He/she should also recommend reference books that need to be acquired for the courses the stream/**department** offers
- 4.2.1.5. Prepare teaching materials, textbooks, supplementary materials, etc, for the course(s)he/she offers
- 4.2.1.6. Participate actively in setting evaluation criteria for standardizing tests, assignments, projects, etc
- 4.2.1.7. Evaluate continuously his/her students in accordance with the criteria and modalities agreed upon by the teachers and educational leaders training process team. Let his/her students know their results in time

- 4.2.1.8. Arrange a convenient consultation program to help clear students' doubts and help to solve problems related to their courses
- 4.2.1.9. give sufficient explanations to any student complaints in connection with their results;
- 4.2.1.10. **Use continuous assessment results to improve the teaching-learning process as well as to submit** final grades of his/her students equally irrespective of age, nationality, sex, personal bias, etc.
- 4.2.1.11. Threat his/her students equally irrespective of age, sex, nationality, personal bias, etc.
- 4.2.1.12. Never miss classes unless he/she faces serious problems beyond his/her control and provide tangible evidence for the matter.
- 4.2.1.13. Arrange make-up classes to compensate for the classes she/he has missed due to such problems;
- 4.2.1.14. Inform **the** teachers and educational leaders training **process team and the students** of his/her absence ahead of time whenever possible
- 4.2.1.15. Produce documents, records, and results of his/her students whenever requested by the teachers and educational leaders training **process team**.
- 4.2.1.16. Actively participate in stream/**department** meetings, workshops, seminars, group work etc and respect ideas generated by students and colleagues.
- 4.2.1.17. Submit number grades to the teachers and educational leaders training process team, keeps final exam paper for a period of one semester for a regular and evening students and a year for summer students after the issuance of grades.
- 4.2.1.18. Discharge invigilation responsibilities successfully in accordance with the rules and regulation of college, advise students assigned to him/her by the teachers and educational

leaders training **process team** on pedagogic and personal matters influencing their academic career

- 4.2.1.19. Avoid unethical personal relationships with students, and colleagues
- 4.2.1.20. Participate in various committee assignments;
- 4.2.1.21. Must be responsible for college properties in general' and in the way they give sustainable service.
- 4.2.1.22. Should be certified in HDP.
- 4.2.1.23. Be evaluated by his/her students.
- 4.2.1.24. Teach all the course materials specified in the course plan
- 4.2.1.25. Should participate in advising and evaluating students assigned to him during practicum.
- 4.2.1.26. Should participate in the implementation of educational quality package.
- 4.2.1.27. Perform such other duties assigned to him/her by the teachers and educational leaders training **process team**, and the dean.

#### **4.2.2 Research related duties and responsibilities**

##### **An academic staff member should:**

- 4.2.2.1 Conduct solo or joint collaborative research, which could contribute to his/her Professional development
- 4.2.2.2 Engage in research activities which could bring about institutional development
- 4.2.2.3 Use appropriate media like reputable periodicals, journals, proceedings, etc., to publish his/her research findings
- 4.2.2.4 Keep on improving his/her teaching methods based on the findings of action research which he/she is expected to conduct
- 4.2.2.5 Organize and co-ordinate seminars, workshops, etc.
- 4.2.2.6 Try to solicit research funds by preparing proposals and implement under the knowledge of the college.
- 4.2.2.7 Advise students in their research activities

4.2.2.8 Put effort in promoting democratic culture among his/her students and colleagues

### **4.2.3 Community Service**

**An academic staff member is expected to**

4.2.3.4 Communicate his/her research findings to the community at large

4.2.3.5 Apply the best of his/her knowledge to the problems of the community through linkages with schools and community institutions

4.2.3.6 Participate in professional associations, policy formulations, etc. and

4.2.3.7 Participate in extra-curricula and co-curricula activities.

## **Article 5: Evaluations of Academic Staff**

The following scheme will be used to evaluate or appraise the quality of teaching and instruction improvement.

The evaluation of teaching effectiveness must be multidimensional; the evidence or the data should be collected from various sources.

The evaluation of teaching can have the following components.

- Student rating
- Administrative personnel records
- Supervision by college official and colleague evaluation.

### **5.1. Evaluation Parameter**

The following shall constitute the parameters for evaluating instructors' overall teaching effectiveness, character, personal and professional integrity:

5.1.1. Adoption of course plans

5.1.2. Adoption of task oriented (active learning teaching) methodology and continuous assessment method

5.1.3. Supplementary instructional materials preparation;

- 5.1.4. Student advice service
- 5.1.5. Personality and teaching profession ethics
- 5.1.6. Research
- 5.1.7. Willingness and active participation in committee work
- 5.1.8. Willingness and active participation in administrative responsibilities
- 5.1.9. Participation in externally or internally organized workshops/seminars/ conferences committees and other relevant public activities
- 5.1.10. Attendance of classes, exam invigilation, meetings, and other important events held at and by the college.
- 5.1.11. Recognizable innovative contribution towards the growth of the college.
- 5.1.12. Involvement in extracurricular and co-curricular activities;
- 5.1.13. recognizable participation in community service;
- 5.1.14. Participation in personal and professional development activities such as training, HDP, TDP ,SIP and curriculum ,and
- 5.1.15. Participation in practicum. And other related activities

## **5.2. Procedures for the Evaluation of Teaching Effectiveness**

5.2.1 Evaluation by stream heads under the approval of the teachers and educational leaders training process team accounts for 50%/of the total evaluation for instructors. The stream heads shall employ the following methods for evaluating the overall teaching effectiveness of instructors in their respective streams/departments.

- 5.2.1.1. Study an instructor's administrative records from his/her file
- 5.2.1.2. Observe his/her teaching at least twice in a semester;
- 5.2.1.3. Examine his/her research undertakings
- 5.2.1.4. Evaluate his/her willingness to cooperate and support instructional programs and to take the initiative in participating in various projects and committee assignments

- 5.2.1.5. Request the instructor to produce all necessary documents related to the course he/she teaches whenever the instructor's teaching is challenged either by students or by the stream head.

### **5.2.2. Evaluation by Colleagues**

Evaluation by colleagues accounts for 15% of the total evaluation points for all instructors. Evaluation of colleagues shall employ the following methods of evaluating the teaching effectiveness and the personal and professional integrity of an instructor.

- 5.2.2.1. Evaluate the depth, soundness and the integrity of his/her views and opinions during workshops, seminars, symposia, and meetings;
- 5.2.2.2. Review his/her fairness and integrity by examining his/her marking of students achievement tests, quizzes, term-papers and others
- 5.2.2.3. Observe and appraise his/her personality and professional ethics; and
- 5.2.2.4. Evaluate his/her willingness to take-up and participate in committee assignments.
- 5.2.2.5. Willingness to undergo peer observation

**N.B.** 35% of evaluation points for performers of a stream heads is carried out by the teachers and educational leaders training process owner; whereas 35% of evaluation points for the process owner are carried out by the dean.

### **5.2.3. Evaluation by Students**

Evaluation by students accounts for 35% of the total evaluation points for **all** instructors. Students shall evaluate instructors individually using rating forms that consist of appropriate and relevant items regarding the instructor and his/her teaching effectiveness. An interview with selected students or with a whole section may also be conducted in the event that an instructor's teaching is seriously challenged by more than half of the students in a class. This

evaluation should follow students- instructor face to face discussion, chaired by stream head.

#### **5.2.4. Reporting Evaluation Results**

The following rating will be used in reporting the overall results of the evaluation of an instructor.

Excellent	90-100%
Very Good	80-89%
Good	70-79%
Poor	69% and below

Any instructor who earns an evaluation rating of 60% and below should not be considered for renewal of contract.

### **Article 6 Research work and teaching load**

#### **6.1. Research Work**

- 6.1.1. Teaching staff (instructor) is required to devote 75% of his/her work in teaching and 25% in research.
- 6.1.2. Research work staff (researcher) is required to devote 75% of his/her work in research and 25% in teaching
- 6.1.3. One credit hour is assumed to be equivalent to a work of two hours and thirty minutes to three hours.

#### **6.2. Teaching Load**

- 6.2.1. The maximum teaching load/excluding the practicum load/ of a full time academic staff shall be **9-12** credit hours weekly/the practicum load should not be greater than **4** cr. hrs/.
- 6.2.2. For staff involved in research the load could be adjusted according to the teaching load of academic staff members with additional administrative duties shall not be more than 2 credit hours for the

dean, **2-4** credit hours for the core **process owner**, and **4-6** credit hours for staff on other administrative duties.

6.2.3. The maximum weekly load of part timers shall be 6 credit hours.

### **6.3. Overload in Teaching assignment**

6.3.1. If conditions dictate in addition to the work load stated under 6.2, a staff member is obliged to carry not more than 3 additional credit hours per week, if he/she is full time instructor or Dean/ teachers and educational leaders training **process owner** and if he/she is engaged in other administrative and research works.

### **6.4. Compensation**

Compensation should be given to teachers who teach above the limits(**15 Cr.H**) given under 6.2. and 6.3.1 above.

This could be made either by remunerating the instructor for not more than **6** credit hours at a payment rate or if condition dictates compensating in time by reducing the course load during the subsequent semester.

## **Article 7. Tenure**

Tenure is a meritorious award given to full-time teaching staff in the form of permanent employment.

### **7.1. Rules**

7.1.1 Tenure is awarded by the academic commission to full-time teaching staffs who have distinguished themselves as outstanding scholars and have the potential to continue to do so at the college.

7.1.2 The minimum probationary period for an award of tenure is four years after becoming an associate professor, and two years after becoming a professor.

- 7.1.3 Tenured staff members have the obligation to maintain high standards of teaching, scholarship, research, service and professional conduct and to carry out their responsibilities in accordance with the colleges' and other applicable policies and procedures. He/She is expected to maintain a high level of moral code and legal responsibilities.
- 7.1.4 The academic commission of the college will not confer tenure unless the academic staff achieves or gives strong promise of achieving promotion in rank
- 7.1.5 Tenure is awarded or revoked only by the academic commission of the college.

## **7.2 Procedure**

A request for tenure may be initiated by the academic staff.

- 7.2.1. The dean or the training process owners may recommend an academic staff for tenure.
- 7.2.2. The recommendation shall be made in writing to the academic commission by the dean, or the training process owners.
- 7.2.3. The training process owner oversees the tenure review process.
- 7.2.4. A decision to award tenure is not official unless and until it is approved by the academic commission
- 7.2.5. A colander may request a tenure review at any time, but the decision to conduct tenure review is at the discretion of the training process owners in accordance with regulation of the college. The review for tenure is conducted during the college member's fourth year service as associate professor and two years as a professor.
- 7.2.6. The tenure review must include a careful examination of the candidate's credent and performance and should be conducted by the virtual team organized by the core process .

## **Article 8. Leaves of Absence**

### **8.1. Research Leave**

The college will provide research leave for up to one semester, with pay if necessary, for full time academic staff. Leave of absence is granted pursuant to the rules set out below. A full-time instructor may be eligible for a research leave of one semester provided that:

- 8.1.1. She/He has served the college for a period of at least four years as a full-time instructor and has not, taken research leave during that period, or any other form of leave or absence related to his academic duties
- 8.1.2. She/He shall present to teachers and educational leaders training process team a program of research, related to his/her academic field, designed to improve his/her capacities as an instructor and a scholar. The teachers and educational leaders training process team shall study the research proposal and make recommendations.
- 8.1.3. She/He intends, in good faith, to continue his association with the college during his/her research leave, and shall produce both written and oral progress reports to the teachers and educational leaders training process team. The research case worker will follow the progress of the research.
- 8.1.4. The research leave shall be granted with full pay and benefits, except when outside resources are available in lieu of college compensation, in which event there shall be a prorated reduction in pay.
- 8.1.5. Application for research leaves must be submitted by an instructor seeking research leave, to the teachers and educational leaders training process team a year in advance of the start of the leave. The teachers and educational leaders training process team in consultation with the dean shall grant the leave unless it is determined that the teaching needs of his/her stream/department cannot be met during the semester of the instructor's leave. In such

a case, the research leave shall be postponed for any subsequent semester.

8.1.6. Only three deserving persons during any one academic year shall be granted research leave.

8.1.7. The teachers and educational leaders training process team will screen the research project applications and make recommendations if it has not been approved by recognized institution ahead.

8.1.8. The research case worker will follow up closely the progress of the research unless substantial reasons dictates not do so.

## **8.2. Sabbatical leave**

8.2.1. A full-time instructor with seven years of continuous service at college may be entitled to a sabbatical leave for a period of one year with full pay, provided that she/he intends, in good faith, to continue his/her association with the institution after his/her sabbatical leave.

8.2.2. Application for sabbatical leave must be submitted and granted in accordance with the principles set out in article 8(8.1.5) as stated in Regulation 144/2004 set for the college. The college may provide such additional support as deemed necessary provided that the instructor taking sabbatical leave has a definite research program or project approved by the teachers and educational leaders training process team and academic commission and commits himself/herself to submit the results of his/her research or project upon his/her return. If an instructor has already taken sabbatical leave, he/she shall not be eligible for research leave until he/she has served for a further four-year period.

8.2.3. Only one staff member will be granted sabbatical leave per semester.

## **8.3. Accumulating Leaves**

Sabbatical and research leaves granted as of right cannot be accumulated.

#### **8.4. Other Leaves**

The granting of a research leave as set out above will not disqualify an instructor from applying for special additional leave, provided that the leave is necessary to complete a research project or a course of studies calculated to improve the professional capacity of the instructor, or for other purposes approved by the college. The granting of such leave is subject to the discretion of the dean and the teachers and educational leaders training process team.

#### **8.5. Annual Leave**

Annual leave of the academic staff will go in line with the contract agreement in which it will be exercised without impeding the academic calendar. Annual leave of academic staff who assumes administrative position shall be granted on decision. In case of emergency or other essential government task the college has the right to assign the academic staff during his leave.

#### **8.6. Maternity Leave**

A pregnant academic staff shall be granted a maternity leave with pay which lasts 30 consecutive days preceding the presumed date of her confinement and a period of 60 consecutive days of maternity leave after her confinement.

#### **8.7. Sick Leave**

An academic staff member shall be granted a sick leave with salary for the duration of which should not exceed three months, for the next 3 months with half salary and the next two months with out salary. This will be due provided that the patient delivers medical certificate from legal health center, higher clinic or hospitals signed by acknowledged doctors. If an academic staff member absents him/herself from work for three consecutive days due to sickness he/she shall present a medical certificate. Nevertheless, if an academic staff member absents him/herself from work for a total of six or more days

within one academic year, and fails to produce certificate or similar evidence to account for his/her absence, he/she may run the risk of a fine.

## **8.8. Mourning Leave**

8.8.1. If an academic staff member happens to suffer a death (of a father, mother, husband, wife, sister, brother, or a child), he/she shall be granted a mourning leave of five days excluding days to be spent on travel.

8.8.2. If a close relative of friend of the academic staff member dies he/she shall be given one day mourning leave. Nevertheless, a leave given in such condition shall not exceed more than six days in a year.

## **Article 9: College Property Clearance**

9.1. College property clearance shall be required of:

9.1.1. All contract employees at the end of the contract period

9.1.2. All non-contract employees including tenured staff at the end of their service; and

9.1.3. All those going on sabbatical and study leave.

9.2. The final salaries of all the above three categories of persons shall be paid after they have presented duly signed clearance by the relevant units of the college.

## **Article 10: Disciplinary Breaches, Procedures and Measures**

### **10.1. Rights of Academic Staff**

Rules and regulations considered in civil servant administration being as usual, academic staff members shall have the following rights.

10.1.1. To exercise his/her rights provided by law

10.1.2. To make comments on the quality and appropriateness of the teaching learning process.

10.1.3. To be assigned to various positions of responsibilities, if they effectively and efficiently accomplish activities based on certain criteria.

- 10.1.4. To be entitled to get further education and training in accordance with the law.
- 10.1.5. To render community consultancy services and be entitled to take research and sabbatical leaves to conduct research and studies beneficial to the institution and the country in accordance with internal regulations of the institution.

## **10.2. Duties of Academic staff**

- 10.2.1. Produce graduates who are cultivated in democratic culture and are competent in their professional skills
- 10.2.2. Devote himself/herself to help students to acquire full knowledge and develop skills to the students.
- 10.2.3. Should not promote political partisanship, preach religion impose one's beliefs and views on the community and students of the institution at teaching places and classrooms.
- 10.2.4. To counsel, assist and guide the students in accordance with the objectives of the college
- 10.2.5. To participate in the services provided by the institution and other appropriate services rendered for the community as well as in other affairs
- 10.2.6. To provide appropriate assistance to students in need of special support in accordance with internal regulation of the college
- 10.2.7. To be evaluated for services he/she renders by his/her colleagues, students and the college
- 10.2.8. To participate in teaching and other income generating activities of the college
- 10.2.9. Conduct educational research that improves the ability of the staff as well as benefits of the college and society
- 10.2.10. To work in teams and respect ideas of his students and colleagues
- 10.2.11. As may be necessary, to accomplish responsibilities and duties given by college

- 10.2.12. To exhibit model behavior in order to produce citizens with democratic culture and who are competent as professionals
- 10.2.13. To be transparent enough in producing constructive ideas to promote democratic culture within the college
- 10.2.14. To discuss issues pertaining to the college and solve them with colleagues and managerial bodies.
- 10.2.15. To participate in protecting the college resources from destruction and theft, and if noticed such casualties, to inform to the concerned body of the college
- 10.2.16. Should be licensed and re-licensed after every 3 years of service.
- 10.2.17. Produce modules and other teaching materials.

### **10.3. Serious Disciplinary Breaches**

- 10.3.1. Without prejudice to the generality of the foregoing, the following shall, in particular, be deemed to be serious for concerned official.
- 10.3.2. Repeated and willful refusal to perform teaching, research functions, and committee functions assigned by concerned official.
- 10.3.3. Continuing awful course of conduct despite warning from the dean or core process owners specifying the conduct disproved of, such as demonstration of open disloyalty to disrespect regulations of the college, causing unjustified embarrassment to the college or its programs, repeated engagement with privilege or of an activity of the college, with the intention of solely discrediting the colleagues or the college.
- 10.3.4. Continuing awful course of conduct, despite warning from the dean or core **process owner** specifying the conduct disapproved of, which demonstrate neglect of duties, habitual drunkenness and similar serious breaches of social decorum, which produces serious embarrassment to the college: or

- 10.3.5. Continuing awful course of conduct despite warning from the dean or core process owners specifying the conduct disapproved of which demonstrated academic staff member had used his/her position and authority in clear violation.

#### **10.4. Disciplinary Measures**

In case of breach of discipline or duties, the following penalties depending on the seriousness of the breach, be imposed on an academic staff member.

- 10.4.1. Warning
- 10.4.2. Reprimand
- 10.4.3. Fine, not exceeding two(2) months pay
- 10.4.4. Postponement of the next academic rank or any other increment to which the academic staff member would have been entitled for a period not exceeding four (4) years.
- 10.4.5. Removal from any responsible academic and/or administrative position and
- 10.4.6. Dismissal
- 10.4.7. Any of the penalties specified in the preceding sub-article of this article may be applied simultaneously with another penalty or other penalties, where it is believed that a combination of more than one of these penalties would better facilitate the reformation of an academic staff member.
- 10.4.8. The penalties enumerated under 10.4.1 and 10.4.2 of sub-article of this article may be imposed by the core process owners without following the formal disciplinary procedures provided in this two regulations. However, the penalty enumerated under 10.4.3 may not be executed without being initiated by the core process owners or director of a responsibility center concerned, and approved by the dean. The penalties enumerated under 10.4.4, 10.4.5 and 10.4.6 may never be imposed except upon finding of guilt by the disciplinary committee.

## **10.5. Illness**

An academic staff members who, because of physical disease or mental disorder proven by testimony of authorized physician, continuously fails or is unable to perform teaching or research assignments shall be retired from the college in accordance with the relevant laws of Regional State and Federal Government.

If an academic staff becomes absent for a number of days from his regular work due to reasons beyond his control, and later applies to continue his work again, his cases would be reviewed and be given a readmission if his application is found to be sounding and made within the budget year.

## **10.6. The Discipline committee**

There is hereby established a disciplinary committee whose duty shall be to investigate complaints on breaches of duty or discipline by academic staff members, and to submit its findings together with its recommendations on measures to be taken to the dean.

### **10.6.1 Members**

The members of the disciplinary committee shall be the following:-

- 10.6.1.1. Two full-time staff members of the college assigned by the dean.
- 10.6.1.2. Two full-time staff members elected by staff/ one from academic staff and one from supportive staff/
- 10.6.1.3. performer of the human resource management team-secretary and member
- 10.6.1.4. The chairperson of the committee shall be assigned elected by the dean of the college among members
- 10.6.1.5. Women's affair --member
- 10.6.1.6. A simple majority of the members shall constitute a quorum

10.6.1.7. Elected members of the committee shall serve for period of two (2) years. However, the chairperson and secretary of the first group shall serve for period of three (3) years.

### **10.7 Powers and duties of the disciplinary committee**

The disciplinary committee shall establish facts and shall have, subject to the laws of civil service, the power to apply the necessary procedures that will enable it to establish facts without limiting the generality of the foregoing. The disciplinary committee shall in particular, have the power to:

10.7.1. Summon anyone who the committee thinks can give testimony to establish facts,

10.7.2. Order the production of any document that it thinks is necessary for the associations or consultancy services, proper discharge of its duties, recommend to the dean the suspension from duty, for a period not exceeding two months, with pay, of an academic staff member charged with breach of duty or discipline where the committee is of the opinion that his/her remaining on duty will be detrimental to proper investigation of the case.

10.7.3. Where there is no unanimity on the committee's findings or recommendations, the findings and recommendations of the majority is considered. However, the findings and recommendations of the minority shall be recorded and sent to the dean, together with the findings and recommendations of the majority. If a complaint is made against one of the members of the disciplinary committee, the dean shall have the right to substitute that member by another person.

### **10.8. Initiation of Disciplinary Procedures**

10.8.1. Disciplinary proceedings may be initiated by a complaint submitted to the committee by the authority complaining.

10.8.2. A complaint shall contain all allegations, which constitute a breach of duty or discipline.

10.8.3. A complaint shall be prepared in three copies and duly signed, and a copy will be submitted to the disciplinary committee, one copy to the defendant academic staff member and a third copy to the authority complaining.

#### **10.9. Defense Consultant Plea of the Defendant Academic Staff Member**

10.9.1. The defendant academic staff member shall have the right to be represented by anybody he/she chooses at any stage of the disciplinary proceedings.

10.9.2. The disciplinary committee shall, after it receives any complaint, summon the academic staff member concerned and ask for his/her plan.

10.9.3. Where summoned an academic staff member prefers to consult with his/her defense counsel before his/her plea, the disciplinary committee shall adjourn the case so as to give reasonable time to enable the defendant academic staff member to consult with his/her defense counsel.

10.9.4. Where the defendant academic staff member pleads guilty to the complaint, the disciplinary committee shall consider the allegation constrained in the complaint as proved, and submit its findings and recommendations to the dean.

10.9.5. Where the defendant academic staff member pleads not guilty to the allegation stated in the complaint, the disciplinary committee shall order the complaining authorized representative to produce the evidence which the complaining authority thinks is sufficient to prove the allegation stated in the complaint.

#### **10.10. Defense Evidence**

10.10.1. The disciplinary committee shall, after hearing the evidence submitted by the complaining authority or duly authorized representative, inform the defendant academic staff member of his/her right to produce evidence in his/her defense

10.10.2. Where the defendant academic staff member opts to exercise his/her right to produce defense evidence, the disciplinary committee shall use every means at its disposal to enable the defendant academic staff member to produce all his/her defense evidence.

### **10.11. Additional Evidence**

The disciplinary committee shall have the power to order the production of any additional evidence that deems necessary for this ultimate finding.

### **10.12. Final Report**

- 10.12.1. After careful consideration of the facts, and evidences, the disciplinary committee shall return the cases to the dean with its findings and recommendations as provided above. However, if the investigation made by the disciplinary committee is not approved, additional investigation may be made only once.
- 10.12.2. Where the disciplinary committee finds the defendant academic staff member proven guilty of the action or lack of action complained of, it shall suggest an appropriate penalty.
- 10.12.3. The disciplinary committee's findings on the proven guilty or innocence of a defendant academic staff member shall be final and binding when approved by the dean.
- 10.12.4. Where the disciplinary committee finds the academic staff member not guilty of the accusation(s) imposed upon him/her, the final decision on the measures that should be taken in readdressing to heat the damages done as results of false or unproven accusation(s) rests fully with the dean.

### **10.13. Final Decision as to Penalty**

10.13.1. The final decision on the penalty to be imposed on an academic staff member found guilty by disciplinary committee rests fully with the Top Management Committee.

10.13.2. The Top Management Committee may not, however, impose any penalty that is more serious than any penalty, or penalties, that the disciplinary committee recommended as appropriate for an academic staff member found proven

## **Section 3: Academic Rules and Regulations**

### **3.1. Admission and Registration**

#### **3.1.1. Regular Program**

Admission to the regular program at the college is possible upon approval of the college based on the demands of the Oromia Education Bureau. Accordingly, prospective candidates who seek admission into this program are required to:

1. Complete grade 10 or 12 (preparatory) successfully
2. Have good academic records of the high school
3. Produce health certificate
4. Successfully pass the entrance exam prepared for selection
5. Meet other requirements set by the college/OREB/

#### **3.1.2. Summer and Evening programs**

Admission into the summer and evening programs is possible through the teachers and educational leaders training process team of the college. This shall be done in accordance with the criteria set by the OREB.

#### **3.1.3. Placement of Students**

In principle, every regular student is entitled to be placed in stream/department of his/her interest. Sometimes, however, factors such as regional manpower needs, enrollment pressures, and the availability of space and stream/department, admission

requirements may dictate placement of students' into streams/departments out of their interest. Taking students interest and similar factors into consideration, stream/department, takes the responsibility of allocating students to their streams /departments.

**The assignment of students to each stream/department is based on:-**

- The choice of the trainees and the presence of space.
- EGSECE result in the stream to be selected
- Study area in their high school education
- Needs of OREB for teachers in different fields
- On the other hand, students in the evening/extension/program shall be placed in the stream/department of their choices provided that they meet the specific criteria of the concerned stream/department and, in the registrar office collaboration with each the college.

### **3.1.4. Academic Calendar (AC)**

Academic Calendar is prepared by the teachers and educational leaders process owner and approved by the Academic commission of the college. The **Academic Calendar** shall include all major events and holidays in any academic year.

The **Academic Calendar** for regular program shall consist of two semesters. The **Academic Calendar** for summer program has one summer session of two months duration (8 weeks). The **Academic Calendar** for evening program has two terms per year. There shall be two weeks of inter-term break for evening and regular programs

### **3.1.5. Duration of the study program**

- A. For regular trainees: three years
- B. For evening program students: four years
- C. For summer trainees: four years.
- D. For distance students: four years.

### **3.1.6. Academic Streams and Departments of the College.**

#### 3.1.6.1 Academic Streams /Cluster Modality /

1. Aesthetics and Ph.Edu {Music, Art, Physical Education )
2. Languages (Afan Oromo, English, and Civic Education
3. Social Science (Geography, History and Civic Education)
4. Mathematics and Natural Science stream (Phy.Che, Bio, Maths and IT
5. Special Needs Education and Social science /Natural science/ Languages/ Esthetics/ (for Sebbeta CTE)

#### 3.1.6.2 Academic Department (Linear Modality)

1. Afan Oromo
2. English
3. Amharic
4. Biology
5. Chemistry
6. Physics
7. Mathematics
8. History
9. Geography
10. Civic and Ethical Education
11. Music
12. Art
13. Physical Education
14. Professional Science
15. Special needs education (for Sebbeta CTE)
16. Colleges, based on their human resource and local **needs**, can diversify their program.

### **3.1.7. Registration**

Registration takes place in the college campus before the commencement of every semester and summer session. The teachers and educational leaders process owner will make announcement concerning the schedule for registration. Students admitted to the college should observe the following registration rules and procedures:-

3.1.7.1. Students must register in person

3.1.7.2. Registration takes place for three days without penalty at the beginning of each semester or summer, and then for next three days with penalty. There is no Registration after penalty days, unless a special decision is made by the academic commission of the college.

3.1.7.3. A student must pass a pre-requisite course before he/she can register for an advanced course in the subject area.

3.1.7.4. Registration is done by the stream/department

3.1.7.5. All courses offered by the college have course title and course numbers. This information must be filled out by the student on the official registration slip.

3.1.7.6. Registration shall be considered as completed when the stream's/department's office stamp is placed on the registration slip.

3.1.7.7. A student who fails to maintain conduct registration without officially withdrawing from the program will be considered to have been dropped from the program. If such a student wishes to resume his/her studies, application for re-admission must be submitted within the time limit set for readmission.

### **3.1.7.8. Identification Card**

All Students registered at the college are given identification card (ID card). When an ID card is replaced as result of loss or physical deterioration, students must pay for the replacement. If a card is lost,

the student should undergo a clearing process and pay a fine of Birr 20.00 Birr 5.00 is paid for an ID. Card replaced as result of excessive wear and tear.

### **3.1.9. Adding and Dropping Courses.**

With the approval of the stream/department or academic advisor, students can add and/or drop courses within the” add and drop period” as indicated on the college academic calendar.

### **3.1.10. Waiver**

Where peculiar hardships and unique circumstances arise, the academic commission of the college may, at the request of stream/department concerned, permit a waiver of certain academic requirement for a student with a particular problem or hardship. In order to fulfill the minimum credit requirement for graduation, the concerned stream/department should arrange elective courses from the existing catalogue.

### **3.1.11. Credit Transfer and course Exemptions.**

A Student who is admitted to the college can apply for, and may be permitted transfer credits earned in other accredited institutions of equivalent standard provided that the grades submitted meet the standards set by the college. Requests for course exemptions must be processed and approved by concerned stream/department head and the registrar. Credit transfer can be requested for the course with similar credit hours and content as well as similar training level. The total transferred credit should be considered only for courses “C” and above grades for graduation. This rule also applies to a credit transferred in the major subject areas. Credit in any courses earned five or more years previous to filling application for transfer credit will not be considered. Transfer of credit is possible only if there is similarity between courses in the running college catalogue and the courses taken elsewhere.

### **3.1.12 Orientation**

At the beginning of each academic year, first year students are introduced to the college. Therefore, all first year students are required to attend the orientation program. Even the written material about the issued should be provided to each trainee through the teachers and educational leaders process owner. Furthermore, induction should be given to all trainees regularly through the student affairs.

The orientation should include:

- The objectives of the college
- The academic rules & regulations of the college
- Student services
- The codes of conduct
- The students' profile after graduation and so on.

## **3.2. Academic Regulations**

### **3.2.1. Credit**

A Credit is a unit for expressing quantitatively the amount or content of a course especially with reference to value of courses in relation to the total requirements for diploma (10+3)

### **3.2.2. Credit Hour**

A Credit hour is a unit in measuring and recording the work completed by a student in colleges. One (1) credit hour represents the following contact hours, which vary, based on stream/department course, common courses, professional studies and practicum. The representation of credit and contact hours varies based on year level and the courses given. Hence, one credit hour represents one contact hour.

a. Stream/Department Courses

Nine contact hour for first and eight contact hours for second year students, 13 contact hours for third year in the first semester and 10 contact hours in the second semester.

b. Common Courses

Two contact hours in first and second year, and one(1) contact hour in third year

c. **Professional Studies**

One up to three contact hours in all levels for different subject areas.

d. Practicum:-

❖ for first and second year 2 contact hours per semester

❖ for third year 3 contact hours per semester

A semester has 16 week, practicum will account for 12% of the total credit hours offered throughout the six semesters.

**N.B.** This can be changed based on existing situations.

### **3.2.3. Semester Load**

Semester Load is the total number of credit hours for which a student is registered in one semester. The range of credit hours to be taken shall be:

- A. 15-20 for regular students
- B. 9-16 for evening students
- C. 12-15 for summer students
- D. 9-15 for summer distance students

Any student wishing to deviate from this requirement must request for special permission, through academic commission. The normal semester load is indicated in the catalogue, in the course breakdown of each stream.

### **3.2.4. Grading System**

Students are graded on a 4- point letter system as follows:

<b>Letter Grade</b>	<b>Description</b>	<b>Grade Point</b>
A	Excellent	4

B	Good	3
C	Satisfactory	2
D	Unsatisfactory	1
F	Failing	0

### **3.2.4.1. Semester Grade point Average (SGPA)**

SGPA is determined by dividing the total number of grade points earned in a semester by the total number of credit hours attempted in a semester.

### **3.2.4.2. Cumulative Grade point Average (CGPA)**

The CGPA is obtained by dividing the total number of grade points earned by the total number of credit hours taken in consecutive semesters. No grade point value for advance credit work completed at other institutions is included in the computation of the academic grade of the college, except from recognized governmental institutions.

### **3.2.4.3. Dean’s List**

Dean’s list is a list of the dean in which the names of students receiving special recognition from the dean of the college, because of superior academic work (3.75 and above ) are registered . At the end of each semester, a “CGPA” of 3.25 or above entitled a student of the honor of being a distinction student.

The college follows the following “CGPA” demarcations and the corresponding remarks.

- CGPA of 3.25-3.49 ..... Distinction
- CGPA of 3.50-3.74 ..... Great Distinction
- CGPA of 3.75-4.00 .....Very Great Distinction

When a course is repeated, only the new grade and credit hours are included in computing the semester average and the cumulative average.

Grades such as pass (P), failing (F) with which all non-credit work are graded will not be included in determining the GPA of a student, since they have no grade point value.

### **3.3. Class Attendance.**

- 3.3.1. Any student registered for any course in the college is required to attend all classes. A student with recorded absence with or without valid reasons of more than (15%) would be barred from taking the course examination.
- 3.3.2. A student who is absent consecutively for 3 days must provide satisfactory explanation to his/her instructors.
- 3.3.3. A student who is absent for 2 days on practicum must provide satisfactory explanation to his/her instructor and must make up for the lost activities covering the expense by him/herself.
- 3.3.4. A student who is absent for personal cases must produce clearance statement from the concerned body to the respective process owners before resuming classes. However, this should not exceed seven consecutive days.

### **3.4. Evaluation of Academic Work and Submission of Examination Results.**

- 3.4.1. The teacher and educational leaders training process team are responsible to schedule the final exam program.
- 3.4.2. Evaluation of student's academic work should be continuously assessed and it constitutes:-
  - Knowledge & understanding
  - Practical activities
  - Project works
  - mid exm.
  - Final examination for each course
  - All modes of assessment other than final exam shall cover

60% of the total evaluation

- The final examination must cover the whole course and consists of 40% of the total evaluation

3.4.3. All final semester grades shall be submitted to the stream /department. All script in evaluating students should be kept for a period of one semester for regular and evening students, and for one year for summer trainees.

3.4.4. Any cheating in project work, assignment, examination and practicum report is absolutely forbidden. If a student is caught cheating in any assessment (practicum report, project work, final examination, assignment so on) he/she is given zero and “F” in that particular course upon the approval of the stream head and teachers and educational leaders training process owner. If the same student is found cheating for the second time, he/ she shall be dismissed from the college upon approval of the academic commission in the intention of discouraging theft.

### **3.5 Academic Appeal**

In principle, every student has the right to see his/ her performance result from each subject teacher. But, if a student feels that he/she has been given a grade below his/her performance in an exam, he/she can appeal as per the procedure indicated below:

Request for re-scrutinizing semester examination papers shall be made in writing to the teachers and educational leaders training process owner, within two weeks of the issuance of results.

Re scrutinizing an examination paper is made by a committee established by the academic commission from among the staff members

Excluding the subject teacher.. In the event of an academic dispute involving a course, a project or any other components of the students program.

- The student should, in the first instance, discuss the matter with the instructor concerned.

- **If no solution is reached, the student may then discuss the** Matter with the stream /department the respective process owner If the case is not solved, it may then be submitted to the academic commission. If there is no recommendation for the change, the original grade is reduced by one step.

- Based on the recommendation of the investigation committee The academic commission shall give the final **decision**.

### **3.6. Incomplete (I), Make-up Examination**

Incomplete (**I**) is given to a student who has at least **85%** attendance but has Failed to fulfill some necessary requirements for a course (i.e. assignment, practicum report, group works, examination, term papers, practical works, etc, which are given value). A student who has an “**I**” in a course must submit a letter of application together with all the necessary evidence for failing to take the assessment activities mentioned above to the academic and research teachers and educational leaders training process owner through the stream head within one week of the succeeding semester, requesting for make up examination.

If a student is given an “**I**” and if he/she has an acceptable reason/s for not completing the course, he/she will be given a make-up examinations or a chance to fulfill other requirements within the first two weeks of the following semester.

The teachers and educational leaders training process owner grants permission for all make-up examinations to students with legitimate reasons.

An “ **I** “ grade will be changed into “**F**” after four weeks of the following semester unless the student fulfills the requirements stated above.

### **3.7 No Grade (NG)**

NG is given to a student who has registered for a course but has less than **85%** attendance and Students with “**NG**” must apply to the

respective streams for dropping the ,if he/she provides acceptable evidences.

A student who is registered for a course, but has not appeared in class through the semester with out formally dropping the course, or withdrawing, will be given **“NG”** and if not producing any acceptable evidence it will be changed in to **“F”**.

### **3.8 Repeating Courses**

A student must repeat all courses which he/she has scored **“F”**

He/she is allowed to repeat a course only once unless the academic Commission grants special permission. The respective streams grants permission to a student to repeat a course for which he/she has been given **“NG”** after having produced an acceptable reason. A student who fails to meet the required **CGPA** for graduation, but has no **“F”** grade may repeat three **“D”** courses up on the approval of the respective streams.

A student who is permitted to repeat a course must attend all activities pertaining to the course, unless the academic commission agrees to waive this requirement.

The grades assigned to the repeated courses shall not exceed **“C”** No student is allowed to repeat a course in which he/she obtained an **“F”** or a **“D”** grade more than once unless permitted by the academic commission

If a course is repeated, the previous **“F”** grade is ignored in the computation of **“CGPA”**

Previous grade or grades of **“F”** or **“D”** should be shown as cancelled on the transcript and/or master sheet to indicate that the course has been repeated and the new grade is included in the computation of **“CGPA”**

### **3.9 Academic prohibition, warning and Dismissal**

#### **3.9.1 Academic Probation**

Academic probation is suspension of the penalty of the dismissal because of scholastic failure. It is based on the expectation of raising “**CGPA**” of the candidate in the following semester. This chance is usually given on the fifth and last remark. A student shall not be on **Probation** for more than two consecutive semesters.

Academic probation is not a right but a privilege given by the academic commission of the college to a student on the anticipation of possible improvement in his/her “**CGPA**” (to 2.00) in the following, usually the last semester. A student may be put on probation if his/her “**CGPA**” and also GPA is also less than **1.75**.

### **3.9.2. Academic Warning**

Warning is a provision given to help a student who obtained the minimum pass grade in the next semester.

Any first year student who is registered for 15 and above credit hours and who achieves a first semester “GPA” between 1.5-1.749 shall be warned . Any student of first year who achieves a second semester and above CGPA between 1.75-1.999 shall be warned. A student should not warred more than two consecutive semesters. This could be applied for regular ,evening, distance and summer trainees.

### **3.9.3 Academic dismissal**

3.9.3.1. Below 1.50 for 1<sup>st</sup> year 1<sup>st</sup> semester

3.9.3.2. For 2<sup>nd</sup> semester and above **CGPA** below 1.75

## **3.10 Withdrawal and Re-Admission**

### **3.10.1 Withdrawal**

3.10.1.1 A student registered for the college program may withdraw for academic or non-academic reasons. A student who finds it necessary to withdraw from the college must do so officially to maintain good standing and eligibility for honorable dismissal and for possible readmission.

3.10.1.2. A student who intends to withdraw from the college must discuss the matter thoroughly with his/her academic

advisor.

- 3.10.1.3. The college does not encourage withdrawal unless the student's problem is a very serious one, and a student who withdraws for inadequate reasons will be denied readmission.
- 3.10.1.4. Application to withdraw must be presented to the respective process owner through the respective stream /department head; reasons for withdrawal must be supported by reliable and irrefutable document(s). The respective process owner may give the final decision or forward the application (together with the necessary documents) to the academic commission for the final decision.
- 3.10.1.5. If permission to withdraw is granted, the office of the registrar must be immediately notified in writing. Students should fulfill the proper clearance at the end of each academic year Or upon withdrawal. Failure to do so shall result in denial of readmission or giving service.
- 3.10.1.6. A student who withdraws for non-academic reasons can apply for readmission and may get all the privileges of the regular program provided that he/she withdraws within the first month.
- 3.10.1.7 If a student becomes pregnant and give birth in any semester she has to withdraw for her and her child health well being and re admitted in the next academic year.
- 3.10.1.8 A student who withdraws from the college before the end of the first semester of the first year has no ground for readmission, unless special decision is made by the academic commission. However, a student who attended the whole class and took **75%** of the continuous assessment and left with final examination will be given a chance for make up exam. A student who withdraws from the college after completing one semester or more shall apply to the office of the registrar before **April 30 and November 30** to be readmitted to the first or second semester respectively.

### **3.10. 2 Readmission**

Students who have withdrawn in good academic standing and on the basis of legitimate reason, and have earned at least one semester credit at the college, can request re-admission.

Students who have withdrawn for academic reason can request readmission into:-

The first semester of year 1 if he/she has earned a semester **“GPA” of 1.25-1.49**

The second semester of year I and above if he/she has earned a **“CGPA” of 1.50 – 1.74;**

Re-admission is subject to the availability of space, and necessary budgetary allocations. Re-admission is possible only to the same stream/department and program.

Students who withdraw for any reason can be re-admitted within a maximum of three years of grace period. This period can be relaxed by the academic commission for those who discontinued their studies due to forced measure.

A student who has been dismissed twice for academic reason. Shall not claim re-admission as a matter of right.

All cases of re-admission are possible if the previous records of the student fit with the running curriculum. However, when there are changes in the curriculum the status of the students has to be determined accordingly at the time of his/her application for readmission. A student who has been dismissed for academic reasons and readmitted shall repeat the semester from which he/she has been dismissed and given a chance to repeat courses in which he/she scored **“D”** or **“F”** but the maximum grade that should be registered in both cases is **“C”**

Applications for readmission will be sent to the streams before April **30** and November **30** to be readmitted to the first or second semester respectively

Re- admission must be approved by the respective streams. In case of scarcity of budget, the readmitted students should cover the expenses by themselves.

### **3.11. Graduation**

In order to graduate and obtain diploma, a student must:-

- Have a minimum “**CGPA**” of **2:00** in all courses he/she has taken
- Have a minimum “**CGPA**” of **2:00** in his/her stream /department courses
- Remove all “**F**” grades
- Take all the required courses and the minimum credit hours set by the respective streams/department.
- Obtain a minimum “**CGPA**” of **2:00** in practicum

### **3.12. Graduation failures**

- A student who fails to meet the required “**CGPA**” for graduation, but has no “**F**” grades may repeat three courses in which he/she scored “**D**” grades upon the approval of the Academic commission
- A student who fails in an examination (scores an “**F**” grade) may. With the permission of Academic commission, register and repeat the course(s)
- Student who fails in a practicum( scores an “**F**” grade) can’t graduate he or she should repeat the course.

### **3.13. Transcripts and Diplomas**

A transcript is the record of a student’s academic performance. The college considers it valuable, confidential and sensitive document and, accordingly, takes care in processing, storing and issuing it. No student transcript may be shown or given to a third party without the student’s written consent. Transcripts can not be requested by a third party except when the third party has the power of attorney for a student; does not require that he/she receives the transcript directly, signs an affidavit assuming full responsibility if the transcript is

mistakenly forwarded to someone with no legal claim to it.. All students who have withdrawn or graduated must present the official clearance sheet issued by the college in order to obtain their transcript and other services. Transcripts issued by the office of the registrar are of two types: an official copy and a student copy. Official copies carry the registrars seal and signature and are usually forwards directly to institutions or organizations, on request and at a student's instructions: student copies do not carry the streams/departments seal and signature.

### **3.14. Tuition and Other Fees**

#### **3.14.1. Tuition Fee**

- Birr 47.00 per credit (contact hours) for evening and summer private students
- Free for regular and summer students (or government sponsored only)

#### **3.14.2 Admission Fee**

- Application fee:- Free for regular and summer students who are government sponsored
- Application fee: **Birr 10.00** for non government sponsored students
- Registration fee:- Free for regular and summer students who are government sponsored.
- Registration fee:- **Birr 10.00** for non government sponsored students
- Penalty for late registration fee-Birr 20.00 for the first penalty day and increased by 5.00 Birr per a day for all programs.
- Readmission fee:- **Birr 10.00** for non government sponsored students
- I.D. Card fee:- Free for regular and summer trainees who are government sponsored

- ID Card fee:- **Birr 10.00** for evening and summer trainees for non-government sponsored.
- Lost ID. Card fee:- **Birr. 30.00**
- Worn-out card fee:- **Birr 10.00**

### **3.14.3 Transcript Fee**

- For the first time free for all students
- For the second time **Birr 50.00** per copy

### **3.14.4 Official Transcript**

- Foreign destination ordinary **Birr 60.00** per copy
- Foreign destination express **Birr 100.00** per copy
- Domestic destination ordinary **Birr 50.00** per copy
- Domestic destination express **Birr 60.00** per copy

### **3.14.5 Graduation Fee**

- **Diploma Fee: Birr 150.00**
- Lost Diploma Fee: **Birr 200.00** and has to bring evidence from the concerned body.

### **3.14.6 Other Fees**

- Letter to whom it may concern **Birr 20.00** per copy
- Recommendation letter **Birr 20.00** per copy
- *Application fee for changing name ,if it is approved by the concerned body is Birr 50.00*
- Make up examination fee **Birr 20.00** per subject for evening and other self sponsored students
- Fees are liable to change according to the situation of the college

## **Section 4: Student Affairs**

The college has been established to produce teachers and other development oriented capable professional in the educational sector particularly in the primary education system.

In this regard, thus, full cooperation and mutual understanding and respect among the community of the college are highly required. The mutual respect and understanding of each and every part of the component shall also be strengthened by responsive regulations that are compatible with charter of the college and law of nation. The college can grant no rights to its members (teachers and students) which are not inherent in the nation and regional law. Furthermore, the college is limited by its administrative charter or regulation to engage in the activities of persons and groups directly affiliated with the college through legal bases for the function of education. In this education function, the college has an academic freedom inherent in the concept of an institute which is established to study, each, and investigate any subject or any question. However, the phrase 'to study' imposes its own obligations on the college community (both on teachers, researchers and students) because 'study means' rational, intellectual inquiry, and hence it must succumb to arguments, which appeal to unreasoned passion.

In accordance with the above view, the college is empowered to lay down such regulations of student affairs, as it seems necessary to promote and strengthen the overall educational function.

In the college, most of the day-to-day activities of the students affairs are catered for by the office of the students' affairs, based on the duties and responsibilities listed under article 2.5 Section 2. Along with the office of the students' affairs, there will be the office of guidance and counseling under the following job descriptions.

#### **4.1. Students' Rights**

The college students will exercise the following rights:

- 4.1.1 Be issued ID Cards upon registration
- 4.1.2 No discrimination shall be made among students by nationality, sex and religion or otherwise in the college

- 4.1.3 Forward opinions, ask questions, debate and participate in discussions, in an educational process or other related activities
- 4.1.4 Get access to medical treatment within the limit of available resources, use libraries, laboratories, audiovisual centers and other facilities according to regulations
- 4.1.5 Organize ally any educational and related clubs that serve the purpose of promoting the very aim of institutional goal
- 4.1.6 Apply to withdraw if he/ she produces adequate reasons and to be re-admitted when notified by the admission committee and approved by academic commission
- 4.1.7 Assemble and discuss campus, regional, national and international issues when an authorized person allows doing so.
- 4.1.8 Participate in all social and educational activities of the college through their council and in person if necessary
- 4.1.9 Have representatives in each and every committee concerned with student affairs as allowed by the regulations of the college
- 4.1.10 Petition legally the case through their council to all concerned bodies step by step and obtain decisions and demand reversal of unjust decisions
- 4.1.11 Attend classes, participate seminars, workshops organized by the college and other organization when necessary
- 4.1.12 Know their grades and obtain a copy of their grade reports after being evaluated only on the ground of their academic performance and ability and not otherwise
- 4.1.13 Apply for grade inquiry following necessary procedures
- 4.1.14 Get support from administration and obtain guidance and counseling services when needed
- 4.1.15 Evaluate their instructors as required by the college
- 4.1.16 Legally defend themselves against verifying completion of the program
- 4.1.17 Comment on services they get from the college and workers.

## **4.2 Duties and Responsibilities of Students**

Students have the following duties in the college

- 4.2.1 Students shall know and respect rules and regulations of the college.
- 4.2.2 They attend lecture classes, laboratory programs , workshops and others according to the official time-table.
- 4.2.3 Students shall submit group works, assignments (papers, laboratory works) results as required by the concerned professionals.
- 4.2.4 They shall be registered at the beginnings of each semester in person if he or she is to continue to study.
- 4.2.5 Students shall take care of materials, which belong to the college or to the society (inside or outside the college) or any other member of the college.
- 4.2.6 Students shall not appear at forbidden areas.
- 4.2.7 Students shall cooperate with any legitimate body to support the educational and administrative activities of the college.
- 4.2.8 As citizens and group of intellectuals, students shall involve in international, national, regional and institutional issues and respond to national call.
- 4.2.9 They shall elect, be elected and participate in different committees that require their involvement through their representatives.
- 4.2.10 Students shall respect the culture, belief and custom of the society and live with them accordingly.

## **4.3 Discipline**

Self-discipline, mutual trust and respect for one another are required from every member of the college whether students or staff. Thus, the college encourages self- discipline and cooperation among its members to achieve the integrated goal. The college also requires disciplinary rules and regulations to safeguard its educational objectives, to prevent

persons from violating rules of the college and penalize those who are against the rules.

### **4.3.1 Prohibited Acts**

- 4.3.1.1 Using drugs such as chat, cigarettes and alcoholic drinks
- 4.3.1.2 Being seen having dangerous weapons and equipment any where.
- 4.3.1.3 Defaming other persons (inside the campus or outside) by distributing written materials or orally
- 4.3.1. Formation of any illegal organization, which will result in the discretion of normal activities of the college
  - 4.3.1.5 Lying, cheating, corrupting, theft, misbehaving and threatening others
  - 4.3.1.6 The use of individual or mass force to interfere with normal activities of the college or to influence some one to achieve their goal
  - 4.3.1.7 posting unofficial notice and detaching official ones;
  - 4.3.1.8 Misusing I.D cards by handing it over to someone else and permitting him/her to use it.
  - 4.3.1.9 Any sexual intercourse in campus whether willing or not
  - 4.3.1.10 Breaking of any regulation issued by the institute, such as library, laboratory, clinic and lounge regulations;
  - 4.3.1.11 Any act of copying signature of officers for whatever reasons or purposes
  - 4.3.1.12 Refusing to respond to any legal request from legitimate bodies
  - 4.3.1.13 Holding unauthorized meeting in the college campus.
  - 4.3.1.14 Inviting guests into the campus without the knowledge or permission of the college.

### **4.3.2 Disciplinary Actions**

In the college intimidation and violence are completely incompatible with an academic environment and, hence, applying them will lead directly to disciplinary action. Students' disciplinary committee will decide on penalties to be considered for violation of rules and regulations of the college. Some of the penalties are as follows:

- 4.3.2.1 Self criticism by the student
- 4.3.2.2 Verbal advices and warning by concerned authority
- 4.3.2.3 Written warning
- 4.3.2.4 Entering student's name in a black list
- 4.3.2.5 Replacing damaged property by the agent
- 4.3.2.6 Detention from graduation
- 4.3.2.7 Suspension for a period of time
- 4.3.2.8 Dismissal from the campus

### **4.3.3 Organization of the Student Disciplinary Committee**

#### **4.3.3.1. Members**

The student disciplinary committee shall have seven members

- \*One instructor assigned by training process owner
- \*Two instructors from different streams/departments
- \*Two student representatives .from respective programs
- \*one performer from human resources process and
- \*women affair

4.3.3.2 One instructor assigned by process owner shall be the chairman of the committee.

4.3.3.3 performer from human resources process is Secretary of the committee

4.3.3.4The office term of the elected disciplinary committee members shall be two years.

#### **4.3. 4. Responsibilities of the committee**

The disciplinary committee is accountable to the dean

### **4.3.5 Procedures to Handle Violent Acts**

- 4.3.5.1.1 Any case of violation shall be presented to stream head in writing within one week of the occurrence of the incidental
- 4.3.5.1.2 The stream head after considering the case, forward it to disciplinary committee.
- 4.3.5.1.3 The committee shall reach its decision within two weeks and after approval of the dean, disclose the decision to the relevant in writing with copies to the streams/departments and process owner A student who may be dissatisfied with the decision has the right to appeal to the college dean. The decision of the management of the college will be final.

## **4.4 Students' Council**

### **4.4.1 Purpose**

Active participation of students in self- governance and in teaching learning process is one of the fundamental bases of quality training. In other words, Student council is an important body both for the purpose of the above - mentioned points and for the efficiency of the training program of the college. It also plays vital roles in producing potential leaders of the society in the future world. It equips students with management skills, confidence in self-

governance and meaningful participation in both the campus and in the society.

Therefore, the college encourages extensive students' participation through legal and chartered student council. Accordingly, the college, through the streams/departments, will give due assistance and support to only chartered students' council to pursue legitimate educational and extra curricular interests and activities.

#### **4.4.2. Functions of the Chartered Students' Council**

A chartered student council shall be formed by full interest and participation of the students themselves. It mainly works towards promoting healthy and civilized communication between and among the college community. It facilitates effective communications among students and between students and other members of the college community. The students' council emphasizes promoting study, discussion and expression of ideas on academic level concerning intellectual, social and other problems to supplement the academic curriculum by promoting activities such as lectures; forums, seminars, field trips and theatre, films and art exhibitions and to promote other intellectual, social, economic and recreational activities among the college members and the larger community.

#### **4.4.3. Duties and Responsibilities of the Students' Council**

The student council whose members are directly elected by the students is accountable to the General Student Assembly

***The Council has seven members.***

1. Chair person
2. vice chair person
3. secretary
4. Other 4 members.

**The council has the right to:**

- 4.4.3.1. Prepare its own regulation which are subjected to the approval of the college
- 4.4.3.2. Formulate different committees of its own if necessary;
- 4.4.3.3 Govern itself in accordance with the rules of the college and its own regulations;
- 4.4.3.4 Call gatherings outside of regular scheduled classes or other normal college activities, when permitted by the college.
- 4.4.3.5 Petition, to present grievances to relevant officers by peaceful means.
- 4.4.3.6 Arrange a forum for students to express and to discuss institutional, local, regional, national and international issues when permitted by the college.
- 4.4.3.7 Safeguard students' interests in academic, social and recreation spheres within the campus as well as in the outside world.
- 4.4.3.8 Call gatherings of class monitors and evaluate them every two weeks and submit reports to streams/departments.
- 4.4.3.9 Compile and organize evaluation reports from classes and submit them to streams/departments.
- 4.4.3.10 Distribute letters to trainees.
- 4.4.3.11 Initiate trainees for co-curricular activities.
- 4.4.3.12 Be role models for trainees.

**4.4.4 Student council of Evening program**

- 4.4.4.1 Evening students shall have their own student council
- The rules and regulations of regular students also work for evening and summer program students.

## Appendix

### Appendix 1

#### Contract Form

This contract document is issued by the board of governance of the college pursuant to article 8 of the megaleta Oromia proclamation N0 9/1998.

#### ARTICLE 1.AGREEING PARTIES

*This contract of employment is made and entered in to this day of \_\_\_\_\_19\_\_\_\_\_ G.C (19\_\_\_\_\_E.C) by and between \_\_\_\_\_ teachers college hereinafter called the "employer"), and \_\_\_\_\_ (hereinafter called the "employee").*

The parties hereto agree as follows:-

#### ARTICLE 2- EMPLOYMENT

The employer shall employ the employee as \_\_\_\_\_ in the institute /college and the employee agree with the scope of his/her academic discipline, to perform the duties prescribed here under.

- a. To give course lectures and other forms of instruction including demonstration, laboratory, supervision, tutorials, practical classes, and field classes, as may be determined by the dean / head of the stream .
- b. To carry out scholarly research and the advancement of knowledge as well as the progressive strengthening and development of the college.
- c. To assist in the activities to be conducted in the/ college's business by accepting assignments to serve on committees and commissions.

(Applicable to administrative appointments) To organize, direct and develop the activities of his/her stream, institute, faculty or college.

#### Article 3 - Interpretation

When an ambiguous situation in meaning arises, the interpretation of this document shall rest on the employer

#### **Article 4- Employee's Warranties and Covenants.**

- 4.1 The employee attests that he/she is professionally and technically competent and qualified to discharge the duties for which he/she is employed.
- 4.2 The employee agrees that he/she shall:-
  - A) Perform his duties in a professional manner and in accordance with the academic standards, objectives, general philosophy of the institute/ college as set by the appropriate body.
  - B) The minimum teaching and research load of an academic staff shall be 9-12 and 3 could be added when it is necessary LEH (1 LEH= 2:30 to 3 hrs) specifically to be determined by the training process and academic commission
  - C) Accepts other teaching and administrative assignments when requested by the principals of the college and/ or the stream in case of alkaloid, i.e. if he/she is assigned to carry out whenever dictated by circumstances, additional teaching and research assignments, which may be over the established normal load, the employee shall be entitled to compensation at the prevailing rate .
- 4.3. The employee shall regard his/her services to the college as full- time employment and his/ her regular duties unless permitted or approved by the authority of the college. This requirement does not extend to occasional lectures, writing of scholarly articles or conducting research
- 4.4 The employee agrees to submit to the college, along with the signed contract a medical certificate to prove his/ physical fitness to perform the duties prescribed in article 4 (4.2) above. Such certificate must be issued by a government medical institution.
- 4.5 The employee agrees to refrain from using his/ her official position or college facilities for the dissemination of his/ her personal gain or interest, actions which incite or cause disruption of the college.
- 4.6 The employee agrees to abide by the laws of Ethiopia.

## **Article 5- Duration**

- 5.1. This contract shall come into effect as of \_\_\_19\_\_\_ G.C /19\_\_\_E.C. the foregoing dates shall be used for the purposes of payment of salary, allowances and the computation of leave as stated here under Arrival for duty after the above date shall result in prorate deduction from salary and allowances.
- 5.2. The normal period of full time employment each year shall be as stated here under:
- a) For academic appointments, two years starting from September 11 to August 7 ( One year for graduate 1 Meskerm 1 to Nehase 30 )
  - b) For administrative appointments, for twelve months, starting From approximately, Meskerem 1 to Pagumen 5/6.

## **Article 6- Salary**

- 6.1 The employee shall receive an annual salary as per agreement in *Ethiopian Birr* (\_\_\_\_\_ ) which shall be payable in twelve (12) equal monthly installments at the end of each month according to the Ethiopian Calendar beginning from the date set forth in article 5 hereof
- 6.2 The aforementioned salary shall be subject to income tax and pension deductions.
- 6.3 The salary, together with allowances provided in article 6 hereof, shall constitute full and complete remuneration for the services performed by the undersigned employee.
- 6.4 Except as provided in article 7 hereunder, hereof the employee shall not receive any salary or allowances during any period of illness or disability, he has willfully or negligently contracted.

## **Article 7. Allowances**

- 7.1 The employee, if he/she is assigned to administrative duties and responsibilities, shall be paid an administrative allowance as per scale issued by the MOE.

- 7.2 Payment of all allowance shall be made at the end of each month according to the Ethiopian calendar beginning from the date set- forth in article 5.

### **Article 8- Leave**

- 8.1 Sick Leave: - Shall be given according to provisions in the regulation governing academic & academic support staff. Any period of sickness longer than three consecutive days must be attested by medical certificate. It is the responsibility of the employee to arrange with respective stream heads for coverage of scheduled classes and appointments.
- 8.2 Maternity Leave: A female employee shall be entitled to maternity leave according to regulations of the Ethiopian Government.
- 8.3 Annual leave shall be given according to provisions in the regulation governing academic & academic support staff.
- 8.4 Research and sabbatical leave: The employee shall be entitled to a sabbatical & research leave according to the regulation governing academic & academic support staff, and the legislation of the college.

### **Article 9- Termination**

- 9.1 The contract may be terminated by the employer or by the employee in the case of breach of any of the articles here of. In such an event the employee shall be entitled to his salary and allowances only up to the date of termination.
- 9.2 If the employee is prevented by illness or disability from carrying out his/ her duties, he/she must obtain a medical certification from a medical board of government medical institution. After considering the report of the medical institution, the head of the college may make a recommendation to the board of governors on terms and conditions of termination of the employee's contract.
- 9.3 This contract may be terminated by the employee without stating cause by giving written notice of termination to the employer ahead of not less than 180 (one hundred and eighty) calendar days. This sub- article shall

not override other articles of the contract, such as service agreement for training, entered between the institute/ college and employee.

9.4 If the employee terminates the contract without giving a notice of termination according to 9.3 above, the college may refuse to give a release and work attestation and sue the employee for the disruption of its programs and for expense incurred due to the termination of the contract. Upon termination, the employee is entitled to a pension reimbursement in accordance with the rules and regulation of the Ethiopian Government.

**Article 10 - Renewal**

10. 1. The intent of the institute of renew the contract shall be given in a written notice to the employee at least 90 ( ninety ) calendar days before the last date of the end of the previous contract.

10.2. This sub- article shall not override provisions in article 9.4 above.  
Article 11. Amendments

**The provisions of this contract may not be altered or amended except in writing signed and dated by the parties hereto.**

**Article 12: Voidance of Contract**

12.1. This contract has been executed by the employer on the date first written herein.

12.2. In the event the employee shall fail to execute this contract and return it to the employer within 30(thirty) days after the date first written herein, this contract shall be null and void. In case of postal delivery of the executed contract, the date of posting shall be within 30 (thirty) days of the date first written herein. In witness hereof the parties to this contract have affixed their signature here to.

\_\_\_\_\_  
EMPLOYEE

\_\_\_\_\_  
EMPLOYER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**WITNESSES**

1. \_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

2. \_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

3. \_\_\_\_\_  
NAME

\_\_\_\_\_  
SIGNATURE

## **APPENDIX 2**

### ***Employment procedures***

#### ***1. Preconditions for Employment***

Prior to employment, the college, ensures institutional need for employing teachers. It ensures that budget has been proposed and approved.

#### ***2. Employment Procedures***

##### ***2.1 Vacancy Announcement***

The vacant post should be clearly announced either on the “Addis Zemen” or the Ethiopian Herald or on any appropriate mass media if necessary.

##### ***2.1.1. Information to be stated in the announcement***

The department with the vacant post; name of the position, title and initial salary; qualification, relevant skill and experience; number of the vacant posts and working place; place, date and time of registration of the applicants; necessary credentials for the registration; place, date and time of examination; notifying that registration shall take place for three consecutive working days starting from 10 days after the vacancy announcement.

##### ***2.1.2. Employment without announcement on mass media.***

A. Vacancy announcement should be put on the notice board for three consecutive working days in the college campus. If the college needs to employ among its outstanding new graduates.

- Registration shall be for two consecutive working days,
- Selection is made by the employment committee based on the candidates’ document and sent to the academic commission for approval.

B. In case of absence of candidates with higher qualification in response to the second vacancy

announcement at a national level, the college may use another means to apply the employment by consulting the board based on the already set employment criteria and salary scale.

## **2.2. Registration of Applicants.**

In accordance with the vacancy announcement, applicants shall be registered either in person or by sending their relevant work experience and other related document. The documents should be crosschecked with the original.

## **2.3. Recruitment committee**

To ensure fair procedure, a committee consisting of five members shall be elected to set appropriate selection criteria by which capable applicants are selected.

### **2.3.1. Members of the committee**

- A) Training process owner :- chairperson
- B) Head of the stream with the vacant post and one more member (preferably female), and these two members can change with the change of the stream and the vacant post.
- C) A representative of teachers..... member
- D) Personnel officer..... member and secretary

### **2.3.2. Duties and Responsibilities of the Committee**

The committee shall have the following duties and responsibilities.

- Ensuring that the stream has accurately identified the applicants in line with the procedure stated in 2.2 above.
- Setting appropriate examination to be given to the applicants.
- Setting limiting selection points

- Administering the winners and reassuring him/her based on the exam results
- Informing the general results of the competition to the dean of the college.

## **2.4. Exam Administration**

The Exam is set by teachers of the concerned stream and the recruitment committee. Based on the nature of the vacant position, the exam may include all or part of the following: Interview, Written exam and, practical exam.

## **2.5 Grading procedure.**

### **2.5.1. General Result**

- a. Based on the applicant's qualification, work experience, etc and,
- b. Exams stated in 2.4, the list of the winners and reserves together with the relevant forms and minutes is sent to the dean of the college, and upon his/her recommendations, will be approved by the academic commission.

## **2.6 Waiting list**

- Reserves are listed in their order of precedence
- Number of the reserves is decided by the committee
- Whenever a candidate from among the selected ones fails to be employed, a reserve may be employed without a further examination.
- If a new employee fails to start his/ her work within the given time an announcement will be made once to appear in five days time.

## **2.7 Organizing the employment forms**

2.7.1 The employment of the academic staff shall be applied pursuant to the legislation of the college and the contract agreement, subject to renewal.

A complete employment procedure shall include each of the following forms which shall be duly completed.

The contract agreement document includes:

- Pension form ( pension form 1)
- Biography form
- Medical examination report
- Finger print check report
- Oath for ( if any)
- The vacancy announcement notice,
- Educational documents
- Relevant work experience
- The minutes of the recruitment committee and a form ( letter) in which the evaluation is made,
- Minutes of the Academic Commission's approval,
- Other related documents

**2.8.** Utilization of the employment forms indicated under the contract agreement form is prepared in three copies, signed by the employer, the second copy to the college, and the third copy will be sent to the Board of Governors.

- ❖ Pension form, is prepared in three copies, signed by the employee and the employer and a copy is sent to the regional education bureau, the second one to the regional social security authority and the third copy will be kept in the employee's personal file.
- ❖ The biography form is prepared in two copies, to be signed and kept in the employee's personal file.
- ❖ The oath form is completed in two copies, signed by the employee and the employer and one copy is sent to the Board and the other will be kept in the employee's personal file.
- ❖ Medical examination form
- ❖ The vacancy announcement form
- ❖ Educational document and other relevant work experience.
- ❖ The minutes of the academic commission approving the employment. Each of the copies will be cross- checked and sent to the board, and the rest copies are to be kept in the employee's personal file.

### **3. Contracts**

#### **3.1. Time of contract**

3.1.1. The contract time for Ethiopian academic staff and academic support staff shall be two (2) years. (See app .1 form 1 and 2)

Assistant graduates are employed for a year. If he/she is found to be efficient in his /her work, the college shall extend his/ her contract for another two years. However, if he/she is found to be inefficient, the college may cease the contract.

3.2. Renewal of a contract is based on the legislation of the college and contract agreement. Ethiopian academic full time workers shall renew their contract every two years.

3.3. Ceasing a contract procedure for ceasing a contract of Ethiopian academic full time staff members shall be materialized in accordance with the contract agreement of the college.

## **Appendix 3**

### **The Criteria for promotion**

#### **1. Effective teaching service is assessed as follows:**

Evaluation by the stream heads and /or dean or the colleagues and students shall be conducted by using appropriate questions designed by Ministry of Education. The rated points of three evaluations should be above 3.5. The evaluation by students shall be made on a regular basis immediately after the completion of a course and before the semester examination. The evaluation by stream heads and or the dean and colleague shall be made twice in an academic year, usually at the end of each semester.

#### **2. Publications**

- Articles- published or accepted for publication in reputable journals
- Teaching materials- materials prepared for specific course or courses in the discipline of the candidate staff reputable journal
- The reputability of journals is determined by the committee, which is established for this purpose by the institute and /or by Ministry of Education.

The following shall constitute the criteria on which the reputability of journals is determined:-

2.1 The professional reputation and competence of the editors, the advisory board and additional staff.

2.2 Sound editorial policy regarding selection and evaluation of articles submitted for publication.

2.3 Seriousness of the journal as judged by such factors as regularity and continuity and its maintenance of standard.

#### **3. The backing and respect given by professionals.**

##### **3.1 Teaching Material**

It can be defined as a set of materials systematically organized for use in specific course emanating from the teaching experience of

the candidate for promotion. When evaluating such materials the following points may be taken into account.

- The organization of the content;
- The approach followed.

### 3.2 Effectiveness of the material as a tool for teaching

It must be in effective use as a teaching material for at least one year before presented for promotion .

It must be externally and positively evaluated by specialist in the field, particularly when it is submitted as a fulfillment of the requirement criterion for promotion to a senior rank (associate professor or above) and should be favorably assessed by at least two of specialists in the field.

Any teaching material prepared as a major fulfillment for any rank promotion should be evaluated by one internal and two external assessors and supported at least by two of them.

### 3.3. Text book- published for use in specific courses

### 3.4. Books- published on the basis of original research

### 3.5. Participation in the affairs of the college

#### **The criteria should include:**

- Willingness to accept and being very effective in position of academic administration
- Willingness to participate in committee work. Active involvement in the enhancement of relevant professional activities such as teachers' association, organizing and participating in professional conferences, seminars, etc.
- Assisting in editorial work or contributing to professional journals

## **4. Rendering Active Service to the Community**

- Readiness to participate effectively in local or national committees.
- Active participation in professional and mass organizations.

- Making attempts in all ways to contribute towards the general welfare of the community at large beyond the limited call of one's academic duties.

## **5. Weighted Values of the Criteria for Academic Promotions**

To standardize the process of granting promotions, and to make it objective and uniform as much as possible, it is necessary to give weighted values to the four components of the criteria, as required.

In addition to the expected service years for promotion to each academic rank, it is essential that the candidate meets the minimum points in each component of the criteria as indicated below.

### **5.1. For promotion to the rank of assistant lecture.**

Effective teaching -----85%

Active participation in the affairs of the college ----- 10%

Active participation in the affairs of the community ---- 5%

### **5.2 For promotion to the rank of lecturer**

Effective teaching ----- 60%

Publication ----- 25%

Active participation in the affairs of the college -----10%

Active participation in the affairs of the community ----- 5%

### **5.3 For the promotion to the assistant and associate professor**

Effective teaching service ----- 40%

Publications -----35%

Effective participation in the affairs of the college ----- 15%

Rendering active service to the community ----- 10%

The Minimum total points required for the promotion should be 80 and should be more than 50% in each component of the criteria.

## **6. Co- Authorship**

Any publication or research work, when jointly written, should be given appropriate merits to each of the co-authors in direct proportion to the level of

his/her contribution to the joint work. The following is an allotment of points given according to their several contributions.

Major co-author-----75%

Equal co-author -----50%

Minor co-author -----25%

If more than two co-authors are involved, the credits should be allotted proportionally to the several contribution