

CONTRACT OF EMPLOYMENT

This agreement is made on 20/04/2020 between the Cyprus International Institute of Management - CIIM, with registration number HE 42590 and registered office address 21, Academias Avenue, Aglandjia, 2151, Nicosia, Cyprus (hereinafter "CIIM") and ... NAME OF FACULTY MEMBER with Passport number and permanent residential address (hereinafter "the faculty member").

1. Position:

- 1.1. CIIM employs the faculty member for the position of.....ACADEMIC RANK (TITLE & POSITION)

2. Contract duration:

- 2.1. The effect of the contract **commences on the 1/9/2021 and ends on the 31/8/2023.**
- 2.2. The first six months will constitute a probation period.
- 2.3. The contract will be **automatically renewed at its end for a successive period of 2 years.** If either of the parties wants the contract not to be renewed, must inform the other party by written notice at least 3 months before the completion of the contract's duration.

3. Duties of the faculty member:

Teaching (30 points):

- 3.1. The faculty member shall teach 40 ECTS (187 hours) per year in his/her area of expertise and/or other related areas
- 3.2. The faculty member must supervise 15 final master projects or the equivalent in doctoral dissertations when they become available.
- 3.3. The faculty member shall be available and approachable to the students. In this context and not exhaustively, he/she must determine visiting-hours as mentioned in paragraph 9.6., answer to their calls and emails in prompt time etc.
- 3.4. The faculty member owes to fulfil all the relevant duties arising from the above-mentioned teaching obligations (for example, composition of courses' outlines and syllabi, writing of notes and presentations, preparation of exam papers, marking of exam papers and thesis/final projects, evaluation of students etc.).

Research and publications (30 points)*:

- 3.5. The faculty member has to be an active researcher and expert in his/her fields of knowledge and interest.
- 3.6. In this context and not exhaustively, the faculty member shall make publications in important scientific journals, write books and/or chapters in books, analyse important case studies, participate in scientific conferences with original presentations, prepare proposals for grants, supervise phd students etc. The assigned points for each type and

calibre of research publication is stated in **CIIM's Policy Statement on Research** attached to this contract and having the same force as this contract.

Management responsibilities (Committee membership, Programme directorship (30 points):

- 3.7. The faculty member, as director of a programme, owes to administer and manage all aspects of its operation, (for example, content, recognition, accreditation, promotion, marketing, recruitment, etc.).
- 3.8. The faculty member must define the content of the programme, organise it, apply for its recognition and accreditation to both local and international competent authorities, defend it before them, adapt it to the needs of the market if necessary, make it locally and internationally legally valid and competitive.
- 3.9. The faculty member shall promote the programme and make it sustainable and profitable. Specifically, the faculty member must attain the target set by CIIM regarding his/her programme. The target will be revised by CIIM every year and notified to the faculty member in written and in good time. The target, as annually settled, will constitute part of this contract. Attainment or excess of it leads to the bonus mentioned in paragraph 11.2.
- 3.10. The faculty member shall participate in the committees of CIIM.
 - 3.11. The faculty member shall also undertake any organizational and /or technical obligation in his area of expertise that is assigned to him/her by CIIM, given the workload of the former and the needs of the latter.

Outreach to the community and other duties (10 points):

- 3.12. The faculty member must have close ties with the community and has presence regarding the issues that concern the latter and fall within the ambit of his/her knowledge and interest.
- 3.13. In this context and not exhaustively, the faculty member shall organize and attend international and local conferences and seminars, be member of Boards, Councils and/or Commissions that have leadership position in the community and/or the policy making of the country, write articles in the print and electronic press, make appearances on radio, tv and media, represent CIIM in activities such as competitions, surveys, public lectures, events etc.
- 3.14. The faculty member must be available and approachable not only to the students and clients as mentioned in paragraph 3.3., but also to the colleagues, the Board of Directors and any other person related to and/or interested in the activities of CIIM.
- 3.15. The faculty member shall represent the institution when necessary.
- 3.16. The faculty member owes to mention his/her relationship with CIIM in his/her teaching, training, consulting, research and/or other relevant to these activities (for example, in his/her publications, participations to conferences, proposals for grants and consulting projects, etc.).
- 3.17. The faculty member must promote the best interests of CIIM and safeguard its property, reputation and interests at all times.

- 3.18. The faculty member shall act in accordance with the Law, the Ethics and the internal regulations of CIIM (for example, its charter, policies, handbooks, etc.).

Allocation of points:

- 3.19. The faculty member must earn 100 points per year by carrying out his/her responsibilities in (a) teaching, (b) research and publications, (c) Programme Directorship and (d) outreach to the community and other duties as prescribed above.

- 3.20. These 100 points, in principle, correspond to the above-mentioned 4 pillars as follows:

- Teaching: 30 points (40 ECTS plus final project supervision)
- Research and publications: 30 points
- Management responsibilities: 30 points
- Outreach to the community and other duties: 10 points

- 3.21. Notwithstanding that, the allocation of these 100 points may change according to the needs of CIIM, given that a minimum threshold of 50% in each pillar is achieved. In particular, points of one pillar may be covered by points of another. The relevant decision lays to CIIM and shall be notified to the faculty member in writing and in good time, i.e. enough for the latter to be properly prepared.

- 3.22. An informal review regarding the points of the faculty member takes place in the middle of the year, in order 'corrective measures' to be adopted if necessary. Furthermore, a relevant formal review takes place at the end of the year, in order the faculty member to be evaluated

4. Conflict of interest and/or responsibility:

- 4.1. The faculty member must devote all of his/her working time to perform the duties arising under this contract. The faculty member owes not to work as a faculty member, independent consultant, agent and/or otherwise for any other person or entity, whether or not during normal working hours of CIIM, without the prior written consent of the latter. CIIM may withhold such consent at its sole discretion.
- 4.2. The faculty member shall abstain from any activity that may constitute conflict of interest and/or conflict of responsibility with reference to his/her duties under this contract.

5. Confidentiality:

- 5.1. The faculty member must respect any confidential information, characterized or not as such, that belongs and/or concerns, directly or indirectly, CIIM, its owners, shareholders, managers, faculty members, affiliates, clients, students, trainees, courses, degrees, executive programmes, consulting projects, research initiatives and/or otherwise related to them persons and/or activities and which came and/or is in the former's possession and/or knowledge in any way.
- 5.2. The faculty member shall not disclose to any person any such information, in full or in part, in written or other form, or utilize the same for any reason and/or purpose other than for the benefit and pursuant to written authorisation granted by CIIM.

- 5.3. The faculty member is bound by this obligation both during the effect of this contract and after its termination for whatever reason.
- 5.4. Notwithstanding the above, the faculty member may disclose confidential information pursuant to any governmental, judicial or administrative order, subpoena, discovery request, regulatory request or similar method, provided that the receiving party promptly notifies -to the extent practicable- CIIM in writing of such demand for disclosure so that the latter, at its sole expense, may seek to make such disclosure subject to a protective order or other appropriate remedy to preserve the confidentiality of the relevant information. The faculty member may comply with such request, provided he/she gives - if permitted by law- CIIM prompt notice of such disclosure. The faculty member owes not oppose and cooperate, to the extent possible, with any efforts of CIIM for a protective order or other relief. However, if CIIM is unable to obtain or does not seek a protective order or other relief and the faculty member is legally requested or required to disclose such confidential information, disclosure may be made without liability.
- 5.5. Confidential information includes, inter alia and not exhaustively, all personal, financial, business and/or other information of and/or related to the above-mentioned persons and/or activities (for example, personal and contact details, bank accounts, financial data, mark records, business plans, marketing strategies, etc.).

6. Non-solicit:

- 6.1. The faculty member must restrain from, directly or indirectly, recruit, solicit, induce and/or try to do so any manager, faculty member, affiliate, client, student, trainee, course, degree, executive programme, consulting project, research initiative and/or any other person and/or activity directly and/or indirectly related to them.
- 6.2. The faculty member is bound by this obligation during the effect of this contract and for the 2 years following its termination for whatever reason.

7. General data protection:

- 7.1. CIIM follows and complies with all the data protection laws and regulations of the Republic of Cyprus. Thus, it possesses, uses and processes the personal and/or other data of and/or related to the faculty member as these laws and regulations provide.
- 7.2. The faculty member shall inform CIIM in written and in good time about any changes to his/her personal and/or other data that the latter needs in its collaboration with the former.
- 7.3. The faculty member can request access to his/her data that CIIM holds. Such request shall be made in writing.
- 7.4. The faculty member undertakes to possess, use and/or process the personal and/or other data of CIIM, its owners, shareholders, managers, faculty members, affiliates, clients, students, trainees and/or otherwise related to it persons that came and/or is in his/her possession and/or knowledge in any way in accordance with the above-mentioned laws and regulations.

8. Intellectual property:

- 8.1. The faculty member shall restrain his/her property rights on the work he/she produces in the context of his/her research, teaching, training and/or consulting obligations as mentioned above (for example, notes, presentations, publications, books, etc.).
- 8.2. However, the intellectual property rights on the work that the faculty member produces in the context of its administrative and/or other relevant obligations and/or on specific demand by and/or for CIIM and/or by and/or for its clients and/or by and/or for otherwise related to CIIM persons under the umbrella of latter belongs to CIIM and/or its clients and/or the otherwise related to CIIM persons as the case may requires (for example, a business plan prepared on demand and for CIIM belongs to the latter, a marketing strategy prepared on demand and for a client of CIIM belongs to this client, etc.).

9. Working hours:

- 9.1. The faculty member's normal hours of work are 40 hours per week.
- 9.2. In particular, the faculty member's normal hours of work are Monday to Friday, 9:00-18:00, with a mid-day break between 13:00-14:00. However, flexibility is acknowledged as mentioned below.
- 9.3. During the normal hours of work the faculty member has to be at the premises of CIIM, unless he/she has meetings, seminars, conferences and/or other commitments arising from his/her obligations under this contract.
- 9.4. In the days that the faculty member has classes, executive training, consulting, meetings, seminars, conferences and/or other commitments arising from his/her obligations under this contract in hours other than the above-mentioned normal hours of work, then the latter will be relevantly adjusted (for example, if the faculty member has classes every Monday, 18:00-21:00, then in Mondays the above-mentioned normal hours of work will be reduced by 3 hours or by 5 hours if the course is in Limassol and the faculty member lives in Nicosia).
- 9.5. In any case, whether during the normal working hours or otherwise, all the classes, executive training, consulting, meetings, seminars, conferences and/or other commitments arising from his/her obligations under this contract, must be mentioned by the faculty member in the common calendar of CIIM in advance, for purposes of better organisation.
- 9.6. The faculty member shall determine at least 2 hours per week as visiting-hours, one of which must be before and/or after his/her courses so that it will be easier for the students to see him/her.
- 9.7. Notwithstanding the above, the faculty member may be required to work additional hours, if demanded by and in accordance with the needs of CIIM (for example, orientation events for students, graduation ceremonies, etc.). No extra compensation is payable for these additional hours.

10. Place of work:

- 10.1. The faculty member's place of work is the premises of CIIM in Nicosia and/or Limassol and/or any other premises the latter uses or may use in the future in Cyprus.

11. Remuneration:

- 11.1. The faculty member's gross monthly salary is €4,167 payable at the end of every month (i.e. €50.000 per annum, gross).
- 11.2. In case that the faculty member achieves the target mentioned in paragraph 3.9. and defined in written by CIIM every year, he is entitled to a bonus of €5.000. Furthermore, if he exceeds this target, the faculty member is entitled to an extra bonus of 5% of the surpass revenue of his programme (i.e. of the revenue beyond the annual target). These bonuses are payable at the end of the year.
- 11.3. In case that faculty member brings in funded projects, he/she is entitled to a bonus equal to 2-5% of the overhead of the relevant fund as agreed in written with CIIM. However, this provision does not apply to EU programmes and other programmes that do not allow the payment of such bonus.
- 11.4. In case that the faculty member prepares a proposal for grant under the umbrella of CIIM and this proposal successes, his/her relevant remuneration will be determined by the provisions of the project and/or by a written arrangement with CIIM.
- 11.5. In case that the faculty member works for a funded project under the umbrella of CIIM, his/her relevant remuneration will be determined by the provisions of the project and/or by a written arrangement with CIIM.
- 11.6. In case that the faculty member completes his research and publications points (as stated in CIIM's Policy Statement on Research) and also all his other points, further research and publications are compensated as follows:
- Publication of one paper in A-tier refereed journal is rewarded with a bonus of €2.000.
 - Publication of an academic book or textbook of international scope and impact is rewarded with a bonus of €1.500.
 - Publication of a paper in a B-tier refereed journal or an edited volume of an international impact is rewarded with a bonus of €1.000.
 - Publication in C-tier refereed journal or instructional research or applied business research on themes that have a major impact on the region and are of global interest or an international-award-winning business case is rewarded with a bonus of €500.

In case of multiple CIIM co-authors, the above-mentioned compensation will be shared accordingly. For example, if two faculty members are co-authors of a paper and both have completed their points, then the relevant above-mentioned compensation will be equally shared. If two faculty members are co-authors of a paper and the one has completed his/her points and the other has not, then the former will be paid the half of the above-mentioned relevant amount and the latter will be credited with the relevant points.

- 11.7. The faculty member may be entitled to an amount of conference allowance. If the faculty member wants to attend a conference and the cost for it is not covered by the organizer and/or otherwise, he/she can submit, in written and in advance, a request to CIIM asking the cover of the relevant expenses. The latter may approve, partly approve or disapprove this request.

11.8. All payments are subject to deductions as regards taxation, social security, general health system and any other taxes, contributions and/or charges the laws and regulations of the Republic of Cyprus require.

11.9. Sick leave exceeding the 3 days mentioned in paragraph 13.2., maternity, paternity and parental leave, leave due to force majeure and/or any other category of leave and/or time off prescribed by the laws and regulations of the Republic of Cyprus are not paid by CIIM. Notwithstanding that, relevant allowances and/or benefits may be paid by Social Insurance Scheme as these laws and regulations provide.

12. Annual leave:

12.1. The faculty member is, initially, entitled to 21 days of paid annual leave, calculated pro rata if the relevant service period is less than 12 months.

12.2. The period of paid annual leave increases according to the faculty member's length of service with CIIM as follows:

- 22 days upon completion of 5 to 9 years of service
- 24 days upon completion of 10 to 14 years of service
- 26 days upon completion of 15 or more years of service

12.3. The faculty member shall notify CIIM as regards his/her request for leave in writing and in good time, noting the duration and the dates he/she wants to absent. The request is subject to prior approval by CIIM.

12.4. Where the faculty member takes less days of paid annual leave than those he/she is entitled, a maximum of 5 working days may be carried forward to the following year. Any paid annual leave that is carried forward must be taken during July and/or August of the following year and will be automatically written off without pay unless taken.

12.5. Where any approved paid annual leave was cancelled and/or declined by CIIM due to its working circumstances, it may be carried forward to the following year. Any paid annual leave that is carried forward must be taken during July and/or August of the following year and will be automatically written off without pay unless taken

13. Sick leave:

13.1. In case that the faculty member becomes temporarily incapacitated for work due to sickness or injury, CIIM must be informed immediately.

13.2. The faculty member is entitled to 3 days paid sick leave.

13.3. For absence exceeding 3 working days or from Friday to Monday, a medical certificate must be submitted promptly to CIIM.

13.4. CIIM reserves the right to request a second opinion from a doctor of its choice, whose medical certificate will be binding for the faculty member.

13.5. In the event that there is any abuse of CIIM's sick leave policy, the latter reserves the right to make a deduction from the faculty member's salary for the time unjustifiably taken.

14. Maternity and paternity leave

14.1. The faculty member is entitled to maternity leave of 18 consecutive weeks or to such other period provided by the laws and regulations of the Republic of Cyprus. The faculty member shall notify CIIM in writing by or during the 15th week before the expected week of the child's birth regarding (a) the fact that she is pregnant, (b) the week the child is due and (c) the intended commencement date of the maternity leave.

14.2. The faculty member is entitled to paternity leave of 2 consecutive weeks during the first 16 weeks of the birth or adoption of his child or such other period provided by the laws and regulations of the Republic of Cyprus. The faculty member shall give 3 weeks written notice to CIIM as regards his intention to get such leave.

15. Parental leave:

15.1. The faculty member, in case and as long as he/she has a child under 8 years old, is entitled to parental leave of 18 weeks or to such other period provided by the laws and regulations of the Republic of Cyprus. The faculty member shall give 3 weeks written notice to CIIM as regards his/her intention to get such leave.

16. Leave due to force majeure:

16.1. The faculty member is entitled to 7 days of leave due to force majeure or to such other period provided by the laws and regulations of the Republic of Cyprus.

17. Provident fund:

17.1. After the first year of employment, the faculty member is entitled to join CIIM's provident fund. Membership is optional, provided that the laws and regulations of the Republic of Cyprus do not require otherwise.

17.2. CIIM's contribution is 0.5% on the faculty member's gross salary, and may change from time to time according to its sole discretion.

17.3. Faculty member's contribution can be from 4% to 10% of his/her monthly gross salary, according to his/her choice.

18. Termination:

18.1. The employment can be terminated according to the provisions of the laws and regulations of the Republic of Cyprus.

18.2. CIIM can terminate the employment by giving the faculty member 3 months written notice or compensation in lieu. The relevant decision belongs to its absolute discretion.

18.3. Notwithstanding the above, CIIM may terminate the employment without notice or compensation in lieu, when the termination is caused, directly or indirectly, by the behaviour and/or conduct of the faculty member.

18.4. CIIM can terminate the employment without compensation in case where:

- The faculty member has become redundant.
- Force majeure, war operations, political rising, act of God or destruction of the plant by fire not caused by the wilful act or negligence of CIIM takes place.

- The duration of the contract expires and that is not renewed
- The faculty member attains the normal retirement age.
- The faculty member displays faulty behaviour (for example, fails to carry out his/her work in a reasonably efficient manner or conducts himself in manner that renders him/her liable to dismissal without notice etc.).

18.5. The faculty member can terminate the employment by giving CIIM 3-month-written notice.

18.6. In any case of termination, the faculty member shall cooperate with CIIM to ensure a smooth transition of his/her responsibilities.

18.7. In any case of termination, the faculty member must return and/or leave to CIIM anything that consists property of the latter and/or anything that in his/her possession in order to be used for the purposes of that contract and/or the operation of CIIM (for example, pcs, documents, information, etc.).

19. Law and jurisdiction:

19.1. This contract is governed by the laws and regulations and subjects to the jurisdiction of the Republic of Cyprus.

20. Final clauses:

20.1. In case of conflict between the contract and CIIM internal regulations, the former prevails.

20.2. If any provision of this contract, in full or in part, or the application thereof to any person, place or circumstance shall be held to be invalid, unenforceable or void, the remainder of this contract and such provision as applied to other persons, places and circumstances shall remain in full force and effect.

20.3. All the provisions of this contract are essential and breach of any of them gives the injured party the right to terminate and/or claim damages and costs as the laws and regulations of the Republic of Cyprus provide.

20.4. This contract was made in duplicate and each party has received one original.

CIIM

Signature.....

Name.....
(Director and Dean)

FACULTY MEMBER

Signature

Name.....

WITNESS 1

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WITNESS 2

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