



**FREDERICK UNIVERSITY**

## Annex 1.2

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**Policy for recruitment and development of teaching staff**

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## **Policy for recruitment and development of teaching staff**

A key prerequisite for achieving the University's goals and mission as a modern educational and research institution is the recruitment of high caliber and potential teaching and research staff (TRS). For this reason, Frederick University has established high quality evaluation criteria and rigorous procedures for recruiting and promoting academic staff. The recruitment of internationally recognized academics is part of the University strategy.

The criteria and procedures applied by the University are consistent with those provided by the relevant law that apply to public universities in Cyprus and are generally within the expected framework of operation found in foreign universities with international recognition. The University offers a competitive employment packages that favourably compares with competition in terms of remuneration.

Furthermore, faculty members may get reduced teaching load to support their research activity, in accordance with the "Frederick University Rules for Reduction of Teaching Hours". Members with increased research activity are entitled to at least one additional day free of any other duties, or two days in cases of large-scale project coordination or participation in a significant number of projects.

The academic ranks at Frederick University are:

- Professor
- Associate professor
- Assistant Professor
- Lecturer

The University posts vacant academic staff positions on its website and on other special interest websites and circulars that are usually monitored by individuals who have an interest. ([Link to website](#)). The announcements are also communicated by the faculty members of the individual Departments through their collaboration networks, both in Cyprus and abroad.

An announcement for a vacant position is the result of a recommendation by the Department followed by approvals of the School Council and University Senate. The final approval is given by the University Council. Positions may be announced for various reasons such as the introduction of new programs, resignation, termination or retirement of existing faculty member, or growth in student population that requires recruitment to maintain relevant KPI targets.

The university policy is not to occupy 100% of the required faculty with elected members and a number of positions are filled by Visiting Academics or Special Teaching Staff or Special Scientists, in line with the

university quality guidelines. In general, the aim of the University is to maintain elected faculty that cover all major subjects necessary for the operation of the programs in every Department and complement teaching needs with various visiting professors and industrial experts so that the breadth of the learning experience is increased.

Applicants for vacancies must submit their application, accompanied with the required documents, to human resources services. Along with the application, applicants also must provide letters of recommendation from three University Professors.

For the evaluation of the applications, the Senate appoints a Special Committee consisting of five University Professors in the case of electing a Professor or Associate Professor, or five Professors and/or Associate Professors in the case of electing an Assistant Professor or Lecturer. At least three of the Special Committee Professors must be external members for the election of Professor and Associate Professor, while at least two of the Special Committee members are external members for the Election of Assistant Professor and Lecturer.

One of the members of the Special Committee, preferably from the internal members of the committee, if any, is designated as Chair by the Senate (article 36 (1) (b) of the Frederick University Internal Regulations for Teaching and Research Staff, and the Rules for Appointing a Special Committee for Election and Promotion of Teaching and Research Staff). After accepting their participation, the Special Committee members fill out a form stating that they are not affiliated with the candidate under review, that they did not participate in the candidate's three-member committee during their doctoral studies, and that they do not have scientific cooperation with the candidate through scientific publications, etc.

The chair of the Special Committee sends the application packages of all candidates to the members of the committee. After evaluating each candidate, each member proposes, in writing, the candidates to be invited for an interview. The Chair of the Committee prepares the final list of candidates to be interviewed.

The Special Committee may request candidates to prepare and give a short lecture on a topic of their expertise. After the interview, the Special Committee sends a sufficiently reasoned and substantiated report to the School Board. The Dean of the School then assembles a meeting of the appropriate Electoral Body, which decides on the election, accompanied by a justified vote by each member of the Body. The Senate then examines the report of the Electoral Body and passes its decision to the University Council for approval (article 36 (9) (a), (b) and (c), of the Internal Regulations for Teaching and Research Staff).

In the case of promotion of a faculty member, the candidate shall submit an application to the Chair of the Department together with the necessary supporting documents. The Chair, after examining that the request complies with the provisions of the Internal Regulations for Teaching and Research Staff (article 33 of the Internal Regulations for Teaching and Research Staff), refers the request through the Dean to the Senate for the appointment of a Special Committee. The procedure followed for the promotion of the faculty member is the same as in the case for the election of a new faculty member to the post announced (Electoral Body, Senate, Council).

The recruitment (election) and promotion procedure is detailed in the University's Internal Regulations for Teaching and Research Staff (articles 27-34).

As mentioned above, positions of faculty members are announced for a variety of reasons. Some positions may not be posted and they are filled by Visiting Academics or Special Teaching Staff or Special Scientists. The goal of the University is to have permanent teaching staff cover all major topics necessary for the operation of programs in every Department.

Departments maintain long term plans for recruitments spanning more than 3 years and time the internal process for approval so that elected candidates may assume duties with the start of academic years.

For faculty promotions, the Departments activate the evaluation process for Lecturers immediately after the completion of three years. In the case of Assistant Professors this is done after the completion of four years. Faculty members at the rank of Associate Professor may apply for promotion after completing four years at this rank. The University's internal regulation defines the framework for the promotion evaluation which follows international practices and bases promotion criteria on effectiveness of teaching, quality of research work and output, contribution to the university and contribution to the society at large. Specific criteria are set for the various ranks on the areas of evaluation.

For the promotion of faculty members, the University ensures that the high academic criteria and requirements as outlined in the Internal Regulations for Teaching and Research Staff are met. There is no limitation on the number of faculty members at each rank in the Departments. However, within recruitment planning there is due care for ensuring that there is a sufficient number of senior faculty members and coverage of all major scientific topics.