Policy for the Research/Personal Development Day- V2

Preamble

- The work week at the British University in Egypt (BUE) is five days.
- This policy reflects the University’s desire to enable its academic staff to carry out research and other personal development work.
- This privilege is offered only to academic staff members (teaching staff).
- Teaching Assistants are excluded from this policy and are dealt with in accordance with the established and currently used policy for research day-off.
- Individuals holding senior administrative positions are excluded from this policy. These include Heads of Department, Deans, Vice-Presidents and President of the University.
- Others may be added to the exclusion list by the Deans of Faculty if the needs of the faculty necessitate such a decision.
- Examination periods are excluded from this process and all staff members are expected to be available during the normal work week to participate in invigilation and other examination duties.

Procedure

- Staff members interested in benefitting from this privilege are required to submit a request to their line manager (HoD, Dean, Etc).
- They should select one day that is clear of teaching or administrative duties in consultation with their superior.
- Staff members are expected to adhere to the selected day throughout the semester. This can be changed in the following semester in consultation with their superior.
- Deans and Heads of Department should ensure that the number of staff members available on campus in any given day is sufficient to carry out the required teaching/ Administrative duties of the Faculty/ Department.
- Staff members who are benefitting from this privilege are not allowed to use this day to teach at universities competing with the BUE (private universities). Failure to do so is considered a disciplinary matter.
- Staff members are required to get their superiors’ approval before committing to any teaching engagements outside the BUE.
- The University will not approve any requests for additional paid research days-off.
- Attendance requirements (8:45 am to 4:15 pm) are to be observed during campus days.
- Research/Personal Development days-off that are not taken in a given week are lost to the staff member. They are not to be accumulated, banked or carried over from one week to a subsequent week.
- Deans and HoDs are required to ensure that this privilege does not adversely affect the member’s performance of his/her duties within the Faculty/Department.
- HR will keep a record of staff members and their Research/Personal Development day-off for reference.