



Recruitment Policy

Higher Committee for University Policies

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Introduction

The recruitment policy is one of the essential pillars to ensure attracting academic and administrative competencies that contribute to achieving the university's mission and strategic objectives. This policy aims to organize recruitment and appointment processes according to the principles of justice, equal opportunities, and transparency, in line with applicable laws and regulations, to ensure the selection of qualified individuals capable of supporting academic and administrative excellence at the university.

Vision: Creating a transparent and effective institutional contractual environment that supports the university's academic and administrative goals, and establishes the principle of legal compliance and governance of contracts in a way that enhances trust and credibility with all parties dealing with the university.

Objectives

 Ensure hiring the best talents according to national and international standards.

 Unify the procedures for advertising, selection and appointment across all units.

 Promote principles of equal opportunities and non-discrimination.

 Accelerate the time to fill critical positions and maintain performance continuity.

 Support integration between university needs and human resources development strategies.



Policy Provisions

Mission: Applying transparent and fair recruitment practices based on competency and experience, while providing sustainable professional development opportunities that serve the university's objectives

Objectives:

- Ensuring recruitment of the best competencies according to national and international standards.
- Standardizing announcement, selection, and appointment procedures across all units.
- Promoting principles of equal opportunities and non-discrimination.
- Accelerating the filling of critical positions and maintaining performance continuity.
- Supporting integration between university needs and human resources development strategies.

Policy Provisions:

First: Governance and Organizational Structure

University Presidency: General supervision of the recruitment policy and approval of final appointment recommendations.



Governance and Organizational Structure

University Presidency

General supervision of the recruitment policy and approval of final recommendations for appointments.

University Council

Ratification of general policies and procedures related to recruitment and appointment.

Human Resources Department

The entity responsible for implementing the policy, managing the announcement, recruitment, evaluation processes, and coordination between academic and administrative units.



Second: Recruitment Mechanisms

The university's recruitment policy is implemented through clear and organized mechanisms that ensure efficiency and fairness in attracting talent, represented in the following:

-  **Identifying Job Needs:** Based on periodic analysis of academic and administrative needs in each unit.
-  **Receiving and Screening Applications:** According to initial criteria including academic qualifications, experience, and skills.
-  **Approving Recommendations:** By the central recruitment committee and forwarding them to the university presidency for approval.
-  **Conflict of Interest:** All parties participating in recruitment processes are prohibited from participating in any decision involving suspected personal or family conflicts of interest, and necessary procedures are taken to ensure integrity.

-  **Advertising Vacant Positions:** Through the university's official website and approved platforms, with clear job requirements and qualifications.
-  **Conducting Evaluation:** Through specialized committees based on scientific and objective criteria such as tests, interviews, and evaluation points.
-  **Appointment Procedures:** Including notifying the candidate, signing contracts, and completing onboarding requirements according to approved systems.
-  **Information Confidentiality:** All data and documents related to the recruitment process are handled with complete confidentiality, and may not be shared except within the framework of competent official authorities.



General Selection Criteria

The university relies on a set of criteria for selecting employees to ensure efficiency and fairness in attracting the best talents, including:

-  Academic qualification and appropriate specialization.
-  Relevant practical experiences.
-  Competence, personal and professional skills.
-  Ability to contribute to achieving the university's academic and administrative goals.
-  Commitment to university values and work ethics.



Employment Contracts and Contractual Terms

Academic and Administrative Employment Contracts:

Include work conditions, salary, duration, and working hours.

Service and Maintenance Contracts:

Include providing specific services such as security, cleaning, maintenance, and others.

Supply Contracts:

Related to supplying educational, administrative, or technological requirements.

Academic Cooperation Contracts:

With other educational institutions, internal or external.



Integration and Professional Development

✿ Fifth: Integration and Professional Development:

- **Training and Qualification:** Annual programs for professional development and workshops in teaching and administrative skills.
- **Job Orientation Program:** Includes introducing the new employee to the university's vision, policies, administrative structure, and job duties.
- **Monitoring and Guidance:** Appointing a supervisor or department official to help the employee adapt and monitor their performance during the probationary period.
- **Institutional Integration:** Encouraging the new employee to participate in university activities and build professional relationships that contribute to raising their productivity level.

✓ Training Period and Evaluation:

- **Training Period:** New appointments are subject to a probationary period that typically extends from (3) to (6) months.
- **Periodic Evaluation:** The new employee's performance during the probationary period is evaluated based on clear criteria, defined in the job description form.



Training Period and Periodic Evaluation

Probation Period:

New appointments are subject to a probation period that typically ranges from (3) to (6 months), during which performance and adaptation to the work environment are evaluated. Service may be terminated during this period without additional legal obligations.

Periodic Evaluation:

The new employee's performance during the probation period is evaluated based on clear criteria, defined in the job description form.

Annual performance reviews are based on professional and academic achievement indicators.

Promotion:

Promotion is linked to evaluation results, length of service, and academic qualifications.



Policy Validity and Periodic Review

Sixth: Periodic Review:

Once every two years or when there is a need for regulatory or legal updates

Policy Validity:

Final Approval: Al-Ayen Iraqi University

Date:

This policy is applied from () and is effective provided that it does not conflict with the instructions, regulations, and laws (Ministry of Higher Education and Scientific Research) and all colleges are committed to it without exception.