

SUR UNIVERSITY COLLEGE



FACULTY HANDBOOK

2015 Edition

QUALITY ASSURANCE UNIT

Preparation for the Future

SUR CITY, SULTANATE OF OMAN



SUR UNIVERSITY COLLEGE
كلية صور الجامعية



ACADEMIC STAFF HANDBOOK **2016 - 2017**

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&

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Introduction

- This Academic Staff Handbook provides an overview of facilities, services, policies, and procedures. It also provides access to sources of further information for both new and on-going employees at Sur University College (SUC). It is arranged in a user-friendly format.
- Its main objective is to help new employees to understand SUC's operations and its culture. It includes the various actions that have to be taken by new employees. It also gives details of the city of Sur, its attractions, its culture, etc.
- The Academic Staff Handbook is intended as a guide for the convenience of employees. It is not a contract and creates no contractual or employment rights and may be altered or amended by SUC unilaterally at any time.
- All academic staff is also advised to read the SUC Ordinances. These are given at the time of meeting the Dean on the first day of induction. The Academic Staff Handbook should be read in conjunction with the SUC Ordinances.

See more information at www.suc.edu.om/about or www.suc.edu.om/vacancy/orientation



Our Chairman's Welcome



It is my pleasure to take this opportunity to extend you a warm welcome to Sur University College, Sur and to the Sultanate of Oman. Having been established in 2001, our institution has made substantial progress in implementing its motto, "Preparation for the Future".

The vision, mission statements and standards of our college are: SUC strives to be an excellent private institution of higher education in the Al Sharqi Region, Oman; Dedicated to student success, with a commitment to excellence. By pledging to make a positive contribution to the enhancement of the community, SUC also helps to improve the fiscal transformation of the country. SUC endeavors to develop the student's contributions to the development of the contemporary society in Business Administration, Information Technology and Engineering fields. This is attained through institutional efficiency, superiority in teaching, preferred type of society services and high-quality research. SUC is dedicated to maintaining a high quality of teaching standards and assisting students to utilize the services in a professional manner. These factors create well-rounded students through personal attention, contributing to meticulous academic performance and extracurricular activities while facilitating a supportive environment. These attributes will enable the students to be comprehensive, considerate, productive and resourceful to humanity as a whole.



The focus for SUC is to provide its undergraduates and postgraduates an excellent cognitive knowledge, high quality applications and communication skills in their field of study in the disciplines of Business Administration, Information Systems & Technology and Engineering.

With your cooperation, we look forward to achieving the college's goals: letting our college be recognized as one of the best colleges in Oman, through teaching students needed skills, conducting research and servicing the community.

I hope that you will enjoy your stay here.

Kind Regards,

Sheikh Mubarak Juma Bahwan
SUC Chairman and Founder



Our Dean's Welcome



Sur University College (SUC), the first private higher education institution in the Al Sharqiyyah region, was founded in 2001 under the supervision of the Ministry of Higher Education in the Sultanate of Oman. The Mission of SUC is the development of human beings and the community as a whole through the enrichment of the educational process by providing professional teaching, research and public service. SUC strives constantly to achieve institutional effectiveness and excellence in teaching through knowledge transfer and the development of professional skills. Its planning and communications are devoted to building service of the highest quality and excellence in order to ensure a prosperous community.

SUC is located in Sur, the third largest city in Oman in terms of population growth, economic prosperity and development. An ancient port and seafaring town, it is ideally situated on the Arabian Coast. The Liquefied Natural Gas (LNG) facility is in the vicinity and produces millions of tons of gas per year. Five of the world's seven turtle species are indigenous to Oman, and there are turtle breeding beaches at Ras Al Had and Ras Al Jinz, both located near Sur. The new expressway shortens the travelling time from Muscat to Sur. These attractions combined with the quaint, picturesque city of Sur provide wonderful employment opportunities and has created a demand for competent staff with graduate qualifications. The enrollment of students has jumped from 480 in 2008 to more than 1400 in 2012. Now in 2015, there are 1797 students enrolled at SUC.



The students enrolled in programs will earn diplomas and bachelor's degrees in Information Technology, Information Systems, Management and Marketing, Accounting, Finance and Banking. The programs are offered for full time and part time students (evening). These programs are currently quality assured by Bond University in Australia. SUC offers bachelor programs in Mechanical Engineering and Architectural Engineering under the academic affiliation with American University in Cairo, Egypt. SUC also offers an MBA (Human Resource Management) with the academic affiliation with University of Sunderland. SUC is currently preparing to offer a master's program in Public Administration.

SUC has developed its 2nd Five Year Strategic Plan 2015 - 2019, a comprehensive quality management system to improve the academic and administrative activities, curriculum based on international practice, appropriate resources and learning support, IT infrastructure and internet connectivity and the recruitment and maintenance of excellent staff.

Sur University College provides university-level studies necessary for the preparation of your future endeavours. As we look forward to our future growth, SUC is planning one day to be Sur University. Our commitment to quality and excellence will help you to become a part of an ever-growing potential of learning and employment experiences.

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Getting started at SUC



The Senior Manager of the Administrative and Finance Affairs

On the first day of joining SUC, you will sign the Joining Duty Form and meet the Dean and Head of Department (HOD). After collecting signatures from the Dean and HOD, you will have to submit your Duty Joining Form to the Manager Administrative & Finance Department. Once the manager has signed the form, then you will be asked to register your finger-print in our biometric system.

Sur University College aims to provide high quality education to all students through internationally benchmarked curricula. To achieve the goals and objectives we intend to create the best possible working environment for all of our staff. We welcome you to Sur University College and hope that you have a pleasant stay.



Vision, Mission, Goals and Core Values

Vision Statement:

Sur University College aspires to be one of the most distinguished private institutions in the Sultanate of Oman and beyond, committed to providing socioeconomic transformation through quality education and research in preparing students for the future.

Mission Statement:

Sur University College strives to sustain institutional effectiveness, excellence in teaching, student support services, and professional and research activities to meet national and community goals through developing talented students.

Goals:

1. Maintain high standards to be one of the best higher education institutions of the Sultanate of Oman.
2. Contribute to the national priorities via commitment towards excellence and high quality education.
3. Sustain development to meet the expectations of the community.
4. Develop well-rounded students through individual attention.
5. Provide rigorous academic and extra-mural activities.
6. Enrich the environment for both education and professional development.
7. Strengthen students' competencies through academic and research activities.
8. Nurture resourceful and talented students to support the community.
9. Contribute to the interpersonal and intellectual skills of the students to meet international expectations.

Core Values:

1. Excellence: Ensure a meritorious academic atmosphere.
2. High Quality: Provide an ideal educational environment.
3. Effectiveness: Facilitate efficient education, research and community services.
4. Professional: Produce talented and resourceful experts.
5. Supportive: Maintain an atmosphere conducive to learning.
6. Confidence: Improve self sufficiency in task completion.
7. Competency: Increase abilities to meet global requirements.
8. Preparation for future: Develop successful citizens of the future.



Graduate Attributes of Sur University College

Sur University College graduate students could be able to:

Intellectual Skills:

- I1. Understand, analyze and solve the issues through the acquired knowledge
- I2. Design and implement new projects/programmes/ventures appropriate to the requirements.
- I3. Recognize the optimal problem solving technique to the given situation.
- I4. Exercise critical thinking, evaluation and to involve in cutting edge research works to identify solutions to the given problems
- I5. Apply professional ability to undertake and lead a given assignment/task/work with the highest level of integrity to achieve results
- I6. Disseminate the acquired domain skills for greater good of working organization and country

Interpersonal Skills:

- P1. Use effective communication tools to communicate and disseminate organizational knowledge.
- P2. Maintain sophisticated, cultured, honest and ethical conduct
- P3. Respect the social and ethnic diversity and adapt to the culture.
- P4. Preserve highest degree of social interaction and manage work environments.
- P5. Collaborate and work effectively in diverse team to complete the tasks.

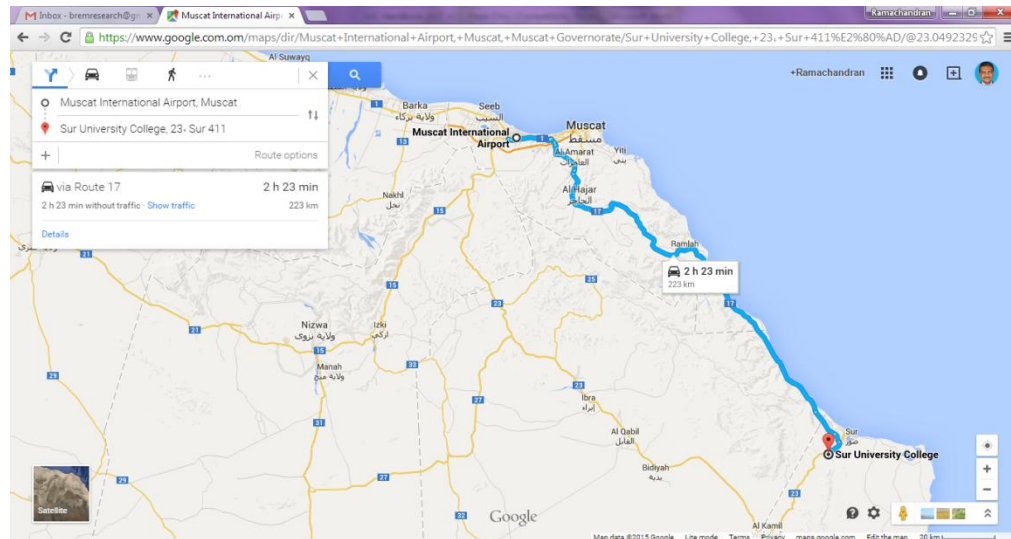
Global Perception:

- G1. Integrate with multi-cultural environments and demonstrate highest ability to succeed in complex national to international environments.
- G2. Perform their duties at highest level of ability and integrity, for the nation, community and society.
- G3. Practice independent and collaborative continuous learning and adopt in simple to complex work environments

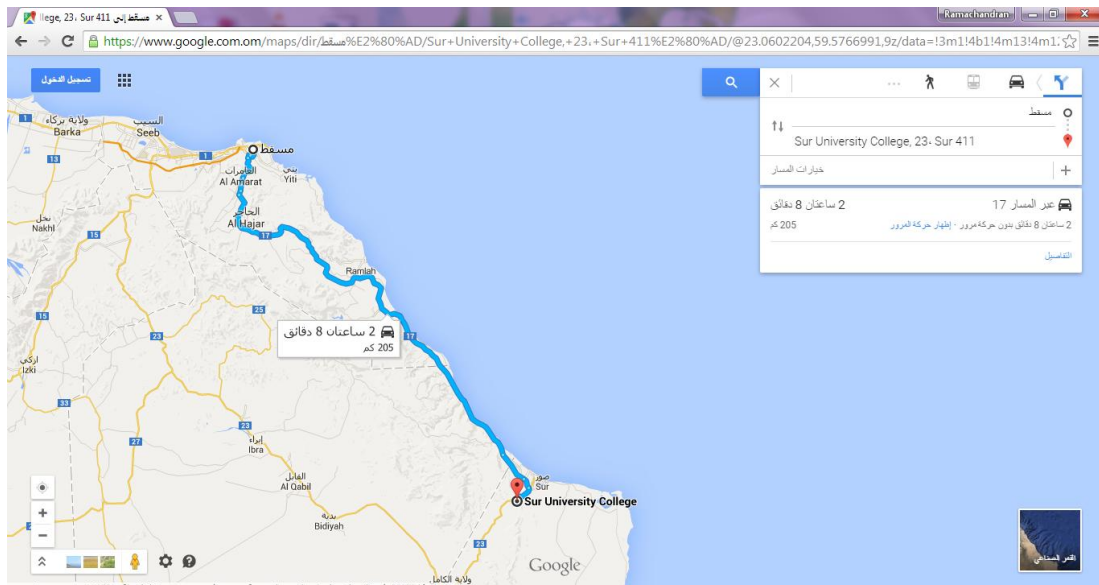


Location of SUC

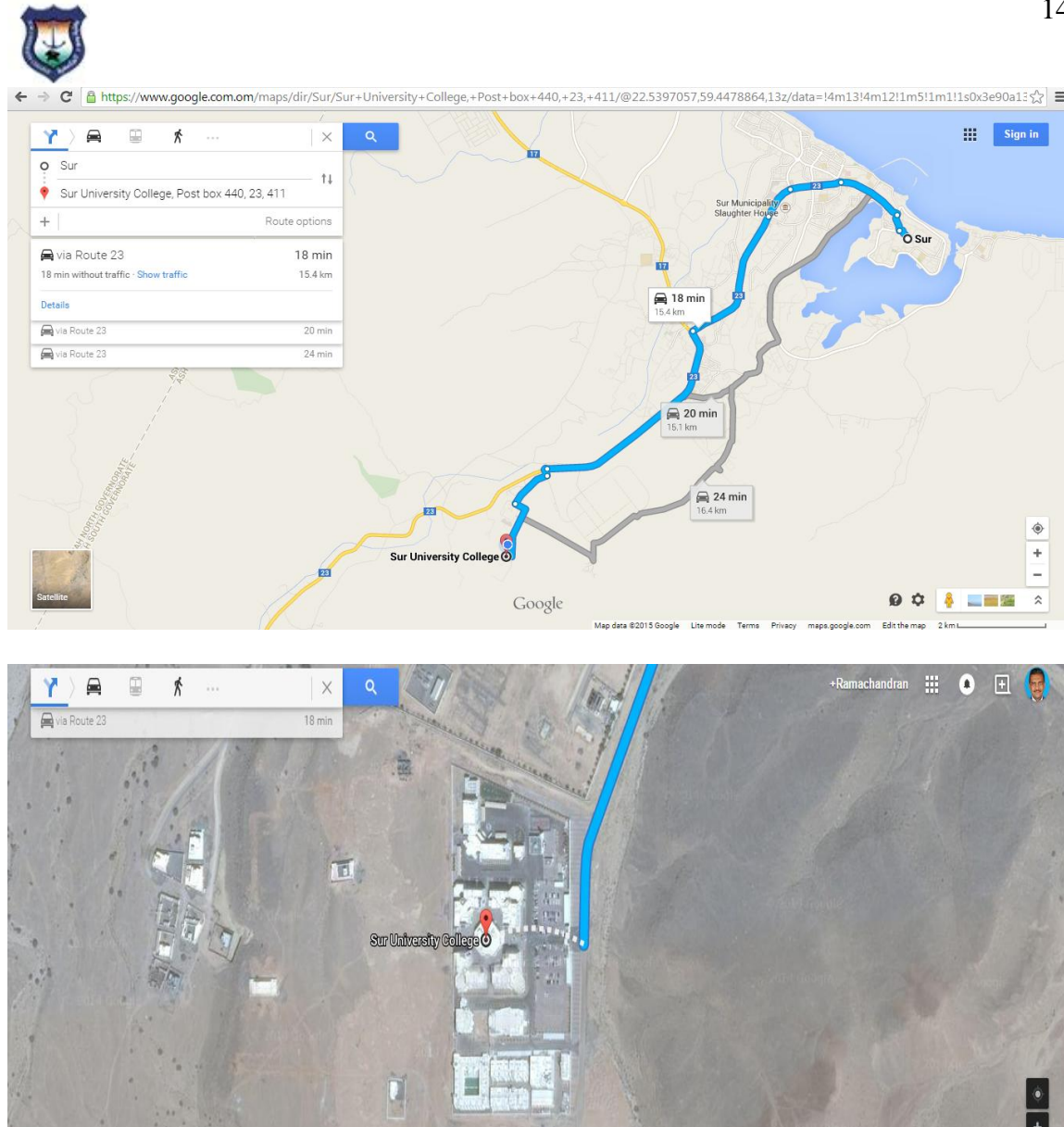
- Sur University College is located in Sur City, in the Sultanate of Oman. Sur is on the coast of the Arabian Sea and is about 223km away from the Muscat International Airport. It is a centre for traditional boat building, producing traditional sailing ships like the Dhow. The city has several hotels, restaurants and supermarkets.



Google directions from Muscat International airport to SUC



Google Map directions from Muscat to SUC



Google Map directions from Sur to SUC

- Sur is a relatively quiet small town. It has two old forts, a marine museum, and a Souk.
- Sur has great beaches and several interesting things to see and do nearby. For example, turtle watching at Ras Al Hadd is only a 45 km drive along the coast, and the Wahiba Sands (Oman's beautiful desert) is within a one hour drive.
- The staff of SUC is eligible for discounts at the Sur Beach Hotel in their restaurants and for the use of their swimming pool and tennis courts.



Governance

- The College is governed in accordance with the Sultanate of Omani Laws, Regulations, Directions or Decisions and in accordance with the Statutes, Ordinances, Regulations, Policies, Codes or By-Laws made under the Statutes of SUC.
- The Board of Directors is the highest executive body of the college. It is responsible for appointing the Board of Trustees and other activities as listed in the SUC Ordinances.
- The Board of Trustees is responsible to the Board of Directors for approving the strategic plans of the college and the use of financial resources. The duties and powers of the Board of Trustees are listed in the SUC Ordinances.
- The Dean is the Chief Executive Officer of the college and is responsible to the Board of Directors and the Board of Trustees of SUC. The Dean's duties and powers are also listed in the SUC Ordinances.
- The College Academic Board is the advisory body on the academic affairs of the College to the Board of Trustees.

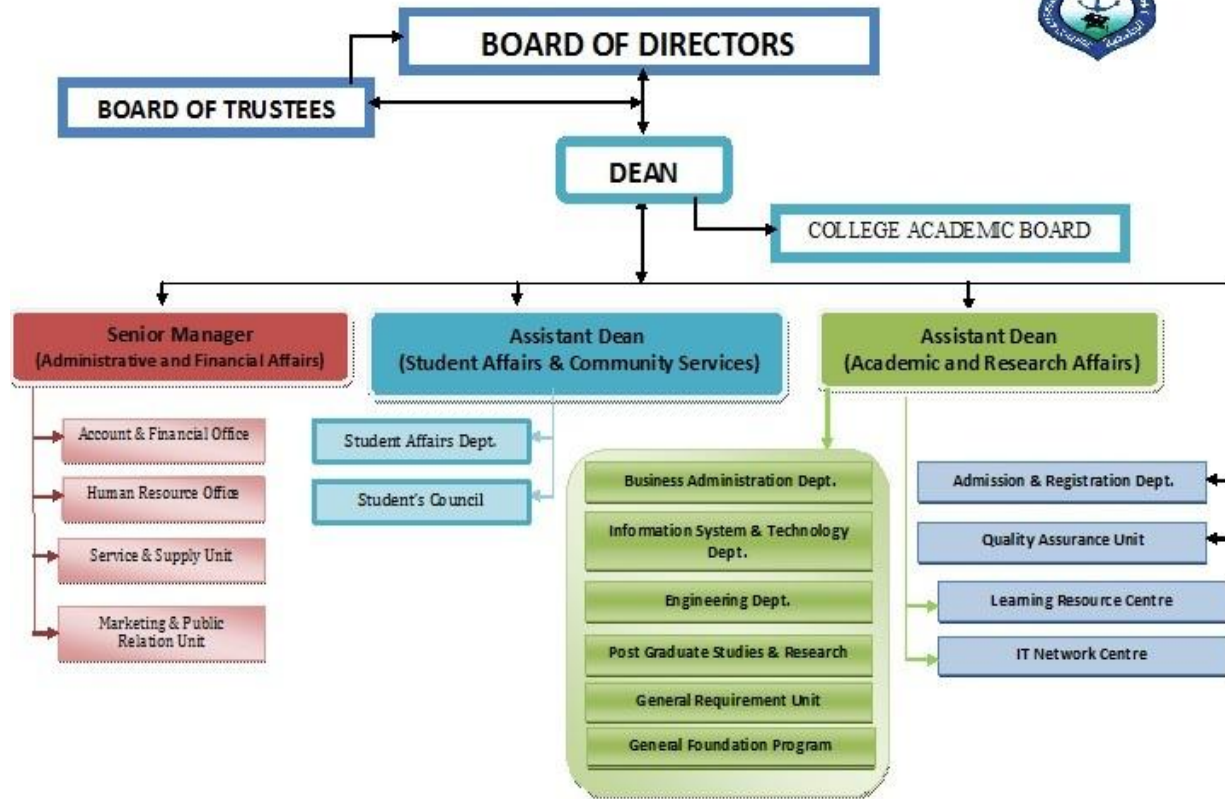
The members of the College Academic Board are:

1. Dean (Chairperson)
2. Assistant Dean for Academic & Research Affairs
3. Assistant Dean for Students Affairs
4. Heads of Departments
5. Representatives from Departments
6. Quality Assurance Officer (Secretary)
7. Director of LRC
8. Registrar
9. Senior Manager for Administration & Finance

Each Academic Department has its own Academic Board which advises the College Academic Board on academic affairs.

*Organizational Chart*

SUC has a well-defined organization with several different levels of departments.



Campus Buildings
Photos of SUC's Campus



Foundation Department



Business Administration Department



Information Technology Department staff



Engineering Department



Induction

- The new employee will meet the Dean on the first day of his/her employment with SUC. The Dean will give the new employee a general introduction to SUC and its mission, vision statements, strategic goals, and SUC's expectations of the new employee.
- The new employee is then introduced to the Senior Manager of Administration and Finance (Manager of A&F), who will arrange for the new employee's accommodation and help in the opening of a bank account to facilitate the deposit of their salary. The Manager of A&F will also explain rules pertaining to working hours, leave, etc. The manager of A&F will then arrange for the new employee's staff ID card.
- The Senior Manager of A&F will explain the Resident Card procedure and facilitate obtaining Resident Cards for the new employee and their family.
- The Senior Manager of A&F will introduce the new employee to the "Welcome Committee" members. The Welcome Committee members then introduce the administrative members to the new faculty. Later, the new faculty is introduced to the HoD of the department to which they belong.
- The HOD will brief the new employee on the department, its structure and its goals, and on his/her job description, duties and responsibilities.
- The HOD will explain about the Department's monthly meetings, and the academic monthly report to be submitted by each staff member.
- The HOD will introduce the new employee to other members of the department and key college staff, and also show the new employee to his/her office.
- The HOD will assign an existing staff member from the department to help the new employee settle into their new position.
- The new employee will be introduced to the Network Manager, who will explain SUC's e-mail procedure and allot a user name. The Network Manager will also incorporate the new employee's biographical data in the college website.
- The Manager of A & F will arrange for the employee to be issued a hospital ID card for the Sur Private Hospital. This will facilitate medical treatment for the employee and their family. Sur Private Hospital has been appointed by SUC to facilitate medical services for the expatriate staff.



Department Vision, Mission and Objectives

General Foundation Program

Vision

The General Foundation Programme (GFP) at Sur University College aims to prepare incoming students for their undergraduate education by enhancing their English, maths and computer skills, whilst at the same time teaching them the tools necessary for developing productive and efficient academic skills and study habits. In this way, the department supports the college's vision of providing socioeconomic transformation through quality education and research in preparing students for the future.

Mission

The GFP strives to maintain high standards of teaching, support services and professional development in order to achieve the standards of the Omani Academic Accreditation Authority and Sur University College and produce competent and responsible students who pursue their education with ambition and purpose.

Goals

1. To prepare students for their postsecondary and higher education studies through implementation of the Omani Academic Standards for General Foundation Programmes.
2. To give students the necessary tools for successfully confronting a wide range of academic subjects and programs: namely,
 - a. English Language
 - b. Mathematics
 - c. Computing
 - d. General Study Skills
3. To instill in students the importance of personal responsibility and independent study.
4. To give students all the necessary support throughout their year(s) in the GFP.
5. To inspire all incoming students to work together to achieve a superior academic culture infused with integrity, ambition, and sincerity.
6. To provide support for instructors and create an environment conducive to professional development.

Values

The GFP shares the values of Sur University College and reflects them in its approach to education, development and professionalism.

Information Systems and Technology Department

Vision:

Information Systems and Technology Department aims to provide high quality education through proactive, committed and dedicated environment to meet the SUC's aspirations of one of the distinguished private universities.

**Mission:**

The Information Systems and Technology Department makes efforts to ensure excellent and high quality teaching with academic and professional support in information technology and systems, to mould the students' competencies and be the contributors of overall developments of the nation.

Objectives:

The Information Systems and Technology Department will enable the students to gain knowledge and skills to:

1. Understand the theory and practice of Information Systems and Technology in general.
2. Understand the requirements and the approach to the users support.
3. Apply structures and algorithms in developing programs.
4. Build confidence in formal presentation techniques and developmental programs.
5. Apply knowledge and skills of analytical and problem solving.
6. Develop web – based application systems.
7. Recognize the importance and roles of Information Systems and Technology in the society.
8. Understand the best practices and standards and their applications in Information Systems and Technology.
9. Understand the software development life cycle.
10. Use Systems concepts for understanding and framing problems.
11. Adopt proper infrastructures and emerging technological models.
12. Apply programming concepts in different systems development.
13. Apply knowledge in project management.
14. Cooperate and collaborate with various people in a team.
15. Conduct research in Information Systems and Technology areas.

Business Administration Department**Vision:**

The Business Administration Department strives to be the Al-Sharqiya region's most preferred resource for post-secondary business education, a contributing catalyst for economic development of the region and community development as a whole.

Mission:

The Business Administration Department strives to educate our graduates and to equip them to become leaders with a strong sense of personal accountability and civic responsibility and to be responsible members of the community contributing the skills and knowledge they have acquired to the economic development of the nation.

Objectives:

1. Build entrepreneurial and professional skills among our students for the development of the community and the nation.



2. Develop entrepreneurial and risk taking attitudes among the students.
3. Develop knowledge and skills related to managing a professional organization/develop and successfully run a professional business.
4. Expose the students to the current events and developments that are taking place in and around the business world.
5. Ensure obtaining professional training to run a successful organization/business.
6. Ensure obtaining pertinent aptitude and analytical skills
7. Develop the analytical and presentation skills among the students
8. Enable students to use Information Technology tools in making business/managerial decisions.
9. Develop and update learning curriculum based on the national and international needs.
10. Build professional competencies among the teaching staff through facilitating them to carry out research and to attend and participate in seminars/conferences and symposiums.

Engineering Department

Vision

The Engineering Department will support the vision of Sur University College to be one of the most distinguished private universities in Sultanate of Oman by offering internationally benchmarked Engineering curriculum. The department vision is to provide quality education through dedicated, committed and interactive learning environment in the field of engineering. The Engineering Department, through its quality education and research, prepares students for future professions in the fields of architecture, construction, design, mechanical and industry who will be instrumental in the socioeconomic transformation of the Sultanate of Oman.

Mission

The Engineering Department's mission is to provide a high quality generation of architects and mechanical engineers through:

- Providing excellent and high quality education in the field of engineering.
- Offering rigorous academic and extra mural activities in engineering areas.
- Creating supportive and self motivated engineering education based on liberal art context and scientific knowledge for design and manufacturing of devices and mechanical systems.
- Exploiting modern information and technological resources to mould student's competencies in design, construction, mechanical systems, and manufacturing.



- Motivating research activities in the field of engineering technology and systems to contribute to the development of the community.
- Facilitating industry – academic relations to meet the manpower and technology requirements of the nation.

Objectives:

To achieve its educational objectives, the Engineering Department will enable the students to gain knowledge and skills to:

- Understand the theory and practice of engineering in general.
- Understand the best practices and standards and their applications in architectural or mechanical engineering.
- Develop their critical thinking capabilities and problem solving skills.
- Advance their career in architectural or mechanical engineering and related fields.
- Adopt proper infrastructures and emerging technological models.
- Pursue entrepreneurial endeavors.
- Prepare themselves for successful careers and leadership in engineering industry.
- Practice proficiency as team members and leaders in working environment.
- Acquire an appreciation of their responsibilities to society.
- Contribute to the welfare of the society and respond to its needs with consideration of ethical and environment issues.
- Create potential and communication skills.
- Engage in advanced academic research careers.

Core Values we believe in:

- Striving for excellence
- Providing high quality education
- Being effective
- Professionalism and integrity
- Supporting all stakeholders
- Confidence
- Preparation for the future
- Competency



PG Studies and Research

Vision:

The Department of Postgraduate Studies and Research shall thrive on state-of-the-art teaching and research

Mission/Resolve:

The department will promote effective and efficient delivery of world-class research programs as well as rich education experience for the students. The department will be responsible for designing and delivering Postgraduate Taught Courses and Research programs for the betterment of the students and the society at large.

Goals/Objectives:

1. To facilitate the development and provision of Postgraduate education.
2. To establish and develop state-of-the-art research centre.
3. To promote a culture of a mix of Postgraduate Studies and research that would lead to a position where SUC will be in a position to provide consultancy to various public and private sector organizations.
4. To heighten the quality of graduate-level research education and the student experience for their Postgraduate studies.
5. To engage world-class academics and faculty members in enhancing the quality of Postgraduate Studies and Research Programs.



Roles & Responsibilities

- The different categories of roles and responsibilities of the academic staff are listed in the SUC Ordinances. Each member of the academic staff is required to read and understand his/her specific role.
- Professional responsibilities include instructional and non-instructional activities. These responsibilities are consistent with the professional obligations, duties, and expectations of university faculty. Professional responsibilities include teaching, guiding students, and consultation. Compensation for responsibilities and activities beyond those of a faculty member's regular workload will be considered as overtime and paid accordingly.
- The core function of SUC consists of teaching, learning and research. They are based on the environment which has freedom of investigation, reflection and expression. Research publications are given the fullest support. Expressions of a diverse range of viewpoints are encouraged.
- It is the responsibility of the academic staff to maintain the highest ethical standards of professional integrity and is expected to adhere to the highest standards of professional conduct while carrying out their daily teaching, research and other professional obligations.
- Faculty members have a fundamental obligation to respect the dignity of all students and to foster their intellectual growth and development. Faculty members should explain at the beginning of each semester, the course outlines, the grading criteria to be used and the requirements for the successful completion of all coursework. Such criteria and requirements should be clear and be applied consistently and fairly. Faculty members should ensure that students are provided feedback and guidance on a regular basis to facilitate their academic progress.



SMC Ordinances on Duties and Responsibilities

Ordinance II: Job Descriptions, Duties and Responsibilities

Article 10: Professor

A. Job Description

A professor is ex-officio associate chair / head of department and assistant chair and a member of any departmental committee or academic board. He is responsible before chair / head of the department to exercise his duties.

B. Minimum Qualification:

Ph.D in their respective specialization with at least 10 years of teaching experience in any reputed recognized higher education institution in which at least 4 years as Associate Professor.

C. Duties and Responsibilities

- (i). Applying his teaching & research experiences to deliver his best academic and administrative contributions to the college.
- (ii). Participating in planning new programs, or upgrading the current ones.
- (iii). Advising on the appropriate textbooks for courses and preparing materials and references for further readings as needed.
- (iv). Holding from time to time workshops for the staff to develop their skills.
- (v). Involving effectively in the admin part of his duties, such as giving consultation on students support, student recruitment, taking the leading role in specifying programs, courses, and be a member of different department and college committees.
- (vi). Collaborating with the local and international communities by undertaking joint or separate topics on different technical and business issues and participating in conferences.
- (vii). Acting as an academic advisor or consultant if needed.
- (viii). Performing some academic teaching & research duties according to the request of the head of the department or the dean.
- (ix). Delegating some of his duties to other personnel, except the teaching load, subject to the approval of the chair / head of the department.
- (x). Implementing and observing the ordinances, regulations, policies, codes and by-laws of the College and reporting to the head of Department any breach thereof.

D. Workload for Professor

- (i). His workload will be 12 hours.



Article 11: ASSOCIATE PROFESSOR (READER)

A. Job Description

An associate professor or a reader is an ex – officio member of any departmental committee and academic board. He may be deputy head, if appointed by the head of the department subject to the approval of the deputy dean for academic affairs. He is responsible to the chair / head of the department in the execution of his duties.

B. Minimum Qualification:

Ph.D in their respective specialization with at least 5 years teaching experience as Assistant Professor in any reputed higher education institution.

C. Duties and Responsibilities

- (i). Using his research & teaching experiences to deliver the best academic & administrative performance to his department and the college.
- (ii). Participating in planning new programs, adding or adjusting current ones.
- (iii). Advising on the appropriate textbooks for courses and preparing materials and references for further readings as needed.
- (iv). Involving himself effectively in the administration part of his duties, such as student support, student recruitment, taking the leading role in identification of programs and courses, and being a member of different department and college committees.
- (v). Collaborating with the local and international communities by undertaking joint or separate topics on different technical and business topics, writing research papers and participating in conferences inside and outside the home country.
- (vi). Acting as an academic advisor or consultant as needed.
- (vii). Performing academic teaching & research duties according to the request of the head of the department or the dean.
- (viii). Delegating some of his duties to other personnel, except the teaching load, subject to the approval of the chair / head of the department.
- (ix). Implementing and observing the ordinances, regulations, policies, codes and by-laws of the College and reporting to the head of Department any breach thereafter.

D. Workload for Associate Professor (Reader)

- (i). His workload will be 15 hours.



Article 12: ASSISTANT PROFESSOR (SENIOR LECTURER)

A. Job Description

He is an ex – officio member of any departmental committee, and may be deputy head of the department if appointed by the head of the department, subject to the approval of the deputy dean for academic affairs.

B. Minimum Qualification:

Ph.D in their specialization.

C. Duties and Responsibilities

- (i). Using his research & teaching experiences to deliver the best academic & administrative performance to his department and the college.
- (ii). Participating in planning new programs, adding or adjusting current ones.
- (iii). Advising on the appropriate textbooks for courses and preparing materials and references for further readings as needed.
- (iv). Involving himself effectively in the administration part of his duties, by being part of departmental, inter-departmental, or college's committees, such as students support, recruitment, courses and programs.
- (v). Acting as external advisor for local business & communities.
- (vi). Engaging in student supervision, and research activities.
- (vii). Undertaking specified administrative and academic activities as suggested by the head of the department.
- (viii). Delegating some of his duties to other personnel, except the teaching load, subject to the approval of the chair / head of the department.
- (ix). Implementing and observing the ordinances, regulations, policies, codes and by-laws of the College and reporting to the head of Department any breach thereof.

D. Workload for Assistant Professor (Senior Lecturer)

- (i). His workload will be 18 hours.

Article 13: LECTURERS, ASSISTANT LECTURERS, & RESEARCH STAFF

A. Job Description

They are the core of any teaching program, providing the majority of any department's teaching load. They assist the head of the department in teaching, supervising, exam invigilation, and research purposes. Also they could be members of a lot of committees within and outside the department.

**B. Minimum Qualification:**

Master's in their specialization with at least 2 years of teaching experience in reputed higher education provider.

C. Duties and Responsibilities

- (i). Applying the learned teaching techniques, to deliver their best academic contribution to the college.
- (ii). Participating in planning new programs, adding or adjusting current ones.
- (iii). Advising on the appropriate textbooks for courses and preparing materials and references for further readings as needed.
- (iv). Participating in workshops and training courses inside and outside the college and interacting with the local business communities.
- (v). Providing supervision & consultation for students, in the form of students support, recruitment, courses and programs. Also, participating in student & staff social and cultural activities.
- (vi). Contributing to research & development efforts in the college, by actively preparing research papers to be delivered in round table meetings & conferences inside and outside the college, and at local and international levels.
- (vii). Participating in consultation studies for local and international bodies.
- (viii). Implementing and observing the ordinances, regulations, policies, codes and by-laws of the College and reporting to the head of Department any breach thereof.

D. Workload for Lecturers, Assistant Lecturers, & Research Staff

- i. His workload will be 21 hours.

Article 14: TEACHERS**A. Job Description**

They are mainly English teachers, appointed in Foundation and language studies department. They are responsible to the head of the department to perform their duties, on both academic and administrative levels.

B. Minimum Qualification:

Bachelor in English / Mathematics / Computer Science with at least 2 years teaching experience.

C. Duties and Responsibilities



- (i). Applying their degree and teaching experience to improve the techniques of teaching English as a foreign language / Math / Computer Science at the Foundation level.
- (ii). Conducting & contributing to the placement test for the new students in order to classify them into groups according to their level of knowledge.
- (iii). Developing Foundation-level programs & courses, teaching techniques and learning methods for students.
- (iv). Developing special courses for students of different majors in the college.
- (v). Interacting with the local communities by offering special courses as needed.
- (vi). Holding special working & training shops for all staffs to improve their teaching in English / computational / information technology skills.
- (vii). Serving as a member of department or college level committees as needed.

D. Workload for Teachers

- (i). His workload will be 24 hours.

Expected and Major Duties and Responsibilities

Here are some major responsibilities of teaching faculties. For full and detailed duties and responsibilities refer to SUC ORDINANCES.

- Prepare written plans for each lesson
- Prepare assignments, handouts, tests and other materials for each class and make them available to the HOD
- Maintain discipline on matters pertaining to students' attendance and conduct, keeping HOD apprised of any potential problems
- Prepare and proctor student progress, tests and exams
- Correct and grade student work
- Attend staff meetings
- Prepare and maintain teaching material
- Supervise student self-directed study time
- Substitute teach when required
- Tutor individual students if required
- Cooperate with the HOD or coordinators in carrying out other academic duties as required, e.g. course material or exam preparation
- Establish and maintain a professional and productive working relationship with the HOD and other colleagues



Administrative Support

- Academic staff can collect copies of textbooks which are relevant to their subjects from the book store, which is located in the Learning Resources Center building. They can also get their miscellaneous stationery requirements from this store. The storekeeper will assist the staff members with any concerns or queries. Other related course materials are available on SUC's proxy server.
- There are photocopiers located in different offices throughout the college that can be used by the faculty.
- For those faculty members that do not have their own cars, SUC provides transportation to and from the college in its minivan/bus. The details of this service can be obtained from the Manager of A & F.
- There is a cafeteria in the college which is open from 8:00 am to 6:30 pm on working days. It serves snacks, tea, coffee, cold drinks and food.
- Personal mail of the faculty is collected from the Post Box at the post office by the Administration department. Faculty members should check in the Manager of A & F's office for their personal mail.



Admin Building



Salaries & Benefits

Salary: The Omani Rial (RO) is divided into 1000 baisas. One Omani Rial is equivalent to approximately US 2.597 (at the time of preparing this staff book). Your salary will be paid in Omani Rials directly to your bank account. All new staff is advised to open your bank account as early as possible and give the bank account information to the Finance Manager of SUC. Some of the banks are available for you to open an account in the Sur City such as Bank of Muscat, National bank of Oman and others. After your account has been opened, you will be issued an ATM card for immediate access of your account. Plenty of ATMs are available in the city and our campus.

Benefits: All academic staff members are entitled the benefits of furnished accommodation, electricity, water charges, transportation or transportation allowance, paid leave, air tickets, gratuity and healthcare. These are detailed in each individual employee's appointment letter and also in SUC ordinances. Cooking gas: SUC will provide you with a full gas cylinder for the first time, then you have to fill it yourself, the refilling of gas itself only costs 3 OR. The gas cylinder can last depending on consumption but normally not less than two months.

Paying Bills: Your telephone/internet bills may be posted to the college address. The SUC will pay up to OMR 30 on production of electricity and water bills. Above this amount you will be responsible for payment.

Annual Increments:

The following table shows various academic positions with respect to regular increment per academic year. Annual increments shall be paid on completion of the one year period at SUC. This will be applicable upon the approval of the Board of Directors.

Academic Position	Incentives per academic year
Full Professor	50 R.O.
Associate Professor	45 R.O.
Assistant Professor	40 R.O.
Lecturer	35 R.O.



ORDINANCE NO: GENERAL ADMINISTRATIVE REGULATIONS

ARTICLE 2: PROBATIONARY PERIOD

1. A member of staff shall be subject to a three month probationary period. One week before the end of this period, the Heads of Departments need to fill the probation assessment form on the performance of their newly appointed subordinates who are under their direct line of management to the Dean's Office. Such reports shall be confidential and shall only be disclosed to the Employment Committee if it is necessary and / or the staff member need to be terminated on the basis of report.
2. The Heads of the Department shall use any means to collect feedback about the newly appointed staff members before writing the confidential report.
3. The newly appointed staff member shall be observed three times during the first semester for assessing their performances. The assessment shall be by:
 - A. One colleague from the department
 - B. Head of the Department
 - C. Dean or Assistant Dean for Academic Affairs
4. On receipt of the reports and before the end of the probationary period, the Employment Committee is empowered to take one of the following decisions. However, if any report is not timely submitted or not submitted at all, the Committee shall also be empowered to take any of these decisions.
 - A. The member of staff is notified of his immediate termination.
 - B. The probationary period may be extended up to three months.
 - C. The member of staff is notified of his confirmation.
5. During the probationary period or its extension, services of any member of staff may, with immediate effect, be terminated in writing either by the Employment Committee or resigned by the member of staff concerned, unless the employment contract specifies otherwise.
6. The member of staff concerned shall be eligible for payment of his basic salary and allowances for the days he has worked, if his services are terminated during the probationary period.

ARTICLE 3: ANNUAL APPRAISAL REPORTS

1. Every member of staff shall be subject to an Annual Appraisal Report except the holders of senior posts. The deadline for submitting such a report to the Dean is the beginning of May of every academic year.
2. Every staff member needs to fill the "Annual Performance Evaluation" form and submit to the Head of the department.
3. The head of the department shall fill the report related to department activities and performances of the respective staff and forward the same to assistant dean for academic and research affairs for completing the research activities. Finally, the dean shall fill the performances at college level.
4. The evaluation processes should be conducted during May of every year.
5. The report shall be analyzed by the Quality Assurance Department and submit the report to dean's office.



6. Total confidentiality needs to be maintained in these processes.
7. The staff shall be appraised as follows:
 - A. Non – Ph.D Holders:
40% of the average of Students Teaching, Learning and Assessment Evaluation for the corresponding year + 60% from the Annual Performance Evaluation
 - B. Ph.D Holders:
30% of the average of Students Teaching, Learning and Assessment Evaluation for the corresponding year + 70% from the Annual Performance Evaluation
8. The following Appraisal Scale shall be used after the final calculations.

Scale	Grade
Below 50	Weak
50 up to 60	Acceptable
60 up to 75	Good
75 up to 90	Very Good
90 up to 100	Excellent

9. The member of staff, who gets weak rating, shall be deprived of his / her annual increment, given a warning notice and may be placed on a probationary period of three months. If this is repeated next year, he shall be referred to the Employment Committee to look into his case or at the discretion of the Dean he may be referred to the Tribunal to make final decision in accordance with the Ordinances for Disciplinary Rules.

ARTICLE 4: SALARY, ALLOWANCES AND INCREMENTS

1. **Salary** shall be paid at the end of every Calendar month.
2. The salary shall be fixed during the appointment based on the experiences and expertise.
3. **Travel Allowance for Assignments within the Sultanate.**
 - A. A member of staff who has formal assignments within the Sultanate shall be paid OMR 25 as a travel allowance for every day he spends off campus with the approval of the Dean.
 - B. The College shall settle the costs of transportation, accommodation, three meals and soft drinks as well as the costs of telephone calls, faxes, and postage incurred for work purposes.
4. **Travel Allowance for Assignments outside the Sultanate:**
 - A. A member of staff who has formal assignments outside the Sultanate shall be paid 50% of his daily basic salary as a travel allowance for every day he spends off campus with the approval of the Dean.
 - B. The College shall settle the costs of transportation, accommodation, three meals and soft drinks as well as the costs of telephone calls, faxes, and postage incurred for work purposes.

5. Telephone Allowance

Telephone allowance or payment of telephone bills shall be approved by the



Dean according to the following table upon the production of the bills providing that the calls are made for work purposes.

Categories of Members of Staff Allowance

- a. Senior Position Holders - Up to 50 R.O
- b. Other members of staff whose nature of work requires such a facility - Up to 30 R.O

6. Excess Luggage Allowance

The College shall make onetime payment of forty Omani Rials or one hundred US Dollars (upon the production of receipt) to newly arrived members of staff upon taking up their duties.

7. Increments

Annual increments shall be paid upon the approval of the Board of Directors subject to the recommendation of the Dean and satisfactory appraisal reports.

8. Paying Bills

- A. Telephone / internet bills for work purposes may be submitted to the college for refund.
- B. The college will either pay the electricity / water charges directly to the Electricity Company or refund the amount to the staff members with the monthly salary. The maximum amount the college shall be responsible for such expenses are up to OMR 30. The balance in excess of this amount should be paid by the respective staff members.

ARTICLE 5: MEDICAL CARE

1. Omani members of staff shall be referred to nearest governmental hospitals. Non-Omani members of staff shall be referred to a private clinic approved by the College.
2. Medical examinations and consumption of drugs should be under the prescription of governmental hospitals, clinics or a doctor approved by the College.
3. Sur University College is not responsible for any medical examination done or drugs purchased outside the approved hospital.
4. The non – Omani staff member shall visit the approved hospital for the medical treatments at any time. The expenses incurred will be paid by the college directly.
5. Medical care for non-Omani members of staff shall cover only their spouses and two children under eighteen years old.
6. In case that any member of staff is on an assignment abroad, the College shall be responsible for the costs of care and medication, provided that the competent authority approves the medical report, as well as the Embassy of the Sultanate of Oman in that country or its approved doctor.
7. The College shall pay the expenses if a non – Omani staff member has been referred to another hospital or medical center for further treatments.
8. All members of staff shall be covered under Accident Insurance Policy in accordance with Oman Labor Law.



9. All non-Omani members of staff shall be entitled to medical insurance in accordance with Omani Labor Law. However, they shall not be covered for:
- i. Dental care
 - ii. Eyeglasses and contact lenses
 - iii. Plastic or cosmetic surgeries
 - iv. Treatment of chronic diseases and
 - v. Treatment of malignant diseases.

ARTICLE 6: TERMINATION OF SERVICE

Without prejudice to the Ordinances for Disciplinary Rules and Grievance Procedures for Academic, Academic-Related and Non-Academic Staff, member of staff services shall be terminated by the Employment Committee on any of the following grounds:

- A. Eligibility for retirement according to the Social Insurance Law applicable to Omani nationals only.
- B. Non-renewal of employment contract.
- C. Non-extension of the probationary period.
- D. Dismissal based on disciplinary grounds.
- E. Denaturalization of Omani nationality.
- F. Death

ARTICLE 7: RESIGNATION

1. Employment contracts of members of staff should clearly specify the conditions for resignation.
2. The academic staff members should fill the Service Continuation form on or before the week of April 1st and submit the same to dean's office for approval.
3. The dean shall decide either to continue the service or to terminate the service based on the recommendations by the HoDs and other boards. The staff member should be informed of the result on or before the 3rd week of April of every year.
4. In such cases, the college shall pay the terminal benefits in accordance with the contract and other Omani Labour Laws.
5. The academic staff members shall resign either at the end of the semesters (after the completion of final examinations) or during any other non – teaching duration, without any adverse affect to his / her teaching classes.
6. In the case that any staff member should resign at any other time, the college shall reserve the rights to pay the terminal benefits by considering various factors and expenses that may incur to the college.
7. The resignation of any member of staff who is subject to disciplinary proceedings shall be approved at the end of the proceedings unless the Dean determines otherwise. His salary and allowances shall be paid during the proceedings and shall not be suspended.



8. A member of staff, except the holders of senior posts, shall be considered as resigned from the first day of absence if he has been absent from work for a period of twenty consecutive days without the approval of the College.
9. End of service references of members of staff shall be given in accordance with Oman Labour Law, by the Personnel Manager, subject to the Dean's approval.

ARTICLE 8: OFFICIAL WORKING HOURS

- 1) The official working hours in the College are from 8:00 a.m. to 4:00 p.m. without lunch break. Staff may go for lunch as time allows. Working days are Sunday to Thursday unless the employment contract specifies or the teaching and/ or the management requires otherwise.
- 2) The above rule is applicable for both academic and administrative staff members of the college.
- 3) Access to the College after working hours is strictly forbidden and requires a prior approval of the Dean and / or the Manager of Administrative and Financial Affairs.
- 4) The dean shall issue orders for any changes in the official working hours after the approval from the Board of Directors.

ARTICLE 9: REGULAR LEAVES

A. Annual Leave

1. Members of staff are entitled to take annual leave with full salary to be calculated on pro rata basis, unless the employment contracts specify otherwise. The duration of such leave shall be as follows:
 - a. Holders of Senior Posts: fifty calendar days
 - b. Academic members of staff: forty calendar days
 - c. Non-academic staff: thirty calendar days.
2. Staff who wish to take their annual leave must apply one month in advance using the form designated by the College if they require booking of air travel.
3. If work necessitates that a member of staff should stay, he shall be entitled to cash compensation for his annual leave at the rate of 100% of his annual leave days. The compensation shall be calculated on the basic salary without allowances and subject to the Dean's approval.
4. An academic staff member is entitled to take his annual leave only during the specified period in the college academic calendar.
5. A member of the staff is entitled to take his annual leave only when completing eleven months of service unless the Dean approves otherwise. The Chairman of the Board of Trustees or Directors shall approve the annual leave of the Dean.
6. Annual leaves of members of academic staff and the Assistant Deans shall be approved by the Dean.
7. The Manager for Administrative and Financial Affairs approves the annual leaves of members of academic-related and non-academic staff under his



direct line of management subject to prior approval of the relevant Head of Department.

8. Annual leave of any member staff should not affect the daily management of the College.
9. The College is entitled to defer the annual leave of any member of staff until the following year provided that the deferral should not exceed two consecutive years.
10. Inter-Semester Break is designated for students only.
11. If a staff member is absent from work after the end of authorized leave for more than seven consecutive days without notice, his salary shall be suspended. If his absence goes on for more than ten consecutive days without notice, his Head of Department shall submit a written report to the Personnel Department to suspend his salary and his case shall be brought before the Employment Committee. Furthermore, if his absence carries on for twenty consecutive or intermittent days during a year, the Employment Committee shall refer his case to the Tribunal under the Ordinances for Disciplinary Rules and Grievance Procedures.
12. A member of staff who pursues his work immediately after or at the end of his leave should fill in the appropriate Form of Resuming Duties and submit it to the Personnel Department.
13. The Head of Department, subject to the Dean's approval, may ask a member of staff to work during holidays or weekends or after normal working hours, should working conditions require so. The member of staff concerned in turn shall be paid overtime for these holidays or weekends with 25% increase on every working day of his basic salary or shall be given leave in lieu.
14. If a public holiday or weekend clashes with the annual leave of a member of staff, it shall be counted as part of this leave and he shall not be entitled to any compensation in lieu.
15. A member of staff whose services in the College is terminated for any reason shall be paid for the accrued leave entitled to him during his service unless the employment contract specifies otherwise.

B. Hajj leave

The College is entitled to give the Muslim members of staff a Hajj leave of no more than fifteen days, without salary for Non-Omani members of staff or with full salary for Omani members of staff. This leave shall be given only once during the member of staff service in the College providing that he has actually spent twelve consecutive months in service or as Omani Law stipulates. Moreover, if a member of staff exceeds that designated period, the additional days shall be considered as a leave that shall be deducted from the balance of his annual leave.

C. Other Leave

1. Non-Muslim members of staff shall, ex-gratia, be granted a day leave either



on Christmas or New Year's Day.

2. A member of staff who has been absent from work due to compelling circumstances should produce evidence to substantiate them, and shall be given fifteen days to do so, otherwise such absence shall be considered as leave and deducted from his annual leave or salary whichever is appropriate.

D. Sick Leave

1. A member of staff shall not be given a sick leave unless he has been examined and given an authenticated report by a doctor approved by the College or by the hospital according to Omani Labor Law.
2. A pregnant member of staff is entitled to take a confinement leave in accordance with Omani Labor Law.
3. If a member of staff has been absent from work abroad due to sickness, he should substantiate that by submitting a medical certificate, approved by a doctor and authenticated by the Omani Embassy, to the Personnel Department.
4. If a member of staff has been absent from work due to sickness, whether consecutive or intermittent, he shall be entitled to the following payments unless the employment contract specifies otherwise:
 - (i) The first two weeks with full salary and allowances
 - (ii) The third and fourth weeks with three-quarters of salary with full allowances.
 - (iii) The fifth and sixth weeks with half salary with full allowances.

E. Emergency Leaves

The staff members are entitled for six days of emergency leave in accordance with Omani Labour Law, Article 61. However, it should not exceed more than two consecutive working days. According Omani Labor Law and Ministry of Manpower ministerial decision 657 / 2011, the staff member needs to prove the legitimacy of the emergency.

ORDINANCE V: DISCIPLINARY RULES AND GRIEVANCE PROCEDURES FOR ACADEMIC & ADMIN STAFF

A. MEANINGS OF DISMISSAL

For the purposes of these Ordinances, "dismiss" and / or "dismissal" mean removing a member of academic staff from his / her office or termination of contract without notification.

B. SUFFICIENT REASON FOR DISMISSAL

No member of the academic staff shall be dismissed unless the reason for dismissal shall be considered as a sufficient reason for dismissal and for good cause, after taking into account of the administrative, financial and academic resources of the College.

**C. GOOD CAUSE FOR DISMISSAL**

Good cause for dismissal can be related to conduct, competence or qualifications to perform the designated duties of the members of academic staff concerned. Misconduct or gross misconduct shall be good cause for dismissal.

D. MISCONDUCT

The following shall constitute misconduct:

1. Conviction for an indictable offence by a court of law in accordance with Omani laws.
2. Actions that threaten safety on the College premises.
3. Indecent and / or offensive behavior or language at work.
4. Sexual or racial harassment to any stakeholders of the College.
5. Failure to respect the rights of any student or member of staff of the College or any visitor thereto provided for in the Ordinances, Regulations Policies, Codes or By-Laws of the College.
6. Dishonesty or cheating of the College or its stakeholders.
7. Stealing or misuse of property of the College or its stakeholders.
8. Computer misuse under the College Regulation IV.
9. Improper bias in relation to students, whether relating to admission or assessment.
10. Misuse or unauthorized use of the College premises or equipment.
11. Damage to the College property or the property of its stakeholders caused intentionally or unintentionally on the College premises or where the official activities of the College are conducted.
12. Failure to respect confidentiality of information provided for in the Ordinances, Regulations, Policies, Codes and By-Laws of the College, or revealing information to competitors or non-members of staff except in a court of law.
13. Unauthorized absence, poor timekeeping or poor standard of work.
14. Undertaking paid work by an employer without the permission of the College after the commencement of employment, or accepting presents, honorariums or gratuities from any foundation or student.
15. Failure to comply with the instructions / orders issued by or with the authority of the Dean.
16. Gambling, sale of raffle tickets, bingo or other tickets or goods without prior permission.
17. Use of College telephone, equipment or vehicles for financial gain.
18. Failure to discharge duties in accordance with the contract of employment.



19. Unauthorized destruction, mutilation, alteration or erasure of official documents.
20. Reporting for duty whilst under the influence of drugs or alcohol.
21. Physical or mental incapacity as established under Ministry of Health.

E. GROSS MISCONDUCT

Gross Misconduct is misconduct of a severity that gives good grounds for immediate dismissal. The following shall constitute gross misconduct.

1. The use of tools, weapons or sharp objects while threatening, intimidating, fighting or assaulting of members of staff of the College, its visitors or members of the public during working hours or at the workplace.
2. Acts of incitement to breach the Statutes, Ordinances, Regulations, and Policies, Codes or By-Laws of the College.
3. Falsification of qualifications, experience testimonials, expense claims or time sheets.
4. Driving the College vehicles without a valid driving license.
5. Breach of Health and Safety Regulations causing injury or loss of life or damages to the College property.

Official Working Hours and Leave Rules

Official Working Hours:

- Working hours in the College are from 8:00 a.m. to 4:00 p.m. without lunch break. Staff may go for lunch as their teaching schedule allows. Working days are Sunday to Thursday unless the employment contract specifies or the teaching and/ or the management requires otherwise.
- Access to the College after working hours is strictly forbidden and requires a prior approval of the relevant Assistant Dean or the Dean.

Promotion Regulations

The aim of these regulations is to assess, recognize and sustain excellent service to the University College, and the department to which the staff member belongs. For promotion purposes, the department would be the smallest unit of the academic organization in which the faculty member can hold a rank, while the staff member means an academic member of staff employed fulltime according to an appointment or a term of contract.

Sur University College (SUC) set the criteria at the department level, taking into consideration its standards and guidelines, the mission and goals of the



specialties. Promotion decisions could be made based on sets of criteria related to academic qualifications and achievements, actual academic publications, and services provided to the local and national communities. These criteria would be applied to PhD holders. Promotion decisions can be made based on the faculty member's activities in the following areas:

- Teaching and supervision,
- Research work and publication, and
- Services and consultation to the college and the society.

Policies regarding Faculty Promotion:

A. Research work and Publications:

The following research and academic work can be considered for promotion:

- A1. Patent of invention recognized by an agency.
- A2. Peer-reviewed manuscripts:
 - (a) Published or accepted for publication in a peer-reviewed academic or peer-reviewed journal.
 - (b) Published in the proceedings of seminars /symposiums/conferences of repute.
 - (c) Published by specialized research center.
 - (d) Referred textbook and reference book.
 - (e) Translation of specialized book.
 - (f) Book or research published and approved by the college academic board.
- A3. At maximum, two units can be considered from each of A.2 (b) to A.2 (f) and at least one published paper should be in a peer-reviewed journal.
- A4. A single author publication is counted for 100%, one author of two is counted 50%, and one of more than two authors is counted 25%.
- A5. The minimum total for rank of associate professor is 300% and for full professor is 400%.

Promotion for the rank of Assistant Professor:

A staff member can apply for a rank of assistant professor if he/she:

1. Has a PhD degree from an accredited and recognized higher education institution (HEI).
2. His/her specialization in the master or PhD degree should be closely related to the majors offered by the departments.
3. Has several years of experience in a HEI (preferred).



4. His/her publications (beyond his/her PhD or master's degree dissertation) would be an added advantage.

Promotion for the rank of Associate Professor:

An assistant professor can apply for a promotion to rank of associate professor if:

1. He/she has a PhD degree from an accredited and recognized HEI.
2. He/she has worked full time for four years of teaching experience beyond the PhD degree at an HEI or alternatively, six years of part-time teaching experience beyond the PhD degree at an HEI (at least six hours a week).
3. He/she is active in the research field, as a head or member of one or several research committees, and has publications adding up to at least 300%, of which the faculty member should be a single author in at least one of them; or alternatively, should be the first author in two publications as specified in A above.
4. He/she has published papers that are not part of his/her master's and/or PhD theses.
5. He/she should have: served on many university or community committees; supervised a number of graduation projects, postgraduate thesis or dissertations; contributed strongly to students' supervision and be part of committees to organize programs, courses, outlines or for the newly suggested ones; and participated in a number of workshops, symposiums, and conferences, or be the chief initiator or organizer of some of these.
6. He/she has undertaken, practically speaking, many projects to solve some contentious problems at the local or national level.

Promotion for the rank of Full professor:

A faculty member can apply for a promotion to rank of full professor if:

1. He/she has a PhD degree from an accredited and recognized HEI.
2. He/she has worked full time for four years of teaching experience beyond the PhD degree at an HEI or alternatively, six years of part-time teaching experience beyond the PhD degree at an HEI (at least six hours a week).
3. He/she is active in the research field, as a head or member of one or several research committees, and has publications adding up to at least 400%, of which the faculty member should be a single author in at least one of them; or alternatively, should be the first author in two publications as specified in A above.



4. He/she has published papers that are not part of his/her master's and/or PhD theses and were undertaken since attaining the rank of associate professor.
5. He/she should have: served on many university or community committees; supervised a number of graduation projects, postgraduate thesis or dissertations; contributed strongly to students' supervision and be part of committees to organize programs, courses, outlines or for the newly suggested ones; and participated in a number of workshops, symposiums, and conferences, or be the chief initiator or organizer of some of these.
6. He/she has undertaken, practically speaking, many projects to solve some contentious problems at the local or national level.

Disciplinary and Grievance Processes

- SUC hope to provide the freedom of high-quality teaching experiences and research opportunities in your professional development. If another faculty member impinges on this, there may be grounds for disciplinary action.
- All academic and administrative staff members should be familiar with the disciplinary and grievance ordinances as outlined in the SUC Ordinances. They should know the definition of Misconduct and Gross Misconduct and their consequences. They should also be familiar with their rights under the grievance procedure.
- When the performance or conduct of a member of the academic staff is a cause of concern, his/her HOD, being the immediate superior, shall discuss the problem with the member of the academic staff concerned, in order to identify the nature of the problem, its cause and possible solutions. The HOD should make a brief note of such discussions and file it with the Personnel Manager; a copy thereof shall be given to the member of the academic staff concerned. If there is no improvement in the staff member's conduct or performance, an oral warning will be given and thereafter, if required, a written warning.
- The concerned academic staff member can appeal against an oral or a written warning.
- If the member of the academic staff fails to comply with the requirements of a written warning, or if the alleged misconduct or poor performance may constitute a good cause for dismissal, the Head of Department may make a formal complaint to the Dean or nominee seeking the institution of charges to be heard by a Tribunal.



- The Dean or nominee at his discretion may institute such investigations or inquiries in order to summarily dismiss the complaint.
- If the Dean or nominee considers that there is sufficient reason to proceeding with the institution of charges to be heard by a tribunal, he may suspend the staff member with full pay pending a final decision. The Dean shall seek the comments of the staff member who shall provide them in writing within seven days of notification.
- Following receipt of the comments, if any, the Dean or nominee shall consider the matter and may decide the following:
 - ❖ To dismiss the complaint.
 - ❖ To deal with it informally if the Dean and the staff concerned agreed.
 - ❖ To direct the Registrar to prefer charges to be heard by a tribunal.

Grievance procedures:

- The purpose of the grievance procedures is to solve, settle or redress grievances of members of the academic staff expeditiously, fairly and effectively. Grievances which cannot be settled informally between the staff member and the concerned HOD will be referred to the Dean. The Dean will decide if the Grievance is to be referred to the Grievance Committee.
- The Grievance Committee shall resolve the grievance in a manner acceptable to all parties involved. The Grievance Committee shall have the power to consult with any member of the college staff, to have access to relevant materials, and to summon witnesses, as it may consider necessary.
- The aggrieved member of academic staff shall have the following rights:
 - ❖ To access such material with the approval of the Dean or nominee.
 - ❖ To be represented by a friend who should be a member of the College.
 - ❖ To present written and oral evidence.
 - ❖ To call witnesses and to question them.
 - ❖ To take notes by himself or a third person who should be a member of the College.
- The Board of trustees will decide the action to be taken on the grievance and their decision will be final.



Faculty Research and Publications Funding

Article 1: Preamble

SUC hopes to create a culture of research and publications among its faculty members and motivate them to be actively involved in the aforesaid activities. To implement the same, the following actions are to be taken:

1. Commencement of a Half Yearly Bulletin on the aforesaid activities in order to document, publicize and appreciate the faculty members
2. Letter or Certificate of Appreciation to all the faculty members who contribute to research, publications and consulting services

Article 2: Monetary Rewards

- a) Publishing papers in SSCI/SCI/SCI-Expanded/AHCI or Cited journals or higher volumes from reputed publishers indexed in leading indexes or fees payable for publication: 300 OR
- b) Publish papers in leading peer-reviewed international journals cited in leading Indexes or fees payable for publication : 200 OR
- c) Publishing papers in leading national journals/practitioner magazines or fees payable for publication: 100 OR
- d) Presenting and publishing papers in leading international conferences/proceedings or fees payable for conferences : 100 OR
- e) Presenting and publishing papers in leading national conferences/proceedings or fees payable for conferences : 50 OR
- f) Publishing articles in local dailies or magazines or fees payable for publication: 25 OR
- g) Research fund for conducting research which ought to lead to development of software product or publications in a leading international journals
- h) Fees for promotion evaluation by external referees: 300 OR

Article 3: Allocation of Research Funds and Rewards

- a) The faculty members need to produce evidence of either the acceptance letter or publication or evidence for paying fees in case of acceptance in order to obtain rewards or fees for publications.
- b) An author (s) needs to acknowledge SUC's support in his / her publications to receive monetary rewards.
- c) Faculty members are encouraged to publish papers in scientific journals from reputed publishers and in higher volumes (4 and above) in year wise
- d) Scientific papers published in lower volumes (below 4) of very reputed journals with top indexes such as SSCI, SCI or SCI-expanded may be accepted. However, the final decision shall be taken by the Head of the Institution in this regard.



- e) Faculty members need to provide a detailed proposal and to make a presentation to the research committee in order to obtain research funds.
- f) The research committee will decide the merit of the research proposal based on its potential to develop software products or publications in top journals
- g) In case of multiple authors for the papers or conference presentations, if all the authors are from SUC, the research reward will have to be shared among themselves and if one author is from SUC, he/she will be entitled to get the reward based on the author position.
- h) All the rewards will be decided by the Head of Institution and other appropriate bodies.
- i) Allocation of research funds and rewards will be subjected to change based on the ongoing policies of SUC.
- j) The decision of the Head of Institution is final with regards to allocation of rewards and research funds.

Intellectual Property Rights

Article 1: Preamble:

The major objective of this policy is to protect the intellectual properties of the stakeholders of the college and any other creators or inventors of the world. This policy is created with respect to the internationally recognized scientific research policies and procedures.

Article 2: Procedures and actions:

The college strives to recognize the intellectual properties of the creators and inventors. Intellectual property includes copyrights, patents, designs, patterns, trade secrets, trademarks and any other intangible assets that have the value to the owner. The college prohibits the disclosure of any trade secrets to anyone through any means.

Article 3: Violations:

The following actions are considered violations of an international code of conduct. A violation is considered a “Criminal Offence”.

1. **Copyright Violation:** Using copyrighted materials or works without proper permission from the owner.



2. **Patent Violation:** Using or modifying the patented invention without the permission from the patent holder.
3. **Trademark Violation:** Using others' trademarks, generating trademarks that resemble or are similar to existing trademarks, or creating trademarks that confuse others.
4. **Self Plagiarism:** Publishing one's own research ideas in various journals and conferences, publishing conference papers without making substantial amount of updates (at least 30%) and citing one's own phrases without proper references.

Apart from these, any other infringements considered as intellectual property violation internally, are strictly considered for penalizing.

Article 4: Punishments:

1. The violators will be treated as criminal lawbreakers and punished according to national laws suggested by the criminal courts.
2. In all cases, the researcher will be under watch for next at least two more publications. All his works need to be monitored through a committee.
3. In all cases, when a violation is detected or revealed in later stages, the research funds provided by the college for publication and presentation purposes shall be taken back by the college.
4. In all cases, the Dean has the power to terminate the contract or studies immediately.

Dress Code

- The SUC recognizes that dressing is a matter of personal choice and/or national pride.
- SUC applies this principle to its members of staff regardless of age, ethnic origin, marital status, nationality, religion, affiliation or group.
- The purpose of a dress code is to establish acceptable norms to both higher educational institutions and the community. This will remove differences in dressing amongst non-Omani members of staff if any.
- All members of staff should not wear tight, revealing or translucent clothes. Wearing sweatshirt, shorts, miniskirts, tight tops, military outfits or jeans is strictly forbidden.
- Non-Omani male staff are expected to wear a tie, shirt (half or full sleeves) and trousers with or without a jacket.



- Non-Omani female staff are expected to wear clothes that are reasonably loose fitting, below the knees and half or full sleeves. Wearing a head cover is a matter of personal choice.



Dress code of Omani Men



Dress code of expatriate Women in SUC



Dress code of Omani Women



Telephone and E-mail details of SUC

Mrs. Susan Tabbu Augustin	Maths Teacher	susan@suc.edu.om	5079
Mr. Hassan Akhtar Karim	Maths Teacher	hassan@suc.edu.om	1014
Ms. Nisha Mariam Thomas	Maths Teacher	nisha@suc.edu.om	1058
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Reception			5066
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Dr. Aiman Farouk	Asst. Professor	aiman@suc.edu.om	1110
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INFORMATION SYSTEMS & TECHNOLOGY (IST) DEPARTMENT			
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Mrs. Chinju	Chemistry Lecturer	chinju@suc.edu.om	1042

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Ms.Muna Al Araimi	Asst. QAU	muna@suc.edu.om	5541
Ms. Eman Al Aramini	Asst. QAU	Eman@suc.edu.om	5541

ADMINISTRATION & FINANCE OFFICE

Reception			1145
Mr.Ameer Bahwan	Manager of Personal,Admin & Finance	ameer@suc.edu.om	5565

EMERGENCY NUMBERS

Police/Fire/Ambulance			999
Sur hospital			2556 1373
Sur police station			25540099
Passport & Immigration			24569606

DISTRIBUTION LIST(For group mails)

All staff members	staffs@suc.edu.om
All academic faculties	faculties@suc.edu.om
All adminstaff	adminstaff@suc.edu.om
All foundation teachers	foundation@suc.edu.om
All business instructors	business@suc.edu.om
All IST instructors	ist@suc.edu.om
All ENG instructors	eng@suc.edu.om
Accommodation	Accommodation@suc.edu.om
EPC-1	epc-1@suc.edu.om

- Sur Hospital – 25561372,
- Sur Private Hospital : 25545888,
- Muscat Pharmacy - 24810541,
- Sur Police Station – 25540099.



Healthcare & Pharmacies

Sur Private Hospital will provide free medical service to all staff members of SUC. Additionally, a clinic is located in the campus. The medical health policy is outlined in your contract as some medical procedures and treatment may be covered by insurance.

- **Pharmacies**

There are many pharmacies in Sur; for example, Muscat Pharmacy is a chain of pharmacies throughout the country and has been serving customer needs since opening in 2001.



A medical clinic within SUC campus

Housing and Maintenance

- **Housing**

Fully furnished accommodation will be provided as part of your contract. Water connection is directly available to most houses. Mineral water supply is also available in the city
(GSM: 99439465/ 99483610 (Oman Oasis)).

A full gas cylinder will be provided for your apartment upon arrival. Thereafter, you have to refill the cylinder by calling a local gas agency (GSM: 99200058).

- **Paying Bills**



Your house electricity and water bill will be covered by SUC based on the contract allowances.

- **Telephone/Mobile phone**

Getting landline connection is quite easy as there is a telephone connection already existed in your building. You need to fill out forms and by giving a photo copy of the Resident card for availing telephone connection.

Omantel, Freendi and Oreedo are the main mobile phone service providers in the country. You will need to provide a photocopy of your passport or resident card copy to sign up for prepaid mobile services.

- **Postal service**

In Oman, there is no direct home delivery postal service. You may use the college address for your postal needs.

- **Housing Maintenance**

Mr. Sajad (GSM 92299581) is in charge of service unit inputs. If you encounter a maintenance issue in your classroom, office or housing, you can contact him about repairs. Your communication in written format to him is highly appreciated.

Documents Requirements for new Academic Staff

SUC needs the following documents from new academic staff members to process his/her applications:

- Copy of the attested copy of your degree certificates. Your original degree certificates should be attested by Omani authorities in your country.
- Completed application form – the 5th page needs to be signed and scanned.
- Completed personal application and consent form signed by the applicant.
- A passport-style photo (submitted electronically in JPG format is acceptable).
- Copy of passport.
- Up-to-date Curriculum Vitae.
- Copy of degree/qualification certificates (Bachelor, Master, Ph.D.).



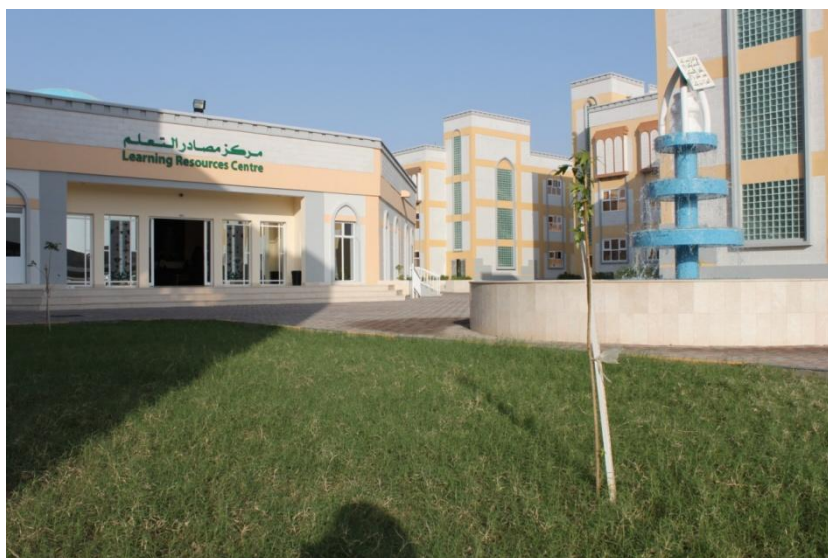
- Marriage certificate attested by Omani embassy, if applicable.
- Copy of experience certificate or letter demonstrating two years of teaching experience.

Once the aforesaid documents are approved by the Ministry of Higher Education (MOHE), SUC will appoint the faculty member to the appropriate department. His/her visa should be approved by the Ministry of Manpower, Oman. Once the visa is received from Manpower, then the scanned version will be sent to the pertinent staff member through e-mail.

Original Visa Deposit and Immigration Procedure

Before arrival at the Muscat International Airport, the staff member's original visa will be submitted to the visa collection center at the Muscat International Airport by a representative from SUC. The staff member may confirm the deposit of this visa with the Dean's secretary. The staff member must collect his/her original visa from the visa collection center at the airport and clear immigration procedures.

The staff member will be met at the airport by a representative of the Head Office of SUC. The representative will show your name printed on a board and will be waiting for you at the arrival hall. From the airport you will be taken to a hotel to relax. You may stay one or two nights in Muscat before being taken to your accommodations in Sur. Expenses of your hotel stay and three meals per day will be covered by SUC.



A green campus in front of Learning Resources Centre



Driving Licenses and Other Details

Driver's licenses, alcohol permits, car insurance (as required), a bank account, phone and internet, etc, are easily available as most people speak English at public offices and utilities. If you have any problems, then you can contact your sponsor Mr. Ameer by 99866695.

To obtain an Omani drivers license is approximately 20 OMR. You need to produce your valid license from neighboring Gulf countries, Jordan, USA, Canada, the EU, Australia or New Zealand. Ask the personnel at the college to assist you in this process.

- Eating Out

Eating out can be as cheap as shopping, preparing and cooking yourself. There are many coffee shops, local restaurants (ask around for those recommended) and hotel restaurants. There is also a college cafeteria, which serves breakfast, lunch and snacks from about 8.00 AM to 6.30 PM. The food is cheap and suits most tastes. Rice features predominantly in most dishes.

Resident card processing

After approximately 10 working days from your date of joining, you will be called by the Administration department for processing your resident card.

The following procedure will be adhered to:

- Public Relationship Officer (PRO) will take you to the Government authority's medical center to do blood testing. Staff will undergo a HIV test. The PRO will carry all the relevant documents for your purposes.
- Once your blood has been tested, then you will be directed to Police authority to process your resident card. During this period, SUC's PRO will help you over to that place.
- In the Police station, a Police officer will enroll your finger-prints and signature. You will be provided a resident card immediately thereafter.

The same procedure of obtaining resident card will be followed by your spouse and children upon arrival to Sur.



Work Related Information

Leave

The job is advertised as having 40 calendar days leave. This is calculated on the basis of 5 days per month, so if this is your first year and you come at the beginning of September, you are entitled to less than 40 days by the end of June. Longer leave, unpaid, can be arranged. Most staff takes their leave in summer, July & August, as this is the hottest period. However, if there is no teaching, then staff may take days off with the approval of the college.

When staff are not on leave, they are expected to be at college during the designated times, even if they are not teaching.

Your Working Day

Working Hours: 40 per week

Teaching time: 8:00 A.M. – 8:00 P.M.

Teaching Load will vary from 9 Hours per Week to 15 Hours per Week based on your rank and designation.

Working hours will vary during exams and in summer.

Leaving College during the Day

Staff members are expected to be in the college when they are teaching and usually until 4:00pm. However, they may leave to run errands which can't be done at any other time provided they have permission from the Head of Department.

The Teaching Timetable

Your teaching load depends on your rank and designation, which will largely be made up of double periods. Some will be asked to combine teaching and academic administration, as coordinators. Each lesson lasts 50 minutes, so a double lesson lasts 1 hour and 40 minutes. To teach less on a regular basis will quickly be noticed by students, and some of them will complain to your supervisor. Lessons start at 8:00 a.m. until 8:00 p.m.



On the timetable, times are given as 8.00 am -10.00 am or 11:00 am -1:00 pm etc. This simply means it's a double lesson, so you finish at twenty minutes to the hour. Single lessons e.g. 9:30 am -11:00 am finish at 15 minutes to the hour. Bear in mind that the students may have another double lesson after yours, and will need a break, so try not to over-run your classes.

Ramadhan Timing

Lessons are shorter during Ramadhan. Single lessons last 40 (10:00 am-11:00 am) or 60 (9:30-11:00 am) minutes and double lessons last 1 hour 20 minutes. The college will provide you a separate timetable for Ramadan duration. After Ramadhan, there will be the Eid holiday after which lessons revert to the original timetable.

What to do in case of illness

- Contact the Head of Department.
- You need to visit the clinic or hospital designated by SUC

While in Sur, use the Sur Private Hospital

- Contact the Head of your Department again if the absence will be longer than a day.
- Take the medical certificate (leave) to the Head of Department as soon as you return.

Behavior of Staff

Working at an Islamic institution means expatriate teachers must be careful about how they dress and what they say. Being outspoken about cultural differences can be very offensive. Basically, teachers are requested to respect the culture and traditions of an Islamic country and refrain from discussing certain topics like religion, politics or sex with the students.

Eating and Drinking

Omanis do not eat or drink while moving around. Eating or drinking should be done in offices at the college, but not in the corridors. Similarly, it should not be done on the city/town streets.



During Ramadhan, it is best to put any food or drink-making equipment in your office out of respect for the local inhabitants. In particular, drinking and eating in public during Ramadan fasting period is considered as severe offence, punishable up to 10 days jail.

Some Background Information about the Foundation Program

The Foundation English course is intended as preparation for future vocational specializations to be taught in English. The Foundation curriculum was compiled by SUC staff to produce a comprehensive document detailing, learning objectives, skills, learning strategies and outcomes.

English Language Support

First year degree students and those in subsequent years working towards their vocational degrees will continue to take English courses to support their degree studies.

Teaching Omani Students

On the whole, the students are very easy to handle. They are friendly, relaxed and easy-natured. The girls are much shyer generally than the boys and will make it obvious if they want a teacher to get to know them or not. Sitting at the back of the classroom gives them the ability to see everything, but only take part in lessons as much as they feel they want. In some ways, teaching in the class rooms is like teaching two separate groups inside one classroom, and thus limits teaching methods.

Omani students are a delight to teach. They are responsive, creative, assertive, polite, well-meaning and welcoming to foreigners, despite political problems in other Arab countries.

Some Guidelines about Discipline

Omani students respond positively to teachers who like them and very soon sense how a teacher feels about them. They are like students the world over. Most of the time, you just need to be fair and do the job. If they feel you are not teaching the syllabus or are short-changing them, they will complain, sometimes to you, often straight to the Head of Department.



If they misbehave, a sharp word is usually enough to bring the student back into line. The usual reaction from the student is then to apologize and after the lesson to offer to carry your things, clean the board etc. They like to have good relationships with everybody, and like to leave friends.

If the atmosphere is not right, a word to the Head of Department might be worthwhile before things get really bad. It could be that they can't understand your accent, and that you need to slow down, or that there has been some misunderstanding on the first day which needs sorting out.

As with all teaching situations, start by being a bit strict, and then you can ease up later. Try to learn their names as soon as possible, including surnames, and they will be impressed.

Attendance and Absence Procedures

SUC has online system for attendance and absence of the students. Your Head of Department will advise you on these.

College Examinations and Invigilation

The Registration department will distribute the final examination and invigilation schedule two weeks prior to examination.

Climate at Sur

Sur, Oman has a semi-arid weather condition with fewer rainfalls and high temperature throughout the year. However, normally between September and April, the weather temperature becomes more moderate. World Meteorological data of Sur, Oman is given in the following table.

Climate data for Sur, Oman

Climate data for Sur, Oman													
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Average high °C (°F)	26 (79)	28 (82)	32 (90)	37 (99)	41 (106)	42 (108)	41 (106)	39 (102)	38 (100)	36 (97)	31 (88)	28 (82)	34.9 (94.9)
Average low °C (°F)	18 (64)	19 (66)	22 (72)	26 (79)	30 (86)	31 (88)	30 (86)	28 (82)	27 (81)	25 (77)	21 (70)	19 (66)	24.7 (76.4)
Rainfall mm (inches)	11 (0.43)	10 (0.39)	17 (0.67)	8 (0.31)	2 (0.08)	13 (0.51)	3 (0.12)	3 (0.12)	0 (0)	2 (0.08)	3 (0.12)	11 (0.43)	83 (3.27)
Source: World Meteorological Organisation (UN) ^[2]													

(Reference: http://en.wikipedia.org/wiki/Sur,_Oman)



Oman's first suspension bridge is located in Sur



(Ref: <http://www.flickr.com/photos/alyafaei/4423098873/in/photostream/>)

Embassy details

Staff members are advised to register with their country's embassy or consulate in Oman. Listed below are the contact details of several countries' embassies:

Embassy of Jordan:

Jordanian Embassy in Muscat, Oman
Al Mantiqa Al Diplomaciya
Arab League Street
Phone: 968-692-760, Fax: 968-692-762
Email: embhkjom@omantel.net.om

Embassy of USA:

U.S. Embassy in Muscat, Oman
P.O. Box 202, Code 115
Medinat Al-Sultan Qaboos, Sultanate
Muscat, Oman
Phone: 0968-24-643-400, Fax: 0968-24-699-771
Website: <http://oman.usembassy.gov/>
Email: answersom@state.gov

Embassy of Australia:

Embassy address: Diplomatic Quarter, Riyadh,
Telephone: 966 1 488 7788 - Fax: 966 1 488 7973.

Australian Visa Application Center



Villa No 32, Way No 4034
Al Diyafah Street
Opposite Indian School Al Ghubbrah North
Muscat – Sultanate of Oman

Embassy of India:

Embassy of India in Oman
Diplomatic Area
Jami at Al-Dowal
Al-Arabia Street, Al Khuwair, Sultanate of Oman
Phone: 24684500, Fax: 24698291
Website: <http://www.indemb-oman.org/>
Email: indiamct@omantel.net.om

The remaining embassy details may be found at
<http://embassy.goabroad.com/embassies-in/oman>



A class room at SUC.



A Computer Lab at SUC



The Mosque



An Aerial view of entire SUC Campus



References

- [1] http://en.wikipedia.org/wiki/Sur,_Oman
- [2] MOHE, Oman.
- [3] <http://embassy.goabroad.com/embassies-in/oman/>
- [4] <http://www.flickr.com/photos/alyafaei/4423098873/in/photostream/>
- [5] University of Bahrain staff guide book.



Learning Resource Centre in SUC

SUR UNIVERSITY COLLEGE



كلية صور الجامعية

- 1 MAIN GATE.
- 2 ADMINISTRATION BUILDING.
- 3 LEARNING RESOURCES CENTER.
3-a BOOK STORE.
- 4 FOUNDATION PROGRAM.
- 5 BUSINESS ADMINISTRATION DEPT.
- 6 INFO & TECHNOLOGY DEPT.
- 7 ENGINEERING DEPT.
- 8 STAFF RESTAURANT.
- 9 MEDICAL UNIT.
- 10 MASJID.
- 11 FEMALE PRAYER HALL.
- 12 STUDENT'S SHOP.
- 13 ATM.
- 14 RESTAURANTS.
- 15 AL AFFAYA AUDITORIUM.
- 16 FEMALE DORMITORY.
- 17 STAFF ACCOMMODATION.
- 18 STORAGE.
- 19 SHOPPING CENTER.
- 20 ADMINISTRATION BLD GATE.
- 21 STUDENT'S PARKING.

- ١- البوابة الرئيسية
- ٢- مبنى الإدارة
- ٣- مركز مصادر التعليم
٣-أ. مخزن الكتب
- ٤- البرنامج التأسيسي
- ٥- قسم إدارة الأعمال
- ٦- قسم تكنولوجيا المعلومات
- ٧- قسم الهندسة
- ٨- مطعم الموظفين
- ٩- العيادة
- ١٠- المسجد
- ١١- مصلى الإناث
- ١٢- دكان الطلبة
- ١٣- الصراف الآلي
- ١٤- المطاعم
- ١٥- مسرح الغنية
- ١٦- سكن الطالبات
- ١٧- سكن الموظفين
- ١٨- المخازن
- ١٩- مركز التسوق
- ٢٠- بوابة مبنى الإدارة
- ٢١- مواقف للطلبة



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