



Warith Al-Anbiyaa Staff Development Policy

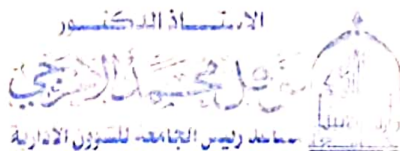
Aims and Objectives:

The primary aim of the University of Warith Al-Anbiyaa Staff Development Policy is to provide a comprehensive framework that facilitates and promotes the professional growth of all staff members in alignment with the university's corporate plan and departmental objectives. This policy outlines a clear roadmap.

Policy:

The University of Warith Al-Anbiyaa is committed to fostering an environment that prioritizes the development of its staff. To ensure a fair and inclusive approach, guided by Islamic principles, the following principles shall govern all staff development activities:

- 1. Equal Opportunities:** All staff development initiatives shall adhere to Islamic teachings, which emphasize the equality of all individuals irrespective of race, sect, or disability. The University shall ensure that opportunities for staff development are available to all without discrimination based on these factors.
- 2. Equitable Access:** The University is dedicated to providing equitable access to staff development opportunities for all employees, in line with Islamic values. This includes but is not limited to scholarships for academic studies, study funds, research stipends, national and international trips, academic exchanges, research conferences, workshops, and other opportunities outlined in Memoranda of Understanding (MoUs) related to staff exchange and research collaboration. These opportunities shall be tailored to individual roles and objectives, while upholding Islamic principles of fairness.
- 3. Equality and Diversity Awareness:** Internal training activities shall incorporate a focus on heightening awareness of equality and diversity issues, as guided by Islamic teachings. This emphasis shall be integrated into the design, content, and delivery of each activity. External



providers commissioned for staff development shall also align with these principles and Islamic values.

4. Statutory Compliance: To ensure legal compliance and the best interests of staff, others, and the University, participation in certain staff development activities may be mandatory. These mandatory activities shall be determined by relevant statutory regulations and the needs of specific roles while respecting our jurisdiction system.

5. Alignment with University Cycles: Staff development processes shall be closely integrated into other planning and review cycles, including individual and departmental staff induction, performance review programs, the annual planning cycle, and academic and subject reviews.

6. Approval and Funding: Funding and study leave requests for staff development purposes must receive approval from the appropriate Head of Department or nominee. In some cases, consultation with HR Policy and relevant Committees may be necessary, ensuring decisions align with the university's principles.

7. Departmental Participation: Heads of Departments and Section Managers shall actively encourage and support all staff, regardless of job role, grade, or work patterns, to engage in relevant internal and external staff development activities, in harmony with the university's motto and culture. The University expects all departments to participate in suitable staff development activities.

8. Staff Responsibility: The University acknowledges that staff members bear responsibility for their own development. In addition to mandatory and role-specific training, employees are encouraged to utilize the provided development opportunities. Staff development needs may arise throughout the year, and flexibility in planning processes allows for the agreement of additional development needs as necessary.

9. Continuous Improvement: The University is committed to the continuous enhancement of its staff development provision. To achieve this, feedback from staff members regarding the effectiveness of staff development activities will be actively sought.

Responsibility:

The HR Policy Committee, representing the Council, holds ultimate responsibility for the University's Human Resources strategy and the approval of key Staff Development policies, in accordance with our culture and moral values. Other individuals and offices involved in staff development include:

- 1) The Director of Continuous Education Center (CEC)
- 2) Section Managers

3) The Continuous Education Center Team

Monitoring and Review of Policy:

Continuous evaluation and improvement of staff development activities are essential. The following processes will be implemented:


- 1) The CEC team and other in-house providers will evaluate the effectiveness and impact of their offerings.
- 2) Feedback from staff members will be actively sought and considered.
- 3) During annual Performance Reviews, staff managers and employees will assess the achievement of development objectives and plan appropriate next steps.
- 4) The Director of Continuous Education Center will oversee policy application and provide annual reports to the HR Policy Committee.
- 5) A regular review of this policy in accordance with the country's legislation will be conducted to ensure its continued alignment with the values and objectives of the University.

This Staff Development Policy is a dynamic document, subject to periodic review and revision to ensure its continued relevance and effectiveness in promoting staff growth and development at the University of Warith Al-Anbiyaa, while upholding Islamic teachings and values.

Document Control:

Approved on: 12 July 2017

Last reviewed and updated: 14 December 2022


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