ULAB
UNIVERSITY OF LIBERAL ARTS BANGLADESH

Faculty HR Manual 2026

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ULAB
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PART - 1

GENERAL

Preface

The ULAB Faculty HR Manual 2026 provides an in-depth overview of the university's best practices and policies. The documents composed by a committee authorized by the University Board of Trustees and is ratified by the Syndicate. It includes general policy guidelines for employment, benefits, salary administration, and services available to both academic and administrative staff members as well as for the key issues that affect the everyday operational needs and objectives of the University and its staff members.

The University may change these guidelines unilaterally and without notice; it reserves the right to change, modify, or determine the applicability of any policy to a particular situation and to depart from the guidelines contained herein in a given case. Staff members are employed on an at-will basis, which may allow either the employee or University to end the employment relationship at any time or for any or no reason. This Manual is designed as an informational document and does not constitute or reflect a contract. However, it aims to complement the written particulars of terms and conditions of employment relating to the particular role assigned to staff members prior to their joining the University.

The purpose of this manual is to help all academic and administrative staff (hereinafter staff) to understand the rules and regulations under which they work. The University welcomes any suggestions, which may help to improve the quality of performance and working environment for all concerned.

All staff are advised to refer to their Department Heads/ In-charge, HR Office and/or any other person designated for meeting any queries they may have.

Provisions articulated in this Manual supersede all previous related policies, rules, proceedings, etc. of the University relating to those matters. Any discrepancies between any preceding conditions and corresponding rules in this Manual are to be reconciled in favor of this Manual. Exceptions occurring in individual contracts may be upheld for the duration of the contract. The right of interpreting and deciding on such discrepancies, if exists, rests with the authorities of the University.

Professor Shamsad Mortuza , PhD
Vice Chancellor
University of Liberal Arts Bangladesh (ULAB)

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Chapter – 1.0

Introduction

CHAPTER – 1.0: TITLE, AUTHORITY AND SCOPE

1.1 Introduction

University of Liberal Arts Bangladesh (ULAB) Faculty HR Manual 2026 is a comprehensive reference tool that provides answers to many of your HR related questions. This manual is your first point of contact with ULAB. The material contained in this manual is presented for your general information. Its contents can no way be interpreted as a contract between ULAB and any of its employees.

This Manual is issued to all employees of ULAB. Management shall ensure that the provisions of this Manual are consistently and effectively implemented throughout the University. Those employees whose terms of services are defined through other contractual instruments/appointment letters shall be bound by their terms of services and partly on some policies/rules of this manual when mentioned in their Contract/Appointment letter.

The purpose of this manual is to make transparent rules and guidelines concerning employee service at ULAB. It aims to facilitate the implementation of HR Policies and practices to achieve organizational objectives and missions fairly and logically.

Each Chapter of this manual contains information which is important for your employment. Please take the time to read it carefully. As an employee, there are certain policies and procedures with which it is expected that you will be familiar with compliance.

While this Guide can answer many of your everyday questions about various HR policies and processes, you may need to contact the Human Resources Office for further advice and guidance. This Faculty HR Manual supersedes all other previous Faculty HR Manuals or Faculty HR policies whether written, verbal, or in practice.

1.2 Title

This Manual shall be called ULAB Faculty HR Manual 2026 and shall come into force at once.

1.3 Authority

This Manual has been composed and ratified by the authorities of the University, namely the Board of Trustees, upon the recommendation of the Syndicate. The provisions made in this Manual are, without prejudice and superseding any rules that may currently exist in this regard, applicable to all salaried administrative and academic staff of the ULAB.

The authority of the University resides in the Syndicate constituted as per memorandum and Rules and Procedures, adopted as Statute under the Private University Act-, 2010.

1.4 Interpretation

The right of interpretation of the provisions of this Manual is reserved by the University whose decision in all matters mentioned in this Manual regarding eligibility claims, enforcement and/or other aspect, benefits or privileges shall be final and binding subject to the condition that nothing in the Manual can be interpreted so as to prejudice to the fundamental rights guaranteed in the Constitution of the Government of the People's Republic of Bangladesh.

This Manual shall be interpreted and implemented in a manner that promotes institutional capability, ethical conduct, professional accountability and continuous improvement. As the University advances its strategic priorities, including academic excellence, research, student success, responsible use of artificial intelligence and

digital tools, sustainability and internationalization, the Human Resources function shall play a central role in attracting, developing, retaining and supporting employees whose contributions advance these priorities.

1.5 Extent of Application

This Manual shall apply on all staff irrespective of their level, pay, appointment process, conditions and terms of employment, etc. at ULAB.

1.6 Confidentiality

The contents and instructions laid down in this Faculty HR Manual are CONFIDENTIAL and must not, in any way, be divulged to any person, not in the service of the University. Hard copy of this policy is strictly prohibited to show or give to any other person who does not belong to this University. Access to check the policy on the internet or intranet will be cautiously controlled.

1.7 Policy Exceptions

Any policy exception proposed must be recommended by the respective Head of the Department (HoD) with proper justification and forwarded to the Head of Human Resources Office for onward submission to Syndicate for approval. However, as delegated by the Board of Trustee (BoT), the exceptions may be handled by the Vice Chancellor.

1.8 Review

Conditions contained in this document are subject to review and may be changed due to exigent circumstances or other causes as deemed to be necessary by the university authority.

The Board of Trustees of the University reserves the right to change the laid down Rules and Regulations partly and/or fully from time to time as recommended by the Management.

1.9 Custodian of the Manual

This Manual shall be retained with the Human Resources Office of ULAB. For any change, modification, inclusion, exclusion, etc. in any of the provisions, definitions, etc., shall have to be made through the Human Resources Office of ULAB; otherwise, that shall not have any validity in ULAB.

Chapter – 2.0

Introduction

CHAPTER 2.0: INTRODUCTION

2.1 Background

The University of Liberal Arts Bangladesh (ULAB) was founded by philanthropist Kazi Shahid Ahmed as a private university. The idea of the University was initiated at a public colloquium, in February of 2002, attended by leading academics, cultural figures, and entrepreneurs. The University was established with the objective of benefitting the higher education sector of Bangladesh by creating a competent workforce and informed citizens who are of service to the community, country, and the world. In this spirit, he created a place of learning where well-rounded students would be fully steeped in the values of their own heritage yet trained to face the modern global workplace.

The sponsors planned for many years, and the idea of the University was initiated at a public colloquium, in February of 2002, attended by leading academics, cultural figures, and entrepreneurs. In November 2003, the University Grants Commission (UGC) of Bangladesh granted permission for the opening of ULAB.ULAB was formally launched at a ceremony on October 1, 2004.

The Board of Trustees (BOT) is the apex body which provides the overall policy guidelines and approves the annual budget of the University. The administration of the University is overseen by the Syndicate.

The Vice-Chancellor (VC) is appointed by the Chancellor upon the recommendation of the BOT for a period of four years. The VC acts as the chief executive and academic officer who runs the university with the support of the statutory bodies and operates under the provision of the Statutes prepared within the framework of PUA 2010. He or she is the chair of Syndicate, Academic Council and normally of any other committees of which he or she is a member and presides over proceedings (except on formal occasions, such as Convocation, when the Chancellor presides).

The VC is assisted in his academic and administrative responsibilities by a Pro-Vice-Chancellor (PVC), who is appointed by the Chancellor. The Registrar supervises the administrative offices, collaborates with the offices of admissions and the Controller of Examinations, and maintains liaison with the Ministry of Education, University Grants Commission (UGC) and other relevant authorities.

The University, under its Charter, is authorized to impart lessons and confer undergraduate and graduate degrees in all branches of arts, business, social sciences and sciences; provides training through workshops; and conducts research in partnership with the relevant bodies.

ULAB's distinctive institutional identity is grounded in liberal education, sustainability, research, innovation, ethical citizenship and social responsibility. The University seeks to educate students not only for employment, but also for leadership, critical thinking, creativity, civic responsibility and lifelong learning, and the Human Resources system shall support these commitments by ensuring that ULAB recruits, develops, evaluates, rewards and retains people capable of advancing this institutional direction.

ULAB incorporates the values of Liberal Arts and Sustainability into its curricula through its General Education Department. ULAB is a research-intensive University with multiple research opportunities for its faculty members and students made available through various Centers and Institutes*.

The University is a not for profit institution and derives its income primarily from student fees, research grants, and contracts.

2.2 Strategic Plan

The motto of the university, 'Your University, Your Future', sets out its ambition to instill a sense of pride and ownership among the stakeholders by becoming a world-class, world-changing university. At the core of ULAB's strategic plan is every one of our students, faculty members and administrative staff.

The strategy is about giving our people the support, development, infrastructure, and environment required for realizing the university's ambition. It is about creating a sense of ownership, which in turn will transform the way we work through improved interactions with each other, our students, and our partners.

The plan is guided by our core values of inclusivity, diversity, liberal and progressive outlook, creativity and innovation, lifelong learning and adaptability, sustainable development, and professionalism.

The University aims at creating a progressive learning and research environment that is proud of its local heritage, while empowering staff and students to engage in producing multi-disciplinary knowledge for a sustainable future.

The aim is to provide a learning environment in which faculty, staff and students can discover, examine critically, preserve and transmit the knowledge, wisdom and values that will help ensure the survival of this and future generations and improve the quality of life for all.

The University seeks to assist students to realize their highest potential of intellectual, physical, and human development. The university thus:

a) offers broad and balanced academic programs within the purview of liberal arts.
b) generates new knowledge through a broad array of scholarly, research and creative endeavors, which provide a foundation for understanding and engaging with the immediate and long-range needs of society.
c) encourages leadership in each discipline,
d) strengthens cultural understanding through opportunities to study local and global languages, cultures, the arts, and their implications in society.
e) embodies through its policies and programs, respect for, and commitment to, the ideals of a progressive, liberal, pluralistic, and democratic society.

University of Liberal Arts Bangladesh (ULAB) is a private liberal arts-based university in Dhaka, Bangladesh. Founded in February 2002, permission to open was received from the University Grants Commission (UGC) of Bangladesh in November 2003, according to the Private University Act 1992.

ULAB incorporates the values of Liberal Arts and Sustainability into its curricula through its General Education Department and its Center for Sustainable Development (CSD) and Department of Environmental Studies & Sustainability (ESS). ULAB is a research-intensive University, with multiple research opportunities for its faculty members and students.

ULAB's founder, Kazi Shahid Ahmed, believes in creating works that benefit the people of Bangladesh and are of service to the country. In this spirit, he created a place of learning where well-rounded students would be fully steeped in the values of their heritage yet trained to face the modern global workplace.

Vision

The University of Liberal Arts Bangladesh will become a regional knowledge hub and lead the higher education sector in Bangladesh [the best university in Bangladesh and a leader in South Asia.]

Mission

The University of Liberal Arts Bangladesh is an institution devoted to developing young minds to their fullest potential through the free and creative pursuit of knowledge. We are firmly committed to helping young men and women to become responsible and caring citizens of their nations and the world.

We fulfill these aims by adopting an array of traditional and innovative academic and extracurricular programs, and by bringing to our students the best that has been thought and accomplished in the arts and sciences throughout the world.

Values

ULAB's core values are the standards that drive our culture, guide our conduct, and set the minimum expectations for everyone at ULAB.

- Love of Lifelong Learning
- Practicing Integrity and Leadership
- Encouraging Innovation
- Promoting Tolerance
- The Pursuit of Excellence
- Sustainable Development
- Respect, Inclusion and Diversity
- Responsible Use of Technology and Artificial Intelligence

ULAB values honesty, fairness and accountability in equal measure with diversity, dignity and collegiality, and expects employees to use AI and digital tools responsibly, with attention to academic integrity, privacy, fairness, data security and human judgment.

Chapter – 3.0

Definition of Terms

CHAPTER – 3.0: DEFINITION OF TERMS

In this Manual, unless there is anything contradictory in the subject or the context:

Words importing the singular shall include the plural and words importing the plural shall include the singular, where the context so requires. References to "the University" shall mean the University of Liberal Arts Bangladesh. References to "employee" shall include faculty members, administrative and professional staff, support staff, contractual employees, temporary employees, project employees, consultants, retainers, interns and any other person engaged by the University, unless a specific clause provides otherwise.

1. Academic Council means the body of the University as determined in the Private University Act, 2010 on academic and related issues.
2. Admin Recruitment/Selection Committee means the body constituted to recruit/select staff in administrative/non-academic positions for the University.
3. Administrative positions are those positions created to provide support to the prime function of the University which may include general office management, logistics, maintaining records of any nature and doing a variety of other tasks.
4. Advisor means a person(s) or firm or company, either Bangladeshi or foreign, appointed on specific terms and conditions by the University or on a special contract, for advising the University or any of its department/center/office on specific matters or overseeing any of its department/center/office concerned;
5. Allowance is the amount in addition to basic pay permitted, especially within a set of regulations or for a specified purpose.
6. Appointing Authority means University of Liberal Arts Bangladesh and includes any person, committee(s) or council authorized by ULAB to make an appointment to any administrative/non-academic post(s);
7. Basic pay means the pay to which an employee is entitled in the scale of the post/level/grade to which appointed or promoted but does not include allowances and other emoluments.
8. Board of Trustees (BoT) means the body as defined in the Memorandum of Articles of the University of Liberal Arts Bangladesh Trust.
9. Candidate means a person seeking appointment for the first time or already appointed seeking promotion or additional position/responsibilities/duties.
10. Center is a body primarily to carry out research and research-related activities as defined by the University and disseminate the knowledge acquired in the academic and non-academic areas.
11. Competent Authority means Board of Trustees (BoT) as constituted in the Private University Act, 2010 and includes delegated persons namely, Vice-Chancellor, Pro-Vice-Chancellor, Treasurer, Registrar and/or any other person to exercise authority on behalf of BoT;
12. Consultant means person(s) or firm or company, either Bangladeshi or foreign, appointed on specific terms and conditions, by the University for rendering specific service for a specified period.
13. Day means a calendar day beginning and ending at midnight.

14. A department can either be an academic body responsible for teaching related matters, or an administrative unit for ensuring administrative/non-academic activities.
15. Disciplinary Committee as constituted under the provision of the Private University Act, 2010 means the body for taking appropriate measures for ensuring appropriate discipline among ULAB students.
16. Duty means and includes:
    a) service as an employee.
    b) service as a probationer or trainee provided such service is followed by appointment on a regular basis.
    c) joining time.
    d) the period spent on a duly authorized course of instruction or training including the time reasonably required for the journey to and from the place of such training.
    e) authorized tour at home and abroad.
    f) the period spent on organized activities including sports, cultural and any other activities authorized by the competent authority.
17. Emoluments means and includes:
    a) basic pay.
    b) special pay, personal pay, additional pay.
    c) allowances other than travelling and medical allowance.
    d) any other payment and/or fees, as appropriate,
    e) Subsistence grants.
18. Faculty/School consists of one or more departments under the supervision of Dean/Director of the Faculty/School for academic pursuit.
19. Finance Committee as constituted under the provision of Private University Act, 2010 is an administrative body which prepares the annual budget, advice and recommends the Syndicate and Board of Trustees on all finance related matters.
20. Form means a prescribed document used for specific information as may be prescribed by the competent authority from time to time.
21. Holiday means a day declared as such by order of the Government and includes any other day declared as such by the order of the competent authority.
22. Honorarium means a recurring or non-recurring non-salary payment granted to an official and/or support staff as remuneration/recognition for his/her work or service.
23. Joining Time means the time allowed to an employee enabling him/her to join a new post on transfer, promotion or on return from leave.
24. Month means a calendar month according to the Gregorian Calendar.
25. Pay Scale means the approved scales of pay for employees at different levels and/or as revised by the competent authority from time to time.
26. Probation means the period of service as defined by University authority which is temporary in nature performed before confirmation in the respective position:

27. Promotion Committee means a committee constituted by ULAB authority to assess promotion eligibility of admin employees to the next higher position along with any other assignment/Terms of Reference given to the Committee.
28. Recognized University means a university established by or under the laws of the country and one in the country or overseas, which maintains comparable academic standards.
29. Review Committee(s) means committee(s) constituted to deal with reviewing the performance of administrative staff, financial and other benefits, discipline, appeal, promotion, leave issues, etc.
30. Service means and includes the period during which an employee is on duty as well as on approved leave, but does not include any period during which an employee is absent from duty without permission or overstays while on leave unless such absence from duty or over-stay is subsequently approved by the competent authority;
31. Staff means any employee in ULAB other than faculty members and researchers at ULAB.
32. Support Staff means a person and/or a group of persons hired to assist an administrative office and/or any other specific reasons.
33. Suspension means temporary cessation of duties of an employee on disciplinary ground.
34. Syndicate means the body of the University as determined in the Private University Act, 2010, authorized with the responsibility for overall management/governance of the University, including the formulation of policies, rules and regulations, strategic planning, quality control, recommend the budget to the Board of Trustees for approval, providing financial security/well-being and award of recognition on behalf of the University;
35. Transfer means the movement of an employee from one post to another, or from one office to another office of ULAB.
36. University means The University of Liberal Arts Bangladesh (ULAB), established in 2003 as a University; it was authorized to operate as a full-fledged University under the Private University Act of 1992 to be read in conjunction with any subsequent Act or amendments(s) thereto. ULAB includes all its different schools, faculties, departments or constituent institutions, centers, etc.
37. Year for accounts means a financial year as decided by the government and for other purposes, a calendar year.

Chapter – 4.0

Organization

CHAPTER 4.0: ORGANIZATION

4.1 Introduction

University of Liberal Arts Bangladesh (ULAB) has structurally designed its organization facilitating superior communication, responsiveness and meaningful work at various levels. ULAB believes that its management structures define, among other things, boundaries, not barriers and would encourage dialogue for clarity, collaboration and resource sharing across Functions/Departments/Groups for the betterment of the university.

4.1.1 Organogram

The Organizational Structure indicates channels of communication and reporting relationships. Each Department Head should ensure that the employees under him/her fully understand the Organogram and follow that reporting relationship and flow of all communications as delineated.

4.1.2 Senior Management Team (SMT)

The SMT is a forum where the VC and his / her direct reports are included. The SMT members are expected and encouraged to contribute in making decisions on matters of strategic issues and overarching policies and procedures. This forum should also guide and monitor the implementation of the University's strategic plan.

The SMT, chaired by the VC, will meet on a regular basis to discuss and decide the key issues confronting the University in a collective manner.

Person(s) holding the following positions will be the members of SMT:

1. The Vice-Chancellor
2. The Pro-Vice-Chancellor
3. Treasurer
4. Deans of Schools
5. Registrar
6. Head of Departments / Director of Centers
7. Head of Administration
8. Controller of Examinations

1. The Vice Chancellor (VC)

The Vice Chancellor is the Chief Executive and Academic Officer of the university. As per the recommendation of the Board of Trustees, the Chancellor appoints the Vice Chancellor for 4 (Four) years term. The Vice Chancellor is the member of the Board of Trustees under the authority of ex officio. As the CEO of the University, the Vice Chancellor is responsible for implementing the decisions of Syndicate and Board of Trustees. S/he is also responsible for setting the University's strategic direction and objectives and for ensuring that the performance is maintained.

2. The Pro-Vice Chancellor (Pro VC)

The Pro-Vice Chancellor is appointed to support the Vice-Chancellor. Based on the recommendation of the Board of Trustees, the Chancellor appoints the Pro-Vice Chancellor for 4 (Four) years term. The Pro-Vice Chancellor performs duties as determined by the Private University Act and given by the Vice Chancellor.

3. Treasurer

Based on the recommendation of the Board of Trustees, the Chancellor appoints the Treasurer for 4 (Four) years term. The Treasurer has a supervisory role over all aspects of financial management, working closely with Syndicate, Finance Committee and Board of Trustees to safeguard the University's finances. As per the Private University Act, the Treasurer is a member of the Syndicate and Finance Committee.

4. Dean of Schools

Deans of Schools are vested with the responsibility to lead, manage and develop the Schools to ensure their achievement to the highest possible standards of excellence in all of its activities.

5. Registrar

The Registrar reports to the Vice Chancellor and is responsible for admissions, records and registration, academic scheduling, frontline service and support, strategic enrollment data management and analysis, academic policy, and graduation. The Registrar is the focal point of the university for maintaining liaison with external stakeholders like UGC, Ministry and other government and non-government entities. In his secretarial role as outlined in the Private University Act, Registrar is the Member Secretary of Syndicate and Academic Council.

6. Head of Administration

The Head of Administration is responsible for ensuring the service support required for running the University's academic, administrative, and other auxiliary activities including buildings and facilities, campus sustainability, auxiliary services, information technology, human resources, legal and security. S/he reports to the Vice Chancellor or to the designated authority, unless otherwise specified in his terms of appointment.

7. Head of Departments / Director of Centers

Heads of Department / Director of the Centers are required to exercise leadership, demonstrate vision, and empower others to deliver the agreed departmental strategy within the Department.

8. Controller of Examinations (CoE)

Controller of Examinations is the principal officer-in-charge of the conduct of examinations of the university and declaration of their results. The core responsibility of the position includes assuring that all examinations and exam related activities are performed according to the guideline of the University. The position is also the safe keeper of the results and certificates of the students.

4.1.3 University Administration: Governance Structures & University Authority

Good Governance is key to any well managed organization and has been described as 'the system by which University is directed and controlled.' ULAB has sought to ensure that good governance practice is adopted throughout the University from Board level to operational frontline employees. ULAB has the following governing bodies and authorities. These bodies include representatives from across the University. ULAB has the following authorities:

Governing Body

- Board of Trustees (BoT)

University Authority

- Syndicate
- Academic Council
- Departments
- Centers
- Curriculum Committee
- Finance Committee
- Faculty and Admin Recruitment Committee, and
- Disciplinary Committee

For proper functioning of the University, any authority could be formed with the permission of BoT, in addition to the authorities mentioned above.

1. Board of Trustees (BoT)

The Board of Trustees is the governing and highest policy-making body of ULAB. It is responsible for ensuring that the best educational and administrative standards are set and maintained at ULAB. In compliance with the Private University Act, 2010 (Act 35 of 2010) and all regulatory guidelines from time to time, the Board of Trustees of the University is constituted with eminent personalities of Bangladesh.

To further ULAB's mission, the trustees act as fiduciaries to ensure that the University's academic and administrative leadership are guided by sound policies and practices, with adequate resources. The trustees are attentive to balancing the needs of today's faculty, students, alumni, and staff. Various bodies of the University report to the BoT or submit recommendations and proposals for approval. The Board meets at least four times during the year.

2. Syndicate

The Syndicate is the highest executive body that exercises administrative and supervisory control over the academic, administrative and management activities of the University.
ULAB has a Syndicate with the following members:

- Vice Chancellor, who will be the Chairperson
- Pro-Vice- Chancellor
- Treasurer
- 1 (one) member from Academic Council, 1 (one) Dean and 1 (one) Department Head who will be nominated by the Vice Chancellor
- 1 (one) Academic or education specialist who will be nominated by the Government
- 3 (Three) members of Board of Trustees nominated by the Board
- 1 (one) member nominated by the UGC who is a University Professor but not an UGC member
- Registrar, who will be the Secretary.

The nominated members will stay in their positions for 2 (two) years from the date of their nomination. But the condition is, they will stay in their post even after expiring their period until new members take charge of them.

3. Academic Council

The Academic Council recommends the academic policies of the University and determines the curricula and courses that can help achieve high educational standards. Academic Council of ULAB includes the following members:

- Vice-Chancellor (ex officio chair)
- Pro-Vice-Chancellor
- All Deans
- All Heads of Department
- 1 (one) Professor nominated from each Department as per seniority
- 2 (two) Academics, nominated by Board of Trustees
- 2 (two) Academics, nominated by Syndicate
- Registrar, who will be the Secretary

The Academic Council members will remain active in their positions for a period of two years from the date of their appointment. It should also be noted that even after the date of expiry the member may continue in his/her position until a new member is appointed.

4. Department

Every Department at ULAB, subject to the control of Academic Council and concerned faculty, shall be responsible for administering the academic and research activities specified by the Private University Act, Rules and University Statutes.

5. Center

Center is an organizational body created for a specific purpose like the conduct of research on a specific area/subject. It is a professional body also involved in training and development.

6. Syllabus/Curriculum Committee

This committee is engaged in continuously reviewing and updating the curriculum of the specific department to keep it up to date following the UGC guidelines and also taking into consideration the global perspective. The committee is also responsible for preparing relevant documents and proposals regarding inclusion or modification of course contents and placing before the UGC and other regulatory bodies for approval.

7. Finance Committee

The role of the finance committee is primarily to provide financial oversight for the University. The core responsibilities include budgeting and financial planning, financial reporting, and the creation and monitoring of internal controls and accountability policies. The Committee shall be composed of the following:

- 3 (three) members nominated by Board of Trustees, one of these members will be the Chair of the Committee
- Vice Chancellor
- Treasurer
- 1 (one) Head of the Department nominated by the Vice Chancellor
- 2 (two) experts nominated by the Syndicate
- Director Finance, who will act as a Member Secretary

8. Faculty Recruitment Committee

To recruit teachers, a teacher recruitment committee shall be constituted with the following members:

- Vice-Chancellor (ex officio Chair)
- Pro-Vice-Chancellor
- 2 (two) academics nominated by the Board of Trustees.
- 2 (two) experts on the concerned subject nominated by the Syndicate.
- Relevant Dean
- Relevant Head of the Department or Center, who is not below a Professor

9. Disciplinary Committee

There shall be a Disciplinary Committee at ULAB for ensuring the discipline at all levels. The Disciplinary Committee will be composed of the following members:

- 1 (One) member nominated by the Board of Trustees (ex officio = who will be the Chairperson)
- Vice-Chancellor
- All Deans
- One Department Head nominated by the Syndicate
- Registrar
- Proctor, who will be the Member Secretary

PART - 2

FACULTY

Chapter – 5.0

Faculty, its category & hierarchy

Chapter – 5.0: FACULTY, ITS CATEGORY AND HIERARCHY

5.1 Faculty

Faculty means employees of the university who perform the academic, research and some other administrative responsibilities.

5.2 Category of Faculty

1. Full-Time

A Full-time Faculty is one who has been appointed to devote at least 40 hours per week to university activities out of which 30 hours on-campus and 10 hours off-campus to discharge his/her responsibilities related to teaching, research and administrative activities.

2. Adjunct

An Adjunct Faculty is a part-time faculty who is allowed to teach up to three courses in a given term and required to give weekly 1-hour of consultation after/before the lecture for each course. S/he will also discharge some additional responsibilities related to teaching, research and administrative activities as specified by the authority.

3. Part-Time

A Part-time Faculty is one who has been appointed to teach one or two courses a week in a given term and required to give weekly 1-hour of consultation after/before the lecture for each course.

4. Professor Emeritus

A Professor Emeritus is a title conferred on Professors honorably; discharged from full time work where it is considered the award of the title would be appropriate having regard to the recipient's distinguished service to academic work and the development of the University.

5. Visiting Professor / Distinguished Professor

A Visiting professor / Distinguished Professor is an educator or researcher from another university, college or research group who temporarily works at ULAB to teach classes, give lectures, or conduct joint studies for a limited time, such as a single term or one year.

6. Professor of practice

A Professor of practice is an experienced industry expert or non-academic professional—such as an engineer, researcher, artist, lawyer, or business leader—appointed by a university to teach students based on real-world experience rather than traditional academic experience.

7. Advisor

An Advisor means a person(s) or firm or company, either Bangladeshi or foreign, appointed on specific terms and conditions by the University or on special contract, for advising the University on specific matters.

8. Teaching/Research Assistant

University graduates or senior students of ULAB with outstanding academic record may be appointed as Teaching or Research Assistant. It's a semester-long part-time or a contractual position for up to six months at a time.

5.3 Hierarchy of Faculty

Titles of persons serving in any academic capacity shall belong to one or another established designation. All Faculty members will usually be deemed to belong to one of these designations:

1. Professor
2. Associate Professor
3. Assistant Professor
4. Senior Lecturer
5. Lecturer
6. Teaching/Research Assistant

5.4 Academic Career Tracks

ULAB recognizes that academic excellence may take different forms across disciplines and career stages. The University may therefore allow faculty to develop within one or more approved academic career tracks.

The purpose of academic tracks is not to lower standards, but to recognize diverse forms of contribution required by a future-ready liberal university.

The approved tracks may include the following.

1. Research-Intensive Track

This track is for faculty whose primary contribution includes research, publication, grants, citations, research supervision, scholarly leadership and knowledge creation.

2. Teaching and Learning Excellence Track

This track is for faculty whose primary contribution includes exceptional teaching, curriculum innovation, assessment reform, student mentoring, active learning, AI-enabled pedagogy and scholarship of teaching and learning.

3. Practice, Industry or Creative Track

This track is for faculty whose contribution includes professional practice, industry engagement, creative work, entrepreneurship, media production, design, consultancy, policy work or applied innovation.

4. Interdisciplinary Innovation Track

This track is for faculty who build cross-disciplinary programmes, minors, micro-credentials, labs, platforms, capstones, policy projects, community initiatives or innovation ecosystems.

5 Academic Leadership Track

This track is for faculty who assume significant responsibility for academic administration, governance, quality assurance, accreditation, programme development, faculty mentoring and institutional transformation.

Faculty may contribute across more than one track. Promotion and appraisal shall consider the faculty member's rank, assigned role, workload and approved track expectations.

Chapter – 6.0

Recruitment & Selection

Chapter – 6.0: RECRUITMENT AND SELECTION

6.1 Recruitment Guidelines

Recruitment and Selection are conducted to search and hire suitable candidates to fill vacancies in University of Liberal Arts Bangladesh (ULAB) with the view to satisfy human resource needs. At all stages of recruitment/hiring, ULAB seeks individuals with the best available skills, the highest standards of personal integrity, willingness to face challenges and develop their capacities within a changing organization. The search may be internal and/or external. The management believes that individuals with talent and positive attitude can significantly contribute to the achievements of its goal.

6.1.1 Purpose & Objective

ULAB contemplates hiring the best qualified person available in the market through a strict but transparent screening process. The principal objective of the recruitment process is to recruit, select and appoint appropriate people to the present and future needs of the University. The purpose of this guideline is to identify the recruitment and selection process for recruiting faculty at ULAB and also to ensure that recruitment and selection decisions are made objectively in consistent with propriety, equity and justice as well as with the values and strategic goals of the University. Further, this policy aims to guide the hiring Manager and her/his staff of the processes required to find out the best candidate for a vacant post. It incorporates best practices and follows equal opportunity guidelines. Applicants must not receive more or less favorable treatment on the grounds of gender, race, disability, sexual orientation, marital status, family responsibility, ethnic origin and political and religious beliefs.

The recruitment process is closely tied to the aim and strategy of ULAB. It continues to satisfy the following key objectives:

- Encourage competent individuals to apply for a given position
- Increase the pool of knowledge and skills by adding new resources
- Increase university's capacity to respond on demand

ULAB employs the best candidate for the job based on a competitive recruitment process. To ensure transparency, vacant positions are circulated therefore, faculty members are recruited through advertisement in the press. If required, head hunting and drop-in CVs are solicited. A well-structured and systematic procedure is followed to hire the most suitable candidate. A person who has been convicted by any court of the land or overseas or accused of any subversive activities shall not be eligible for any faculty position of the University.

6.1.2 Authority of Recruitment

The authority of all academic appointments will reside with the Vice Chancellor who will act on the recommendations made by the approved Selection Committee. The Committee will consist of both permanent members for general purposes and invited expert member(s) for specific selection purposes.

The Human Resources Office (HR Office) will perform all duties for the routine management of faculty recruitment.

6.2 General guidelines applicable for all hiring

6.2.1. Basis of Recruitment

Recruitment will be made only when a vacancy is created due to the following:

- Creation of new position due to increased volume of teaching load and /or opening of new departments / centers / institutes
- Due to promotion

- Due to death, resignation, or separation

The Recruitment and Selection process would need to ensure that there is a consistent, repeatable, and quality process to hire new employees in the university and this entire process works, irrespective of the individuals involved in the hiring or selection process.

All comments and queries relating to the recruitment process should be forwarded to the following e-mail address: hr.faculty@ulab.edu.bd

6.2.2 Equal Employment Opportunity

ULAB recruits, hires and promotes faculty on the basis of individual merit and without regard to age, sex, ancestry / caste, color, disability, gender identity, marital status, ethnic origin, parental status, race, religion, sexual orientation, physical ability and health, culture, beliefs or social background.

This policy includes ULAB's commitment to maintain a workplace free from sexual harassment or illegal discrimination of any nature.

6.3 Recruitment Prerequisites

Conflict of Interest
In cases where conflict of interest may arise, Management will take necessary action for the replacement of the concerned faculty.

Hiring from the Market
ULAB will not recruit any person if s/he has been dismissed, removed from the services or has been terminated for reasons reflecting her/his integrity, honesty or morality.

6.4 Recruitment Procedures

All appointments are made by public notification followed by a process of selection. A post once advertised but not filled in within the stipulated period but still available within a proximate period and still approved in the budget, may be filled through ad hoc appointments, with the approval of the Vice-Chancellor and/or the Syndicate.

6.5 Selection Process

a) Recruitment takes place against a vacant post approved in the budget. Posts with job specifications, qualifications, experience are advertised in the national press and if necessary, overseas.
b) Applications for the post shall be made either in the prescribed online application form or via email depending on requirements. The candidates shall apply with testimonials as specified in the advertisement.
c) No person shall be invited to appear before the Selection Committee unless her/his application has been received with all required information and within the deadline.
d) On final selection of the candidates, offers of appointment will be made through appointment letters/contracts showing terms and conditions of appointment.

6.6 International Recruitment

All the standard rules of the university shall be applied for international recruitment, except where necessary exceptions have been approved by the appropriate authority.

6.7 Personnel Structure

While recruiting any person for academic purpose, s/he will be placed in any of the following positions:

a) Professor
b) Associate Professor

c) Assistant Professor
d) Senior Lecturer
e) Lecturer
f) Lab Instructor
g) Teaching/Research Assistant

Each appointment will usually be at the starting grade of a rank, unless experience and qualifications allow for a more advanced placement. Titles of persons serving in various capacities may differ from the ranks indicated above to describe the particular functions, but all faculty members shall belong to one or another established rank. In some circumstances, faculty may have a dual appointment.

6.7.1 Minimum Educational Qualification and Experiences for Faculty Recruitment

The Selection Committee will follow the approved, internal guidelines containing further details, which will be made available or explained to a candidate in due course. All conditions are subject to review. Following are the minimum general qualifications for each designated position:

Teaching/Research Assistant

a) University graduates or senior students of ULAB (in exceptional cases) with outstanding academic record;
b) Recommended by the Departmental Head and/or the Departmental Selection Committee.
c) It is a semester-long part-time or a contractual position for up to six months at a time.
d) Lecturer
e) Master's degree (preferably from abroad).
f) Preferably two years' experience in teaching and research.
g) Results equivalent to a minimum of three first divisions out of four examinations in the Bangladeshi system or equivalent grade point
h) No third divisions or equivalent in any degree
i) Communicative Proficiency in the appropriate medium of instruction: English and Bangla.

Lecturer

a) Master's degree with minimum GPA of 3.5 (out of 4.0) or equivalent in undergrad degree
b) Two years' experience in teaching or research is preferred. Experience in Teaching assistant / Research assistant positions will be considered.
c) One publication in refereed journals, book chapters, books, or monographs.
d) Communicative Proficiency in the appropriate medium of instruction

Senior Lecturer

a) Same as Lecturer; but usually with three years of teaching/industry relevant experience (preferably with Master's degree from a reputed foreign university).
b) Three publications in refereed journals, book chapters, books, or monographs.
c) Communicative Proficiency in the appropriate medium of instruction

Assistant Professor

a) Ph.D. or enrollment in a program leading to Ph.D is preferred. However, in special cases, an applicant (without PhD) who is already teaching as an Assistant Professor in a reputed public / private university can also be considered.
a) Results same as for Lecturer

b) Minimum 6-years teaching/equivalent years of research or other experience
c) Five publications in refereed journals, book chapters, books, or monographs.
d) Communicative Proficiency in the appropriate medium of instruction

Associate Professor

a) Ph.D. from a recognized university at home or abroad.
a) Eight years of teaching/equivalent years of research or other experience
b) Eight publications in refereed journals, book chapters, books, or monographs.
c) Communicative Proficiency in the appropriate medium of instruction English and Bengali.
d) Positive peer review, experience or demonstrated ability in academic administration highly preferred.

Professor

a) Ph.D. from a recognized university at home or abroad.
b) Minimum 12 years teaching/equivalent years of research or other experience with twelve publications in refereed journals, book chapters, books, or monographs.
c) Communicative proficiency in the appropriate medium of instruction Language proficiency equal to Associate Professor.
d) Positive peer review, experience or demonstrated ability in academic administration highly preferred.

The positions of a Dean or Director or Head of an academic Division or Department will usually be a person of this rank and demonstrated administrative ability required.

Note: In case of deserving applicants, professional field, corporate work, research or consulting experience in relevant fields will be significant criteria for evaluation. For exceptionally qualified candidates, above mentioned terms and conditions may be relaxed.

6.8 Employment of Relatives

The employment of relatives or individuals involved in personal relationships may cause various problems including but not limited to charges of favouritism, conflicts of interest, family discord and scheduling conflicts that may work to the disadvantage of both the university and its employees. Hence the appointment of relatives of a ULAB employee is generally discouraged.

To avoid conflicts of interest, Recruitment / interview of close relatives* are discouraged, except in the circumstances where:

a) A relative is the most qualified candidate for the position.
b) There will be no direct line management responsibility of the serving relative.
c) They will not work together within the same function / department / division.
d) They will not be hired in positions where one is in a position of having audit / assess the work of the other.
e) No faculty will sit on an interview panel where a relative is being interviewed. This is applicable to all categories of appointments.
f) Faculty must report the relationship to the hiring manager and HR Office, should any relatives of theirs be seeking employment in ULAB (in case of new applicants).

*For the purposes of this policy the term “relative” shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee’s: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin.

6.9 Recruitment and Selection Procedure

For consistent and compliant recruitment, the process must be transparent and fair, and must be conducted through a formal selection team/interview board. In order to increase efficiency in hiring and retention and to ensure consistency and compliance in the recruitment and selection process, the following steps are recommended to be followed:

a) Human Resources (HR) Planning
b) Sourcing and Selection
c) Offer and Appointment
d) Induction, placement & follow up process

6.10 HR Planning and Its Objectives

HR Planning is a strategy for the acquisition, utilization, and preservation of the Human Resources in ULAB. HR planning & budgeting exercise would be initiated at the beginning of fourth quarter of the year in consonance with the budgeted requirements of the Departmental Heads. This should result in manpower requirements across various areas for the next year.

Any Changes in the headcount, budget or in the Organogram through the creation of a new unit, department, division, institute, center, and / or any other concern of ULAB, purpose or new initiative or any other internal reason should be approved by the BoT via Syndicate and to be notified to the HR Office.

The HR Office will do the Headcount Budget by consolidating information received from the department and will provide all relevant information to the Accounts Office for incorporation in the Finance Budget. The budget process will not be completed without the Headcount budget.

Long term HR planning should be done on a 3-5 years' basis and should be reviewed on a yearly basis and if required during the course of the year. The main objectives of HR Planning are:

- To coordinate the requirements for and the availability of different types of faculty positions in the University
- To ensure that the University has the right kind of people at the right time
- To adjust the requirements to the available supply
- Hence HR Planning exercise will practice the following logical steps:
- Future projections and HR budgeting
- Department wise HR Requirement
- Assessment of movement of internal resources and finalize the HR plan.
- Follow the Annual Business plan

6.11 Sourcing and Selection

1. Develop and / or Review Job Profile

The Head of Department (HoD) will prepare a job description and job specifications in consultation with the HR Office to determine the knowledge, skills and attitudes required for the post.

2. Faculty Requisition Form

The relevant department heads / hiring managers are to submit a Faculty Requisition Form (FRF) with their recommendation to the HR Office for further processing. While placing a requisition for additional manpower, the department heads must submit a Job Description (JD) for the new post along with a workload assessment of the unit concerned. The HoD should ensure the position fits in with the existing structure and is 'graded' accurately.

3. Attracting Candidates for Vacancies

Multiple sourcing methods can be utilized for filling in approved vacancies. This may include a combination of:

a) Online sources
b) Advertisements on social media and or newspaper
c) CV Bank
d) Notices at academic and other relevant institutions (if required)
e) Placement, recruitment and employment referral services (if required)
f) Head hunting / Recruitment / management consulting firms (if required)

5. Advertisement and Head- Hunting

The HR Office may advertise a job opening with an external media simultaneously with the Posting in ULAB jobs site. All recruitment advertisements must be recommended by the HoD and approved by the authority.

After opening a job, HR Office in consultation with the HoD will prepare the content for new recruitment and go for advertisement. HR Office should adhere to advertising policy of ULAB to ensure a fair and transparent process and use the following initiatives:

a) Depending on the appropriateness, vacancies shall be advertised internally and / or externally.
b) Text must be compliant with legislation and in a format conducive to the ULAB 'Brand'. All advertisements must bear the ULAB official logo.
c) An advertisement should contain a brief background of ULAB along with other necessary detail i.e. position, key responsibility, minimum required qualification and experience, essential personal specification.
d) All advertisements must include the messages: have the tag line reading: "The University of Liberal Arts Bangladesh (ULAB) is an "Equal Employment Opportunity Employer".
e) The closing date can be agreed with HoD and must allow candidates sufficient time in which to prepare and submit their applications. Ideally closing dates must never be less than one week after the date of advertisement, or more than three weeks. Statutory or Festival holidays should be taken into account when determining closing dates.
f) HR Office would try to look out for a cost effective and efficient way of advertising and covering maximum readers/applicants for all positions. Jobs will be posted on online platforms, ULAB website and or daily newspapers along with searching existing CV database could be other ways of exploring and attracting suitable job applicants.
g) Headhunting can be agreed especially for senior management positions. Decisions can be reached to first seek internal candidates' prior external advertising. Head of HR should consult and agree with HoD about external media to be used and check budget constraints. HR Office will liaise with external recruitment / headhunting agents where recommended.

6. Decision of Non-Advertisement

In exceptional circumstances, where an outstanding candidate (internally or externally) is identified, merit appointment may be made without advertising with the approval of appropriate authority.

In such a situation, the Head of HR or her/his designate will directly contact and carry out the process of interview, references checking of the particular recruitment.

However, the rationale for non-advertisement must be documented in writing along with the approval from HoD and VC.

7. Shortlisting Suitable Candidates

It is important to ensure that there is a consistent approach to the way in which personal data is used and assessed in the short-listing process. Short-listing criteria should include following:

a) Competency
b) Qualification
c) Experience
d) Industry relevance
e) Achievements
f) Attitudes and behaviors

The HR Office or the respective HoD should scrutinize all CVs and select those that meet the set criteria. HR Office shall collect or select CVs from External (Web/CV bank) and Internal sources and may preliminarily sort CVs. Final shortlisting of suitable candidates should be done by the HoD in consultation with the VC.

9. Invitation for Interviews

Candidates should be given at least 4 to 7 days clear notice of an interview date unless there is an urgency. The invitation should include the details of any skills assessments and related preparatory work that they will be required to undertake prior to or as part of the recruitment process. HR should make all arrangements and invite for interviews.

If required, the respective department can arrange a written test and or demo presentation before the interview for final shortlisting.

10. Interview and Assessment by Selection Panel

For the purpose of recruiting faculty, a faculty recruitment committee shall be constituted with the following members:

- Vice Chancellor, who will be the Chairperson
- Pro-Vice Chancellor
- Two academics nominated by the Board of Trustees;
- Two experts on the concerned subject nominated by the Syndicate;
- Relevant Dean
- Relevant HoD or Center Director, who is not below the position of the post advertised
- One Professor (preferred) from another department of ULAB

Note: Composition of selection committees may change depending on the nature of job, availability of the members of the committee, etc.

11. The Choice of Candidate

After discussion, the choice of candidate to be appointed will be made on a majority vote from the formal interview panel (when the panel consists of an odd number). The panel will take account of any other information that will have been generated as part of the selection process. Where a majority agreement cannot be reached, the Chair will have the final decision.

- If the candidate selected does not take up the appointment, any decision to offer the appointment to the second-choice applicant must be taken by the whole panel. Before the panel disbands, it should agree, if possible, on the reserve name(s).
- The recommendations of the selection panel shall be forwarded to the HR Office for obtaining approval.

12. Lateral Recruitment

Lateral Recruitment process is generally practiced at higher levels of recruitment in the University. The goal is to successfully recruit experienced professionals who are good fits for the University strategically, culturally, and financially.

Lateral recruitment at any level shall be made only when

- Internal successor is not available
- It is specialized job which requires technical expertise
- It is totally a new job
- Bringing new talent from the market to uphold the reputation and operation of the University.

13. Know Your Employee (KYE)

Recruitment procedure shall not only include implementation of fairness in judging publicly declared competitive recruitment, but also include the judgment of good character. For this, HR Office is advised to follow the following measures:

- Reference check
- Background check including digital footprints
- Online educational certificate verification
- Following information to fulfil KYE requirements should be included during recruitment of employee:
- The candidate must provide the HR Office with the names of two references both of whom will be contacted prior to any appointment. References must not be members of the candidate's immediate family.
- Immediately after final selection is made and during the offering of employment with ULAB, the HR Office must check the personal referees and the present or last employer of the selected candidate, in writing, as the reference of the candidate.
- Once employed, if it is determined that the candidate has misrepresented information, or if the outcome of the background investigation is otherwise unsatisfactory, he or she may be terminated.

15. Offer to Candidate

When a suitable candidate is identified, the HR Office will do the following:

- Reference check
- Background check including digital footprints
- Online educational certificate checking

In determining the entry grade and salary of a prospective employee, the following factors will be considered:

- Academic, Professional qualifications and technical know-how
- Work experience & Job knowledge
- Recent earnings

Negotiations in all respects, including salary, will be carried out and determined by the Head of HR in consultation with VC. Written offers may be made by the Head of HR. Management should allow a candidate time to consider the offer. In the offer letter it is mandatory to include this line “This offer will be valid subject to verification of all documents.”

16. Appointments

ULAB will issue an appointment letter either before or on the day the faculty starts working. This letter will state the position, starting salary, grade, reporting line, commencement date and any benefits the employee may be eligible for. The details of all other benefits will be communicated upon confirmation.

17. Due Diligence

Appointments are subject to the verification of the following documents. These should be cross-checked against the information provided in the application form.

a) **National I.D. Card:** All job applicants must have a valid National I.D. Card / Passport photocopy / or an official Government Document proving Bangladesh citizenship. If needed Police Verification Report may be asked. Similarly, overseas candidates must provide copies of their national ID/passport, visa/proof of residence, and other relevant documents,

b) **Proof of date of birth:** This should be either a school leaving certificate, birth certificate from the office of the Registrar of Births and Deaths, passport and National ID Card. Any other equivalent certificates may be accepted at the discretion of the HR Office.

c) **Proof of educational qualifications:** These should include the school leaving, degree, diploma, and certificates of other qualifications on the basis of which the selection was made.

d) **Experience/Service certificates:** Compulsorily from the last employer if any, and preferably of all previous employers. Certificates should mention the period of service, the last designation and last pay drawn.

e) **Salary Certificate/Pay Slip:** Where the details of the salary are not mentioned in the service certificate, a salary certificate will be required from the employer where the employee was last employed. An authentic salary certificate/pay slip of pay drawn can suffice.

f) **Disclosure:** All faculty members are required to disclose the relationship, if in any case his / her close relations i.e. brother, sister, spouse, children, father, mother, brother-in-law, sister-in-law, father-in-law, mother-in-law, joins the University or is affiliated with the University.

g) **Uniformity of Name (Name Matters):** Name is part of any person's identity. It defines her/him and helps form identity. It is the most important means by which one can identify and refer to another. In order to avoid ambiguity regarding identity, a faculty's personal record must have consistency and uniformity in 'Name' i.e. all personal documents-CV, educational certificate, banking documents, National Identification Card (NID), passport must have one given name only. Any changes in name need to be supplemented by a notarized affidavit.

h) **Single & Uniform Signature:** MUST use Single & Uniform Signature and initials in all documents. In case of any unavoidable change or amendment in the signature, it has to be done through keeping trail documents prior to the effective date of change, any deviation of this will be treated as non-compliance of the policy. Faculty must inform her/his supervisor in writing with a copy to his/her personal file for proper record and compliance.

6.12 Induction & Onboarding

Onboarding Process is the prime part of the HR Process which involves the recruitment process. This is the gateway where they get introduced to the University, its policies, services, skills and behaviors. This process includes introduction with other members and the University's hierarchy. The faculty is welcomed with the joining kit and a complete overview regarding the University.

ULAB makes sure that all new faculty members feel welcome and are ready to start work safely and competently through the use of a proper formal Induction process.

1. Procedure

Complete an induction plan for each new starter with details of:

- Introductions
- Welcome Tea
- Workplace Tour
- Business Overview
- Who's Who
- A Working Safely Plan

- Training Plan
- IT System Orientation
- Policy and Procedural Requirements

2. Joining Formalities

Selected faculty will have to go through the joining formalities on the very first day of his / her joining. On joining she/he is required to submit the following documents:

a) Duly signed appointment letter
b) One (1) copy of the recent CV
c) One (1) copy of recent (not more than a month) passport size digital/LAB printed photo
d) One(1) copy recent (not more than a month) passport size digital/LAB printed photo of nominee(s)
e) Photocopy of National Identification Card (NID) of the nominee(s)
f) All academic certificates .
g) Previous experience / training certificates (if any)
h) Release letter of previous employment: The candidate must provide the HR Office with a clearance certificate, e.g. release letter, from her/his previous employer within maximum one month of joining.
i) All job applicants must have a valid National Identification Card (NID) / Passport photocopy / or an official Government Document proving Bangladesh citizenship.

3. Joining report & other formalities

On joining the faculty is required to fill in the joining report and all other relevant forms required such as Nominee forms, Medical and Family Declaration forms. On the day of joining s/he shall produce a joining letter and in case of lateral entrants, in addition, shall present a letter from her/his previous employer confirming her/his release from the employment.

a) The HR Office will send requests to the concerned office to create an Email address, ID card and other logistics support for the newly joined Faculty.
b) On joining a faculty will be assigned a seat, necessary stationery, visiting card, and all other ULAB literature that may be necessary to help familiarize her/him with the University. The faculty will also be advised to attend the induction program organized by the University.
c) The newly joined faculty will be provided with a Personal Identification Number (PIN) to facilitate identification, this will be a unique number and s/he will be identified by this number.

4. University Account Details

All new faculty members will have to open an account in the Bank specified by the HR Office for transfer of all types of financial payments. Faculty must use a uniform name in all her/his documents and the name has to be aligned with the name in the National Identification Card (NID).

5. Orientation

All new members at ULAB must undergo an orientation program, in order to familiarize themselves with the University's culture, norms, rules and regulations so that they know what is important and what they are supposed to do. Orientation helps a faculty to become an effective member of the University.

General ULAB Orientation

Each new faculty of the University will be given ULAB Orientation Programme, organized by the Center for Teaching and Learning, covering the following topics:

- ULAB objectives and principles
- ULAB programme activities in Bangladesh
- ULAB office structure, administrative procedures, and introduction to other office staff

6. Personal File

Separate personal files/service records shall be maintained in respect to all faculties by the HR Office and all information relevant i.e. date of joining, confirmation, leave, performance records shall be maintained thereof.

The HR Office will open the personal file of each faculty from the day of her/his joining. There will be a list of documents to be kept in the personal file. The HR Office should strictly maintain confidentiality of personal files.

On joining, all faculty members shall fill up an Employee Information Form (EIF) and submit to the HR Office.

All faculty members must also provide any other personal information required by the University from time to time.

7. Personal Data Change

It is the responsibility of each faculty to promptly notify the HR Office of any changes in personal data. Personal mailing addresses, telephone numbers, numbers and name of the dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times.

8. First Appointment and Probation

Faculty hired against a sanctioned, vacant post in the budget shall be appointed on a probationary basis for a period of one year from the date of joining.

9. Extension of Probationary Period or Termination of Employment

a) Faculty who performs unsatisfactorily or are not found suitable for the job may be terminated at any time in accordance with the terms of their employment contract.
b) In case the probation period is extended (maximum for one academic term) or employment is terminated, the same will be notified to the employee by the Head of HR and respective HoD.
c) On termination the faculty shall be entitled to payment of salary up to and including the day of termination and no other claims against the University shall arise out of or during the course of employment.

10. Confirmation

Before the completion of the probationary period, the concerned faculty will undergo a performance evaluation, based on which her/his employment would be confirmed in ULAB. The confirmation of services would be communicated to the faculty through a formal letter. All offers of Employment shall be confirmed subject to:

- Recommendation of HoD, based on satisfactory performance needs to be linked.
- Satisfactory report from References, past employer clearance, if required and any other verification required by the Management.
- At the completion of the one year of probation period, the faculty will be subject to a Performance Appraisal Review and their suitability for the position will be appraised by the HoD and the performance appraisal report with recommendation for confirmation/or extension of probation/or termination shall be sent to the HR Office through the HoD, at least two weeks prior to the due date of confirmation.
- The HR Office will issue a letter based on the recommendation for confirmation/extension of probation or termination.

11. Temporary Appointments

When a position becomes available due to the study/sabbatical leave taken by a faculty, a temporary appointment can be made for that position with the approval of the Vice Chancellor.

12. Creation of Post

Faculty posts can be created by the Board of Trustees (BoT) on recommendation of the Syndicate. In case of any vacant position due to resignation/termination/other reasons, the HR office can initiate recruitment with the approval of the Vice Chancellor.

If the Syndicate approves a hiring not sanctioned in the budget then it shall only be a temporary appointment of specified duration not leading to any form of confirmation.

13. Abolition of Post

In the event of a faculty's service being dispensed with as a result of the abolition of the post or retrenchment in the establishment of the University at the instance of the Syndicate; it shall be incumbent upon the University to give her/his a salary equivalent to notice period mentioned in the terms of her/his appointment.

14. Consultancy

ULAB encourages its faculty to gain consultancies from reputable organizations. However, conditions apply and faculty are expected to familiarize themselves with these conditions and follow them when seeking consultancies

- Faculty members are required to have official approval (after due vetting by the accounts office) from ULAB before embarking on a consultancy.
- Application for approval should be made at least one term prior to the consultancy beginning.
- Permission from the HoD and the Vice Chancellor is required before a consultancy may begin.
- Failure to gain permission to conduct a consultancy will be deemed a breach of the conditions of employment.
- Faculty members are required to register the consultancy with the office of the Pro Vice Chancellor/ Head of HR who will maintain an official record of consultancies.
- Faculty members are required to pay a minimum 10% of consultancy fees to ULAB to meet the costs associated with the administration of the consultancy by ULAB and for the privilege of using the ULAB name in gaining consultancy work.

15. Recruitment for ULAB Centers

HR office will conduct the recruitment of faculty members and researchers of the centers in coordination with the VC Office and for admin staff in coordination with the Registrar's Office.

Faculty cum Researcher will be appointed on a full-time basis and will be given a teaching load (minimum 2-3 courses per term) depending on the volume of research undertaken. Faculty/researchers/officials can be appointed to a project on contractual basis for a stipulated period.

16. Condition for Full-time Faculty/Researcher

During the tenure of employment with ULAB, faculty or researchers will not be allowed to be employed as a teacher in other universities/institutions. However, they are allowed to have consultancy positions at other organizations and research projects funded by external sources.

17. Re-employment Policy

a) Former employees are eligible for re-employment if they are qualified and meet all of the employment requirements applicable to new hires for the position for which new recruits are being sought.
b) The candidate must not have been dismissed, terminated and / or involuntarily separated from the service.

c) In any case, if a faculty experiences separation with ULAB more than once, s/he should not be considered under re-employment policy.
d) Probation period for faculty who have already worked for more than one year at ULAB and are re-appointed may be waived.

Chapter – 7.0

Promotion Policy

CHAPTER – 7.0: PROMOTION POLICY

1. Objective

ULAB aims to provide career advancement opportunities for faculty members to develop and utilize their potential whenever possible, while at the same time recognizing their outstanding performance. The policy is based on the recognition that in the course of meeting University's objectives, the duties and functions of a faculty may change in complexity and responsibility. Promotions, therefore, are based on status changes that involve increasing responsibility levels.

2. Basic Principles of Promotion

The basic principles of promotion in ULAB involve promoting the best person for the job. Promotion is an absolute prerogative of the management and cannot be claimed as a matter of right. To be eligible for promotion to the next higher grade, faculty should have demonstrated potential for further development and possess relevant experience, qualifications and attributes prescribed for the position.

Effective date of promotion

Promotions in Faculty positions, unless otherwise, shall take effect from 01 July of the year of promotion.

3. Eligibility for Promotion

Promotion at ULAB is governed by merit, performance and where appropriate, improvement in qualifications. There is no quota for promotion and all promotions are deemed as fresh appointments with stated recognition of previous service and entitlements. The minimum service length at ULAB for promotion to the next higher rank is three years.

At the end of five years in the same rank, a faculty may apply for a review for promotion.

4. Promotion Criteria

The following are the general, minimum criteria required to secure a promotion. The Selection and Review Committee, if required, may ask for further detailed guidelines in determining the status of individual candidates. Any such rules and interpretations will be made available or explained to the concerned candidate.

In addition to the minimum academic degrees required for appointment or promotion to a given rank, faculty members need to satisfy the minimum requirements for all the criteria indicated below, which are applicable to a candidate.:

5. Qualifications

The following conditions indicate the normal requirements for promotion. Fulfillment of the experience clause alone does not assure promotion, but allows eligibility for consideration. In relevant cases, professional experience may be considered as a partial requirement of experience.

Professor

a) Usually a Ph.D.
b) 12 years of experience
c) 12 refereed journal publications or equivalent

Associate Professor

a) Usually a Ph.D
b) 8 years of experience
c) 8 refereed journal publications or equivalent

Assistant Professor

a) Usually a PhD or PhD candidate.
b) 6 years of experience or evidence of progress towards a PhD
c) 5 refereed journal publication or equivalent

Senior Lecturer

a) Masters
b) 3 years of experience
c) 3 refereed journal publication or equivalent

Candidates seeking promotion should satisfy the above-mentioned criteria. However, the major determinant will be performance in teaching, research, publication and service to the University. If a candidate is deemed outstanding by the Selection and Review Committee, the above-mentioned conditions may be relaxed.

6. Teaching Excellence

Evidence of teaching ability will be assessed

- Recommendation of the HoD
- Course load and dispensation (including submission of course plans/syllabi at the beginning of each term as well as submission of grades within deadlines), regularity in teaching & exam activities.
- Teaching Evaluation
- Peer Review

7. Administrative Duties

Administrative duties will be assessed from evidence of:

- Academic Advising
- Commitment to Departmental Work (appropriate to position and role and as assigned)
- Contribution to University Committees
- Contribution to Co-curricular activities
- Willingness and ability to participate in general administrative duties where faculty contribution is required

8. Research Contribution

Research is regarded as a core academic activity and required for promotion to higher levels. Following may be considered as an evidence of research:

- Achieving university research grants
- Research in the relevant field
- External Grants awarded
- Worked as a research Director/research coordinator/investigator of a research project followed by reports and publication.
- Publishing articles in peer-reviewed journals
- Publishing conference papers in recognized national and international conferences, and publishing books, book chapters.
- Establishing national or international research collaborations

9. Publications

Meeting the following guidelines is regarded as fulfilling the minimum publication requirements for promotion over 3-5 years:

Rank	Total	National		International	
		Class B	Class A	Class B	Class A
Professor	12	4	4	3	1
Associate Professor	8	2	3	2	1
Assistant Professor	5	2	2	1	0
Sr. Lecturer	3	2	1	0	0

Notes:

- Class A, B indicates the perceived ranking of a given publication based on its origin, circulation, reputation.
- Details of classification may be obtained from Department Heads/Experts and/or persons entrusted with Academic/Faculty Affairs.
- Determination of the Selection Committee and/or other authorized bodies of the University in regard to status of a publication, and other similar/relevant criteria, shall be final.
- Publication in conference proceedings must be peer-reviewed.
- Faculty are expected to publish single-authored papers/articles rather than co-authored. However, co-authored papers meeting the criteria of academic significance will be considered.
- Reports that have national significance will be counted as a publication.
- Policies pertaining to promotions in this document may be subject to review and change at a later date.
- A full-length monograph or equivalent contribution to the field from recognized academic press or equivalent source will carry a weight equal to five journal articles. Prestige of the press may qualify for additional recognition.

10. Method of Assessment for Promotion

a) The Review Committee and the HR Office will determine promotion of faculty in accordance with procedures prescribed by the University. Candidates will be interviewed in accordance with university procedures. The candidate's education, experience, publication, performance and other relevant criteria or issues will be considered in the assessment.
b) Calls for promotions may be announced at the end of each year.
c) HR office will share the promotion applications with the Promotion Application Review Committee. The committee will short list candidates for the promotion interview.
d) All shortlisted applicants will be interviewed by the Promotion Interview Board.
e) Two faculty members or experts from an external institution may be invited to join the Promotion Interview Board to aid the process of competent assessment, especially at the rank of Professors or Associate Professors.
f) The Promotion Interview Board shall be responsible for final interpretation of all criteria and credentials and for determining equivalencies and exemptions. The Board's decision shall be final, but faculty

members will be provided with a full and detailed explanation of the determination of their case in the interest of transparency.

g) Normally, no promotion process may be initiated at any level for any faculty until completion of a minimum of three years of service at a given level.

h) The University is not obligated to offer anyone promotions simply on the basis of length of service, even if their service is satisfactory. A person may be deemed suitable to serve in a given position but without qualifying for promotion for any length of time until or unless they qualify by merit and quality of service. There are no quotas for promotions. To be considered for promotion, faculty will normally have to meet the above criteria.

11. Appeal to Vice-Chancellor

Faculty members have the right of appeal to the VC or person authorized by VC in any matter related to the promotion procedures. The appeal against a decision must be filed within one working week. The VC will review the appeal and respond to it at her/his earliest. A faculty waiting on her/his appeal will be deemed to be in service of the institution. Decisions given by the VC shall be considered as final.

Chapter – 8.0

Rules of Employment

CHAPTER – 8.0: RULES OF EMPLOYMENT

1. Calendar Year

ULAB maintains January to December as its calendar year for the purposes of leave and all other working conditions.

2. Workload

The work load of each full-time faculty member will consist of teaching, advising, administration, research, admission test duties, supervising internships and other duties as requested by the HoDs or ULAB authorities. Normal teaching load of a faculty will be four courses/sections in a given term. However, for Professors, teaching load will be three courses/sections in a given term.

Classes are held from 8:00 a.m. to 9:00 p.m., five days a week. In some programs, courses are also offered in the evenings and weekends. Faculty members are required to account for 40 working hours per week (of 5 days at least) to the University for the discharge of responsibilities out of which campus presence of at least 30 hours per week is required. It is the responsibility of a faculty to establish a record of such presence. If a faculty expects to be off-campus on university-related work for a significant period on a given day or week, he/she has to give an advance written notice to the Head of the School or Department/Center. Individual hours of attendance may be adjusted as necessary for the job function.

For online activities, faculty members are required to consult with the HoD and arrange a mutually convenient work from home schedule.

3. Duties of Faculty

ULAB expects its faculty members to perform their duties at maximum level all times.

a) Each undergraduate course usually involves two lectures per week, each one and a half hours in length. Master's level courses are of three hours. Any tutorial, lab work and field trip, regardless of requisite length, is considered an integral part of the coursework.
b) All faculty members are required to post their "office hours" for student contact outside of classes for purposes of academic and related advising. A faculty member is expected to be available for a minimum of 12 hours per week apart from teaching hours in her/his office for student advising/consultation.
c) In addition to any administrative tasks integral to the teaching job, and/or assigned to a faculty by her/his department and/or the University, advising, admission related duties, grade verification, supervision of project/internship/dissertation are also an integral part of a faculty member's normal functions.
d) For faculty, performing administrative duties or functions well in excess of the normal administrative duties pertaining to faculties as per their rank, may have their normal teaching load reduced, but usually not by more than one course per term or lump sum monthly payment. In exceptional cases the teaching load may be reduced by two courses for faculty undertaking extensive administration and/or research work.

4. Payment for Extra Load

For extra teaching load, ULAB Full-Time Faculty will be paid on as per practice. The basis of payment may be changed in due course at the discretion of the university.

5. Attendance Record

ULAB requires its faculty to work 40 (forty) hours per week. Thirty (30) hours must be spent on campus attending to teaching, advising, meetings and other commitments.

Evidence of non-attendance on the part of faculty will be deemed a breach of the terms and conditions of employment and may lead to disciplinary action.

6. Notification and Procedural Responsibilities

In addition to matters of attendance, all faculty members assume the following responsibilities to:

a) Notify HoD and the Registrar's office of any change of address and phone number;
b) Notify department admin officer about unanticipated delay or absence from attending office;
c) Notify HoD about any accident or injuries to self or family members, requiring emergency assistance;
d) Report any acts of theft or vandalism of University property, or any other breaches of security of all persons on campus, to appropriate authority and or take appropriate action to minimize further risk;
e) Maintain the sustainable development ethos branded as "greening ULAB" policy by Conserving energy by e.g. turning off lights/fans/air-conditioners/computers and other equipment consuming energy when not needed, and
f) Taking any actions to minimize any misuse or wastage of resources (e.g. recycling) or the properties of the University.

7. Non-Discrimination

There shall be no discrimination in the processing of applications for admission and employment or professional agreement with the University, on the basis of race, religion, national origin, ancestry, sex, or disability in its program and activities.

8. Personnel Matters

a) The Syndicate and the Vice-Chancellor may empower a suitable office/committee/ person(s) with effective day-to-day executive authority for decisions and actions on any range of issues, including personnel matters, affecting all faculty members of the institution, in a manner consistent with the rules of the institution.
b) Appointment to positions may be made only as per the approved budget. The Syndicate and/or the Vice-Chancellor may recommend exceptions or amendments to the number or nature of positions, and/or to criteria or procedure of selection of a class of positions or a position, allocated in the budget or budgetary rules. Any such changes or exceptions will require approval of the Board of Trustees.
c) Letters of appointment in respect of all academic staff will be issued by the Vice-Chancellor or an official authorized by him specifying the terms and conditions of the appointment.
d) The salary structure is determined by level of appointment.

9. Private Use of University Personnel/Properties/Time

Personal use of official/other personnel and/or facilities is seriously discouraged; misuse includes wrongful use of facilities like transportation, stationery, postage, telephone, fax for private purposes and the misdirection of ULAB personnel.

10. Confidentiality

No one should be allowed to share private/personal information pertaining to ULAB and its students and officers.

11. Offences and Violations

Any negligence or violation of rules of business and conduct is an offence. Violation may include negligent behavior, and/or breaches of ethical code of conduct. For a minor offence committed by a faculty, s/he may be given a verbal or written warning by her/his immediate supervisor with a notation in her/his personal file. A

major offence first time or second minor offence may result in suspension for a period. A third offence, even if minor, occurring within one year, may constitute grounds for dismissal.

12. Serious Offences

The University regards theft, insubordination, falsification of any records, sexual/physical harassment and gross negligence of duty as serious offences warranting immediate suspension or dismissal or, depending on the case, as a matter of civil or criminal prosecution to the fullest extent of the law.

13. Records of Officials

ULAB respects the confidentiality of all its faculty information past and present. Information will only be released only with due authorization.

14. Disclosure

In the following circumstances, disclosure becomes imperative. In an emergency, information may be released by faculty members to appropriate people

a) If a person's health or safety is at stake.
b) The person receiving the information is in a position to act on it.
c) The providers of the information must include the documentation of all external requests for information.
d) Compliance requirements also include that, except for the specified exemptions, an institution must obtain written consent before disclosing personally identifiable information from an educational record.

15. Identity Card

Faculty will be issued an Identity card with access control function upon commencement of service with ULAB. Faculty members are required to carry their ID card while discharging duties in University's premises or at ULAB's functions.

Loss of ID card must be reported immediately to the HR Office for cancellation. In addition, faculty should apply for a replacement card by submitting formal request to HR office.. A non-refundable replacement fee will be charged for each card amounting Tk. 200/. Replacement request for any loss to be supported by a copy of General Diary (GD) filed with the Police Station.

The Identity card is the property of ULAB and is not transferable. It must be returned to the HR Office on the faculty's last working day before his / her accounts are settled.

16. Visiting Card

To get a Visiting Card a faculty needs to fill out a Visiting Card Form available at the HR Office. All visiting cards will be of the approved design and format. A new visiting card will only be issued for

- New Joining
- Change in Designation
- Run out of old Card

Chapter – 9.0

Compensation & Benefit

CHAPTER 9.0: COMPENSATION & BENEFIT

9.1 Compensation Guidelines

Compensation is a fundamental component of employment and one of the most critical HR management policies. Human Resources administer the classification and pay system. Each faculty member is placed in the job classification that accurately reflects her/his responsibilities and is paid within the established pay range for her/his job. ULAB will offer competitive compensation packages to its faculty members.

Applicability

This Guideline is applicable to all regular faculty members. However, contract, casual and other categories of faculty will receive remuneration and benefits as per their specific terms and conditions of employment.

Salary and Pay

The authorities of the University shall determine the salary and pay of all faculty members according to job classifications, pay scale and performance.

It is the University policy to consider such things as education, experience, productivity and merit in computing individual pay or compensation.

The University shall periodically benchmark its compensation structure against comparable institutions to remain competitive, and shall apply its pay and reward principles consistently and equitably, having regard to role, qualifications, performance, market scarcity of skills and institutional affordability, without unlawful discrimination.

Service Period

The retirement age for all full-time faculty members is 65 years, with all benefits as per the rule of the university. After completion of 65 years of age, a faculty may be appointed on contractual basis with specific terms and conditions;

9.2 Confidentiality of Salary Information

Salary information is strictly confidential. Only the individual faculty, her/his Supervisor, HoD or her/his designated officer and employees who process salary and benefit will have access to the salary information. Faculty should not disclose their salaries to persons other than their HoD or her/his designated officer. Faculty members who have access to salary information in the course of their duties must handle the information with extreme care to ensure confidentiality.

9.3 Salary Structure

The Salary structure is designed such as to maximize the benefit to the faculty. The structure at any point of time will ensure that the entire mentioned amount, subject to deductions for taxes, and optional benefits, as required by law and as authorized by the faculty will be credited in the faculty account eventually.

In addition to Basic Salary following other allowances will be paid:

1. House Rent Allowance
2. Conveyance Allowance
3. Medical Allowance
4. Festival Allowance
5. Special allowance, if applicable

6. Technical allowance as per positions (if required)

9.4 Salary Scales

The authority of the University shall determine the salary and pay scale of all faculty members according to job classifications and performance.

It is the University policy to consider such things as education, experience, productivity and merit in computing individual pay or compensation. Faculty members are expected to undertake additional tasks at the direction of the university authority.

9.5 Top of the Ceiling

- As a rule, faculty salaries should not exceed the maximum of the salary scale for the grade level in which they are performing and classified. Once a faculty reaches the top of the salary range, further increase in her/his salary may be blocked unless s/he moves to the next grade or the salary range is revised.
- When a faculty reaches the top of the ceiling of her/his salary range, s/he is informed about it, in writing, that s/he will not be eligible for further increase in salary unless s/he moves to the next higher grade by way of promotion or the salary range stands revised.
- There is no automatic change of scale upward when one reaches the top of the range. In such an event, s/he may get only inflationary adjustment, if any.

9.6 Salary Increment

- For satisfactory performance, the faculty salary may be increased after one year. However, ULAB authority reserves the right to delay, postpone or cancel the increment process of any particular year/s.
- For meritorious performance, the faculty can be considered for additional salary levels within the Scale.
- There will be no salary increase for unsatisfactory performance.

9.7 Salary Changes

Salary changes will become effective from the 1st day of the month. If a faculty is transferred from one position to another on the same scale, no extra increment will be awarded.

9.8 Inflation Adjustment / Cost of Living Adjustments (CoLA)

Inflation Adjustment/Cost of Living Adjustment may be given to the faculty subject to the approval of the ULAB management.

- The Cost of living adjustments to be made when the official national cost of living or rate of inflation is announced.
- All regular (both confirmed and probationers) faculty are entitled to have CoLA announced each year except for the year of salary review.
- CoLA is announced on the basis of the inflation rate of the preceding 12 months according to the Consumer Price Index, Bangladesh Bank.

9.9 Payment of Salaries

Salaries are paid monthly and on a calendar basis. Salary payments to faculty shall be made within 30thday of each Gregorian calendar month, unless otherwise authorized by the Management. If 30th is a weekend or a holiday, the salary has to be paid earlier.

9.10 Payment Modality

The salary will be credited monthly through the faculty's bank account with the University. Faculty would be required to open a bank account with the specified Bank within 7 days of their joining.

9.11 Salary Deductions

Deductions from faculty's salary shall be made automatically for the following reasons (if applicable):

- Provident fund contribution if any
- Income tax
- Transport, if availed
- Leave without pay
- Suspension / subsistence allowance
- Damage to, or loss of, goods expressly entrusted to the faculty for custody, or for loss of money for which s/he is accountable, when such damage or loss is directly attributable to her/his negligence or default.
- Recovery of over payment of salary, allowance, or benefit
- Other dues (Loan realization, loan instalment against provident fund, advance adjustment).

The Accounts Office may provide a monthly-itemized salary statement / pay-slip showing salary details and deductions made in accordance with his/her obligations. Deductions will be made through HR Payroll. If a faculty does not adjust any kind of advances within two months HR Office will start deducting it from salary without further notification.

9.12 Without Pay

If a faculty takes excess leave, a proportionate amount may be deducted from her/his salary.

9.13 Annual Salary Increments

There are no automatic annual salary increments for each faculty. Increment in salary is considered based on merit and performance.

HoD will formally appraise all regular confirmed faculty performance at least once a year. Any adjustments to salary will be effective according to the ULAB Annual Salary Review date.

Annually, for each faculty member a performance report shall be written covering the previous 12-month period. The basis for an appraisal is the performance plan, which establishes mutually developed goals and objectives. Faculty performance will be evaluated on actual results achieved against the performance plans.

As recommendations for salary review and promotion are subject to final approval of the Annual Performance Review Committee, the HoD should not make any premature commitment or disclosure to faculty.

Faculty, whose overall performance has been rated as unsatisfactory, shall not receive any salary increase. Increment will not be allowed to the faculty under suspension/disciplinary action.

1. Special Increments

The Annual Performance Evaluation Committee based on the faculty supervisor's recommendation may award a special increment to any faculty.

2. Interim Salary Review/ Equity Adjustment

The Annual Appraisal Evaluation Committee may review salary for any special or extraordinary case at any time of the year.

3. Salary of Temporary Appointments

A consolidated salary to be offered for temporary appointments such as interns, trainees etc, do not fit into the standard salary structure. Their salaries will be determined by taking into consideration the prevailing market rates and cost-planning / Budget of ULAB.

4. Income Tax

All faculty members shall be responsible for payment of income tax and filing returns for their respective income. The Accounts Office shall calculate and deduct at source the income tax payable, from the faculty salary in accordance with prevailing government regulations. It is the responsibility of the individual faculty to comply with the current Income Tax Regulations in respect of filing her/his individual returns of income. ULAB will submit full income tax payment to the Government of Bangladesh and copy all relevant documents to faculty. An income certificate shall be issued at the end of each income year stating the amount of Income Tax deducted from a faculty income and deposited to Bangladesh Bank during that year.

5. Festival Allowance

All regular but confirmed faculty members are entitled to receive two festival allowances each equivalent to one month's basic salary in a year. Festival allowances will be paid at the time of the two major festivals, for all regular faculty, one festival allowance will be paid during Eid-ul-Fitr and the other festival allowance will be paid during Eid-ul-Adha.

Key Features of Festival Allowance

a) The festival allowances are subject to normal income tax.
b) No advances on the festival allowance are allowed.
c) Usually, festival allowance will be given 15 days before the festival.
d) Festival allowance shall only be payable to the faculty, who would be in the service of the University:

All full-time faculty members (both confirmed and on probation) who are on the payroll of the University on the day of the festival and rendered three months of continuous service to the University will be entitled for this allowance.

- Faculty on Maternity leave with pay shall also be entitled to the festival allowance
- Faculty on study leave, term leave or without pay leave will not be entitled for festival allowance.
- Faculty members, who have separate contract letters, should follow their own contract letter.
- Faculty under any disciplinary action will not receive any festival allowance.
- Faculty resigning prior to Eid /Festival will not be entitled for allowance.
- Part time and contractual faculty members will not get festival bonus.

6. Provident Fund

ULAB Provident Fund exists to provide a terminal benefit to regular faculty upon separation from the services of the University under following terms & conditions:

- All regular confirmed faculty members will become eligible for membership of the ULAB Provident Fund upon confirmation in service.
- Members of Provident Fund shall be guided by rates and regulations of the Trust to be framed for administration thereof.
- A member must contribute 10% of basic salary monthly to the ULAB Provident Fund and the ULAB will make a matching contribution.
- The faculty contribution shall be deducted automatically from the salary payment.
- All faculty members participating in the Provident Fund shall submit a beneficiary nomination form.
- In case of death of a faculty, the nominee will be entitled to the full amount of standing in credit in the PF account.
- All full-time faculty members will be eligible for the university contribution benefit after 3 years of services of ULAB. However, s/he will get her/his own contribution with interest any time s/he leaves the service.

7. Gratuity

All full-time confirmed faculty members will be eligible for gratuity benefits after 5 years of service at ULAB. After eligibility, a faculty will receive gratuity payment up to maximum 18 years of service. During this period, for 12 years, they will receive full basic each year, and for the rest 6 years, they will get half basic for each year.

General Guideline

- "Basic Salary" for this rule shall mean employee's last drawn monthly basic salary.
- Gratuity is calculated on the basis of completed years of service and part of a year, if part of a year exceeds 6 (six) months or more, it will be considered as 1 (one) completed year of service.
- Gratuity shall be calculated on the basis of the basic salary last drawn for each completed year of service from the date of joining.
- In case of death, the nominee will get a gratuity benefit of two (2) month's basic salary, to a maximum of 30 (thirty) month's basic salary for each completed year of service.

8. Vice Chancellor's Excellence Awards

ULAB recognizes Vice Chancellor's Excellence Awards. The nomination may be assessed on candidates' performance and contribution to ULAB. Categories of nominations are as below.

a) Engagement in Learning & Teaching
b) Engagement in Research
c) Community Engagement
d) Service to Students
e) Service to the University Community

9. Educational Benefits

A full-time faculty can take courses as a part time student or as a full-time student after working hours at ULAB. The University offers rebate/discount on published tuition fees to faculty as below:

- a full-time faculty with minimum three years' service, self and/or legal dependent, at 20% per credit per term;
- a part time / adjunct faculty member teaching more than 1 course for three or more successive terms: self /legal dependent, 10% per credit per term.

Scholarships will be awarded on the basis of availability at the time of application. Applications will be assessed by the university based on their merit.

10. Admission to Activities

Faculty, their spouses, and their children may participate at all open events of the University at concessional rates or free as the case may be.

Chapter – 10.0

Leave & Holidays

CHAPTER 10.0: LEAVE AND HOLIDAYS

10.1 Types of Leave

Leave is a privilege and cannot be claimed as a matter of right. Management reserves the right to accept in full, a part or reject leave applications. However, the University recognizes leave in two categories as mentioned below

10.1.1 Category 1: The following types of leaves shall be considered in Category 1 and Faculty members are entitled to a total of 21 working days of leave in a year under this Category:

a) Earned Leave
b) Medical Leave
c) Involuntary Absence and Casual Leave
d) Conference Leave
e) Duty Leave

a. Earned Leave

All faculty members are entitled to Earned Leave of maximum 14 working days in a year. Earned Leave of an equivalent period during the probationary period is granted by the authorities upon review.

The University shall usually observe ten working days of leave between terms. The leave cannot be taken during an academic term. In individual cases, the number of leave days can be adjusted (increase/decrease) during term break, i.e., between the last date of final exam and beginning of the following term.

Length of such leave may vary from year to year due to the particularities of the calendar, government holidays and exigent circumstances, but an effort will be made to maintain the expected normal durations. During each term break, university authority will announce a general period of recess when faculty can take the earned leave as per the guideline mentioned above.

Taking any leave when the University is in session is highly discouraged. In cases where it does not present a conflict with the University's programs or the proper dispensation of a faculty member's duties, faculty may be allowed to use a portion of their Earned Leave during the academic term, but without exceeding the total allocation of 14 working days. This kind of leave is usually granted only for academic reasons and will mean taking fewer days of leave during the term break.

Unused leave may not be carried forward to the subsequent year.

b. Medical Leave

a) Faculty members are eligible to apply for medical leave for their own illness.
b) All faculty (confirm and non-confirm) and contractual (full time) faculty are entitled to apply for medical leave up to 7 (seven) calendar days in a year.
c) The carryover of medical leave from one year to another is not allowed.
d) A faculty supervisor is to be informed of absence due to illness as soon as possible on the same day. If circumstances do not permit this, such information should be communicated in writing to the supervisor within three days.
e) Medical leave for more than three days shall be supported by a certificate from a relevant registered physician. This certificate is to be submitted within one week of absence and has to show the diagnosis and the duration of absence from duty.

f) In case of prolonged illness, faculty members are required to send a notification to the HR Office providing the details of the medical condition including medical report and the anticipated date of return.
g) Applications for medical leave shall be submitted on the day of resumption of office, with copies of supporting documents as required by the Management to HR Office.
h) For sudden sickness, the faculty will inform her/his departmental head immediately and will apply for leave soon after getting well.
i) Although it is the ULAB policy to deal with the problem of ill health in a supportive manner, it is to be noted that abuse of Sick Leave is not acceptable and will not be tolerated. It is subject to disciplinary action.

c. Involuntary Absence and Casual Leave

This kind of Leave may occur for a variety of reasons, from illness to political turmoil. Faculty are not encouraged to take leave due to a civil strike (hartal) when there is no great risk of disturbance or violence and when most Government or private offices are functioning normally. A strike or similar occurrence that jeopardizes the normal function of most offices may be acceptable grounds for a missed day, but in all such cases the lost time is to be made up in the following weekend. If absence occurs due to a personal emergency, such as a medical emergency of close family members, then the University should be notified of the absence as soon as possible. Frequent occurrence of Involuntary Absence is not viewed favorably, and where grounds exist, may be cause for disciplinary action.

However, in exceptional cases, it may also be possible for a faculty to secure a leave outside the normal sanctioned durations on an unpaid basis due to extenuating circumstances by negotiation on the merit of the case.

All Involuntary / casual leaves will be adjusted with the Earned leave balance.

d. Conference Leave

- Permission to attend a conference must be sought from the HoD.
- Funding for conference attendance is at the discretion and on the advice of the Vice Chancellor.
- Fund requests for conference attendance must be submitted to the authority through the HoD.

e. Duty Leave

Duty leave is admissible on application by the faculty when s/he shall have works related to academic and/or research activities outside the university. All faculty members are entitled to such leave not more than 7 working days in a year.

10.1.2 Category 2 The following types of leaves shall be considered in Category 2 and faculty members are entitled to such leaves as and when necessary:

a) Maternity Leave
b) Leave without Pay
c) Study Leave
d) Sabbatical Leave

Leave requests are to be submitted through respective HoD or equivalent.

a. Maternity Leave

Female faculty members will be granted maternity leave with pay for one term or four months duration with standard perquisites and may be taken twice only during the course of career/employment with the University.

a) A regular female faculty who has completed 6 (six) months of continuous service with ULAB is eligible for Maternity Leave with full pay up to a maximum of 120 days or 4 (four) months.
b) Faculty whose service length is less than 6 (six) months will be entitled for 120 days of maternity leave without pay.
c) The leave can be availed as close to the expected date of delivery (EDD) as advised by her doctor. An expectant female faculty shall notify the HR Office through their respective HoD in writing and apply for Maternity Leave within eight weeks prior to the expected delivery date.
d) Female faculty members are entitled to Maternity Leave only on two occasions during her entire tenure of service. Twin child delivery will be accounted as single pregnancy and mother will be eligible for another maternity leave in future.
e) No Maternity benefit shall be payable to any female faculty if at the time of her confinement she has two or more surviving children, but in that case she shall be entitled to maternity leave without pay.
f) If a confirmed female faculty goes for maternity leave having two surviving children then it would be without pay.
g) This leave shall not be debited or adjusted with other leaves.

b. Leave Without Pay: A faculty can apply for unpaid leave, i.e., Leave Without Pay (LWP), for any of the following circumstances:

a) to care for one's child after birth
b) to care for one's spouse, son, daughter, or parent, who has a serious health condition
c) for a serious health condition of the faculty,
d) extended foreign travel for emergency academic/administrative/research and/or
e) Extraordinary assignment not covered under the manual.

However, the university reserves the right of refusal of the application or to modify the dates submitted.

c. Study Leave

ULAB recognizes a well-managed system of enabling the development of excellence, distinctiveness and international collaboration in teaching and research. Particularly, Study Leave provides for academic staff to undertake higher studies and Ph. D. research.

Type of Study Leave:

a) Study Leave for PhD Program
b) Study Leave for Masters/M Phil Program

Eligibility:

a) Applicant must be a full-time faculty at ULAB
b) S/he has to normally complete minimum two service years at ULAB

Terms and Conditions:

a) At first, the study leave will be granted for one year only. The initial leave period may be extended prior to its expiry date on the basis of the progress report and merit of research study. The leave for PhD Program may be extended up to 4 years and leave for Master's Program may be extended up to 2 Years.

A faculty is expected to finish her/his teaching, research and any other assigned load before taking leave.

b) Study leave will normally be granted without pay for Masters, M Phil, PhD Research and Post-Doctoral Research.
c) Study leave for any of the above-mentioned programs may be granted with or without pay; leave with or without pay is at the absolute discretion of the ULAB authorities. The applicant's academic and research caliber, dedication and commitment to the home university will be taken into account to define leave status of the applicant. The quality of the host institution will also be a factor for defining leave status of the applicant.
d) Study leave with pay means that during the approved period of study leave, a faculty will receive their pro rata equivalent to two years basic salary. Benefits such as provident fund, festival allowances, gratuity will not be applicable during the study leave period. Income tax and other deductions will be made as per the rules.
e) During study leave period, the applicant will not be entitled to have any increment / adjustment of salary.
f) After successful completion of higher studies, the faculty will rejoin the university at the level of appointment held on departure.
g) After completion of Master's Program, the faculty member must serve at least one year and after completion of PhD Research s/he must serve a minimum two years at ULAB.
h) If the faculty member terminates their position at ULAB, they will receive no further benefit from ULAB for the remaining period.
i) Extension of study leave may be made, which is again at the absolute discretion of the ULAB authorities and will be treated as extra ordinary leave without pay and without any benefits.
j) For any research, publication, conference attendance or scholarly correspondence/representation during study leave, a faculty must use ULAB affiliation responsibly complying with university policies on research ethics, intellectual property, confidentiality, publication and use of institutional resources including logo and brand etc.
k) If the faculty member fails to complete his/her degree, s/he may rejoin ULAB without any benefit for the study leave period.

Application procedure:

Faculty members may apply for study leave to the Vice Chancellor through the HoD. Application must contain the details of admission, study program, duration of study etc. along with documentary evidence.

Note: In exceptional cases, the terms and conditions for leave may be relaxed.

Granting Authority

The Review Committee will look into the study leave matter on recommendation of the departmental head.

d. Sabbatical Leave

Sabbatical Leave will give an opportunity to the faculty to improve their quality of teaching, research and professional development. During this leave the concerned faculty may spend her/his time carrying out the approved work at any other university, academic or a Research and Development organization. Sabbatical Leave will not be granted for health, rest, general travel or as extended vacation.

Eligibility

a) ULAB faculty of Assistant Professor Level and above will be eligible for Sabbatical Leave after completing a minimum of twelve years of continuous service at ULAB. Only full-time faculty members are eligible for such leave.
b) For Sabbatical Leave active service in previous ranks as a faculty in ULAB will be counted in calculating the total period of service

Terms and Conditions

a) Faculty intending to go on Sabbatical Leave shall submit their plans at least six months before the commencement of leave.
b) Sabbatical leave may be granted either with pay or without pay. Sabbatical Leave with pay may be granted for a maximum period of six months and without pay may be for a longer period. The concerned faculty will be paid the total consolidated pay drawn by her/his at the time of leave approval.
c) After returning from Sabbatical Leave, the faculty must serve at ULAB for a minimum period of two years.
d) Sabbatical Leave will be granted to a faculty for the purposes of academic research, writing books, academic field work in relevant fields or professional and leadership skill development.
e) A written report and presentation/seminar on faculty's research/work must be submitted within three months after rejoining ULAB.
f) Faculty may apply for further Sabbatical Leave after ten years of continuous service.
g) Faculty will not be allowed to take employment elsewhere during Sabbatical Leave. Faculty will not be paid for Sabbatical Leave and s/he will not be eligible for further Sabbatical Leave if they take employment elsewhere. However, faculty who become members of an external research team may receive stipend to cover expenses.

Granting Authority

The Board of Trustees will approve sabbatical leave for faculty on recommendation of the Academic Council and the Syndicate.

10.1.3 Paternity Leave

a) A regular male faculty who has completed 6 (six) months of service is eligible for Paternity Leave.
b) The male faculty will be entitled for paternity leave for the duration of 7 (seven) calendar days around the Expected Date of Delivery (EDD) of his wife. Appropriate medical certificate in support of the wife's EDD must be submitted with the leave application.
c) The request must be supported by valid evidence of delivery or expected delivery and prior approval must be obtained from the line manager.
d) Male faculty members are entitled to have Paternity Leave only on two occasions during his tenure of service with ULAB.

10.1.4 Quarantine Leave

a) If a Regular (confirm and non-confirm) and Contractual (full time) faculty suffers from any infectious disease, her/his supervisor can grant a maximum 21 days Quarantine Leave.
b) Excess leave other than leave granted will be deducted from the annual leave.
c) Such leave will be granted only on recommendation by the ULAB medical officer.
d) Chicken pox, Diphtheria, Typhoid, Measles, Mumps or any other diseases caused due to viral infections may be considered as infectious diseases.
e) This leave balance will not be carried forward to the next year.

10.1.5 Extra-Ordinary Leave

a) This leave will be without pay.
b) Regular confirmed faculty who serve for continuous five (5) years to be entitled for this leave.
c) Extra-ordinary leave may be sanctioned for a continuous one year against continuous service of five (5) years.
d) Faculty will be terminated from service in case of failing to join duty at the end of the leave.
e) Leave will be calculated on the basis of calendar days.

10.2 General Leave Conditions

a) A faculty must get their leave pre-sanctioned, wherever possible, by the HoD. However, in case of Negotiated Leave or exceptional circumstances and pre-sanctioned leave, the faculty must inform the administration by telephone, fax, and email or by any other possible means explaining in detail the reason for her/his absence and expected date of return to work, as soon as possible.
b) Leave will be counted from the first day of absence to the day of rejoining.
c) Consideration will be given to all requests for vacation time and the faculty preference will be respected whenever practical. However, the University reserves the right to deny a leave request, which may adversely affect the operation of the University.
d) As a general rule:
    1. Days off need to be scheduled at least one week in advance by the immediate supervisors, and
    2. Vacations should generally be planned early in the year to give time to management to make arrangements for the substitute.
e) Temporary, ad-hoc and casual employees are not entitled to paid vacations and paid holidays.
f) Faculty researchers are highly discouraged from taking extra leave beyond the sanctioned Earned Leave during term break. However, if a person applies for a period of leave beyond Earned Leave entitlement, the additional period applied for may be sanctioned as Extraordinary Leave without Pay.
g) Leave applications must be submitted to the Vice Chancellor through the immediate/designated supervisor/HoD/Director/Dean.
h) Persons applying for any leave must clearly mention in the application form the type of leave s/he is applying for.
i) The Vice-Chancellor of the ULAB retains the right to give a final decision on any Leave application after considering the circumstance of the case.
j) Leave may be granted under the following circumstances:
    1. if the faculty can be spared from her/his duties
    2. if the faculty indicates his/her intent to return to work by a specified date
    3. if a replacement can be found (where applicable)
k) Leave of Absence can be regularized with the different kinds of leave that a faculty of the University may be entitled to.
l) In an emergency as defined by the university, all leave can be cancelled and the faculty may be called back to work.

10.3 Recording of Leave

a) The HoD is responsible for ensuring that leave application forms are forwarded to the HR Office so that accurate records are maintained. The HR Office shall keep record of leave days due to all faculties and keep the managers informed on a regular basis.
b) After the approval of the supervisor/HoD the fully completed and signed leave form must be forwarded to HR Office. The HR Office will maintain a leave record that monitors all types of leave taken and due to be taken.
c) Leave Calculation will be done based on working days.

10.4 Holidays

All regular (confirm and non-confirm) and non-regular (full time) faculty shall be entitled to observe the public holiday(s) with full pay unless the conditions of work and field assignment are set otherwise. The University follows prevailing University Holidays circulated/declared by the government during a calendar year. No compensatory day is allowed in the event a holiday falls on a Friday or Saturday.

Chapter – 11.0

Performance Appraisal

CHAPTER 11.0: PERFORMANCE APPRAISAL

11.1 Introduction

Performance appraisal management is a procedure/tool used to assess an individual faculty performance in the light of her/his current job description (roles/tasks) and also to identify his/her potential for further growth within the organization. All categories of faculty shall be required to undertake a Performance Appraisal annually at the end of each financial year.

Annual Performance Appraisal (APA) is the tool by which ULAB will measure the performance of an individual and identify the gaps, and plan future developments in order to enable a better fit between the jobs and the incumbent. HR Office should ensure that performance management is a continuous process. Besides, a mid review is encouraged, however, it is not mandatory.

11.2 HR Role during APA

a) HR Office would drive performance appraisal exercise and would facilitate the process by educating and sensitizing the HoDs on its significance.
b) If any appraisee feels that her/his performance appraisal by the HoD is influenced by discrimination or unfair and biased judgment, the appraisee may appeal to HR Office with his/her grievance in writing. In such cases HR Office will be the first point of contact. If the issue remains unresolved then it will be referred to the VC for her/his review and decision and in that case the decision of the VC will be final.

11.3 Handling Poor & Under Performance

Where performance concerns are significant or recurring, ULAB authority may place the faculty member under a Performance Improvement Plan.

11.4 Performance Improvement Plan (PIP)

a) A Performance Improvement Plan (PIP) should normally run for a defined period, such as one academic term or another reasonable timeframe depending on the nature of concern.
b) The concerned faculty member will be placed under the supervision of a mentor, who will normally be the Head of Department (HoD) or a senior faculty member nominated by the HoD. Where there is an actual or perceived conflict of interest or bias, the Vice Chancellor may appoint the mentor.
c) The mentor will work closely with the faculty member and provide the necessary guidance, coaching, and support to facilitate performance improvement.
d) The mentor must conduct at least two formal feedback and guidance sessions with the faculty member during the PIP period and submit the meeting minutes to the Vice Chancellor's office and the HR office.
e) The mentor may, where appropriate, obtain peer reviews, student feedback, and other relevant performance-related reports to assess the faculty member's progress.
f) The mentor will submit periodic progress reports to the HR office throughout the PIP period.
g) Upon completion of the PIP, Management will review the outcomes and make an appropriate decision regarding the faculty member's employment or any further action required.
h) The mentor, concerned faculty member and HR office must maintain confidentiality of the process.
i) HR office will keep the records, and a copy of the outcome report will be kept in the concerned faculty's personal file.

Chapter – 12.0

Separation

CHAPTER 12.0: SEPARATION

12.1 Objective

For a smooth exit of a faculty from ULAB and to ensure a cordial relationship with the faculty in the long run, the separation process needs to be disclosed to the concerned authority. Appropriate steps and process of faculty separations are being identified and described in this Chapter.

ULAB wants to retain committed and productive faculty who follow policies and procedures. Careful consideration should be given to all employment determination decisions. Managers should work with the HR Office to find alternatives, such as counseling the employee before making any separation decisions.

12.2 Types of Separation

The ULAB Faculty Separation Guidelines are designed to ensure the timely processing of payment and settlement of faculty separation benefits on the departure of an employee.

The types of separation recognized under Bangladesh law and practice are:

a) Resignation (voluntary separation)
b) Termination (involuntary termination without cause)
c) Discharge (termination due to physical or mental incapacity, or continued ill health)
d) Retrenchment (redundancy)
e) Dismissal (involuntary termination with cause)
f) Retirement
g) Death

Advice from the HR Office and Legal Counsel should be sought before taking action against any employee. The HR Office must be kept informed during the process of separation of any faculty and copied all communications between the University and the faculty.

12.3 Resignation

a) Resignations must be in writing by a faculty addressed to the HoD with a copy to the VC. Faculty willing to resign from the service will give a written resignation (hard copy or formal email) stating the reasons for leaving and intended date of the resignation to be effective.
b) This notice must be in writing (hard copy or formal email) and be given within the office time on any work day. The day on which the notice is given shall be included in the period of notice.
c) The resignation shall not take effect unless it is accepted in writing (hard copy or formal email).
d) Payment of salary in lieu of notice period may be made to a faculty at the discretion of the Management. If the faculty desires to leave before completion of the notice period, s/he will be advised to compensate ULAB by surrendering a proportionate salary.
e) A faculty resigning from a service shall continue to serve ULAB with full faith and efficiency till her/his resignation is accepted by Management and until formal release order is issued to her/his by the concerned authority.

1. Notice Period

a) The terms and conditions regarding the notice period stipulated in the appointment letter should be the basis on which the effective date of the last working date is to be decided.
b) In the absence of stipulated terms and conditions in the appointment letter, ONE (1) month's' notice should be given by the faculty or ONE (1) months' salary should be surrendered by the faculty.
c) Any partial or full waiver of notice period will be at the discretion of the Management.
d) Any leave shall not be considered as part of any notice period.

2. Effective Date

a) The Management has the discretion to accept the resignation with immediate effect.
b) In some situations, it may be preferable to accept the resignation immediately, and offer to pay salary in lieu of notice instead of having the faculty work through the notice period.
c) In normal circumstances, the University does not waive the notice period but in exceptional cases, the University may, at its discretion, agree to release the faculty before the expiry of the notice period. In such cases, leave can be adjusted against the requisite notice period, at the discretion of the management.

3. Exit Interview

An Exit Interview will be conducted by the HR Office at the time of faculty separation from the ULAB's service. The faculty will be required to fill up prescribed "Exit Interview Form" and send it to the Head of HR for review prior to her/his release from the services of the University. The interview will focus on the faculty's reason for leaving ULAB and any suggestion the faculty wished to give the University for its Betterment.

4. Acceptance

a) After the exit interview, the HR office shall issue a letter of acceptance of the resignation, as appropriate.
b) The resignation acceptance letter should include a request to hand over the charges with a handover note, materials, equipment or outstanding obligations and to take clearance/release certificate from the respective departments before final payment is made.

5. Compensation on Resignation

When a regular confirmed Faculty resigns, s/he shall be entitled to the following benefits:

a) Unpaid salary and allowance up to the last day of work.
b) A proportionate deduction of salary and allowances will be made if the required notice is not given by the faculty.
c) Faculty own contribution to Provident Fund, if any.
d) University's contribution to Provident Fund, if any, as per policy.
e) Gratuity as per policy
f) Any other payments due to the Faculty.
g) A probationary faculty, if resigns, shall be entitled to her/his unpaid salary and allowance only up to the last day of work.

6. Administrative Procedures upon Resignation

Upon resignation, all articles belonging to the University including the ID card, visiting card, office keys, manuals and all of the ULAB's properties in the faculty's possession or custody must be returned to her/his supervisor on the last day of employment.

All outstanding dues / advances / loans must be settled on or before the final settlement. Final dues will be paid to employees within 30 working days of separation.

The faculty is required to keep the ULAB's business related information in strict confidence after the separation of employment as per the 'Letter of Undertaking' signed by each faculty.

7. Termination

Termination is used when removal of a faculty by other means is not deemed appropriate. This is the prerogative of the Employer and this action can be taken even without any disciplinary reasons.

1. Notice Period for Termination

   a) 60 days' notice in writing should be given to a faculty.
   b) In lieu of the above notice periods, the gross salary for the corresponding period shall be paid to the faculty.

8. Discharge

Any faculty may be discharged from service because of physical or mental incapacity or continued ill health certified by a registered medical practitioner or such other reasons not amounting to misconduct.

Advice from the HR Office and a report from a Medical Officer should be required before taking such action against any faculty.

Discharge due to health reason cases will be certified by a medical review committee composed of three members which is to be formed by two external registered medical practitioners and ULAB medical consultants. ULAB medical consultant will be the member secretary of this committee.

   a) 60 days' notice in writing should be given to a faculty.
   b) In lieu of the above notice periods, the gross salary for the corresponding period shall be paid to the faculty.

9. Dismissal

Dismissal means termination of services of a faculty by the employer for misconduct. A faculty may be dismissed without prior notice or pay in lieu thereof, after following the disciplinary procedures.

   a) If s/he is convicted for an offence involving moral turpitude or;
   b) If s/he is found guilty of misconduct.

A faculty may be dismissed from service without notice or notice pay if found guilty of misconduct after holding enquiry proceedings. During the process for enquiry, a faculty may be suspended from service for a maximum period of sixty (60) calendar days with subsistence pay.

The HR Office must consult a Legal Advisor prior to initiating dismissal proceedings, including suspension from service.

10. Retrenchment

Retrenchment is a form of termination of employment by the employer on the grounds of redundancy. In the event of any faculty being made redundant they should be given 60 days' notice in writing, indicating the reason for retrenchment, or be paid in lieu of such notice.

11. Retirement

A faculty shall be retired from the service of ULAB on the day when s/he reaches the age of 65 (sixty-five) years according to the age stated by the faculty in her/his application for employment which will be decisive for all purposes in the University's rules. The date of birth must be supported by a National ID / Birth Certificate / SSC or equivalent educational certificate and/or any other valid certificate of the faculty. No affidavit of age will be accepted.

Retirement from service is mandatory upon all faculty members attaining her/his 65th birthday.

Faculty will be notified 2 (two) months prior to her/his retirement age. The HR Office is responsible to take action on the retirement of any of its faculty at the appropriate time with a copy to respective departmental head.

12. Extension of Service

The retiring faculty may be offered the opportunity to serve the university. In such cases s/he will be employed as a contractual faculty. In such cases, s/he will not be eligible for Provident fund, Gratuity and yearly salary increment. Besides, s/he will get partial (maximum 90%) festival bonus.

13. Death

If a regular confirmed faculty dies while in service, her/his nominee or in the absence of any nominee, his dependent shall be paid by the employer a compensation.

Upon death of a faculty, the date of death will be deemed the date on which the faculty service with ULAB will cease. Information of such occurrence must be sent immediately to the HR Office, along with necessary documents by the respective HoD.

14. Separation Formalities

a. Information

On the date of separation of a faculty, immediately the HoD and Head of HR shall inform the Accounts Office of the departure of the faculty with details for payment and settlement of separation benefits.

Other departments and officers shall cooperate and provide information as required for the calculation and settlement of separation benefits.

b. Settlement

On receipt of clearance from the HR Office, the Accounts Office shall make payment to the faculty within fifteen (15) days. Calculation of entitlement will be as under:

a) Calculate the separation benefits and other outstanding, obtain the amount of dues / outstanding from the respective / Administration Department, and
b) Determine the total amount payable to or due from the faculty, after adjustment of the separation benefits against loan and other outstanding, if any, as of the date of separation.
c) If there is any amount outstanding after adjustment of separation benefits of an outgoing faculty against loan outstanding, the Accounts Office shall inform the respective HoD & separated faculty.
d) The Accounts Office shall be responsible for recovery of the outstanding of an outgoing employee and shall require the outgoing employee to settle the outstanding within 30 days of separation. If an outgoing employee is unable to settle the outstanding within 30 days, he/she shall provide a schedule for repayment.

15. University's Assets

It is the responsibility of the HoD to ensure the return of all the ULAB assets in the possession or control of an outgoing faculty to the appropriate custodians.

16. Clearance Certificate and Final Settlement

a) A faculty, prior to her/his release from job through resignation or any action initiated by the university, must hand over her/his responsibilities to her/his successor or to a faculty as advised by the HoD.
b) A faculty who resigns, or is terminated, discharged, made redundant, dismissed or retired must fill up a clearance form. The manager without any delay must get it endorsed from various departments as defined in the form and submit it to the HR Office.
c) Immediately after the close of business on the employee's last working day, the HR Office will revoke all types of access; including mobile SIM, swap card/entry card & also get the ID card of the leaving employee. Communication office shall remove the departed employee's access from ULAB social media pages. IT office shall deactivate the ULAB email account and other related access as per IT policy
d) Finance will go for final settlement (provident fund, gratuity as applicable after deducting any dues to the organisation)
e) A copy of clearance certificates along with the separation letter and advice for payment shall be kept in the employee's personal file.

17. Final Payment of Salaries

The total salary due to a faculty at the time of retirement, resignation or dismissal will only be released when:

a) All ULAB articles and documents are returned
b) Income Tax is cleared
c) All faculty outstanding are repaid
d) All other liabilities/obligations are cleared.

18. Employment Certificate

Faculty members who have resigned/retired from ULAB's services are entitled to an employment certificate issued from the HR Office after obtaining the clearance from all relevant departments/centers/offices.

Chapter – 13.0

Code of Ethical Conduct

CHAPTER 13.0: CODE OF ETHICAL CONDUCT

13.1 Preamble

ULAB expects all executive officers, trustees, faculty members, staff, student employees, and others, when acting on behalf of the university, to maintain the highest standard of ethical conduct.

The Code expresses, in broad terms, the requirements for faculty to adhere to ethical standards without limiting their resourcefulness and independent thinking in the management of the University.

The Code is comprised of three parts:

- The Code
- Application of the Code
- Consequences of the breach of the Code

13.1.1 The Code

- Ethical standards
- We respect the laws of Bangladesh.
- We at all times, comply with or observe all applicable ULAB rules, regulations, policies etc.
- We conduct ourselves with integrity, honestly and impartially in all circumstances but especially in relation to our students and the university community in general.
- We avoid conflicts of interest at all times. In circumstances where this is impossible, we declare our interests in the expectation our decision is respected.
- We use the University's funds, equipment, buildings, information and other resources with care and responsibility and in the best interests of the University
- We seek to further the interests of the University, its students, clients and associates but remain sensitive and attentive to the interests of the broader community at all times.
- We are aware of obligations to maintain confidentiality of information: we do not use this information for personal gain, nor to the detriment of the University or its various stakeholders.
- We exercise due skill, care and diligence in performing our duties and acknowledge our responsibility to maintain the currency of our knowledge, skills and technical competencies.
- We are fair and honest in our relationship with suppliers and purchasers of the University's goods and services: we avoid both the appearance and reality of being influenced by any party, or of being prejudiced or biased in our dealings with third parties and stakeholders.
- We do not actively solicit any gifts, benefits or hospitality; nor do we accept gifts or benefits (including hospitality and entertainment) which could in any way compromise or be seen by the wider community to influence us in our official capacity. We declare the benefit of gifts or gratuities that occur in the normal course of business.
- We represent the University in the performance of our tasks and avoid all conduct, which detracts from the University's reputation.
- We must adhere to the rules and regulations related to the course and teacher evaluation and we will refrain from any discussion in any form regarding evaluation with any student at any given point of time.
- We shall not use any property or authority, which are not rightfully ours, at our own use and benefit, or knowingly assist another person in such use.

- We must not use our position for personal gain or to obtain benefits for ourselves or members of our families or friends. We must remain alert to possible conflict of interest and refrain from any such conflict.
- We should not use ULAB's name, logo or letterhead for any purpose other than in the normal course of ULAB business.
- We must act with honesty and integrity at all times and also act fairly and equitably when dealing with the stakeholders both internal and external.
- We must comply with the non-smoking policy of ULAB and thus will not smoke in the campus, offices, vehicles, etc.
- We must not consume alcoholic drinks during office hours. We will refrain from damaging the ULAB's image and reputation when we engage ourselves in social activities.
- We must not contemplate experimenting with drugs.
- We must avoid any kind of harassment which affects the dignity of men and women at ULAB.
- We use artificial intelligence and other digital tools responsibly, transparently and ethically, ensuring that AI-assisted work remains subject to human review, does not compromise academic integrity, confidentiality or data protection, and is not used to make consequential decisions about students or employees without appropriate human oversight.
- We protect the privacy and confidentiality of student, employee and institutional data, and we do not access, share or use personal or sensitive data except as required for legitimate University purposes and in accordance with applicable policy and law.
- We treat colleagues, students and visitors with respect and dignity regardless of background, and we support a workplace culture that is inclusive, collegial and free from discrimination or bias.
- We act as responsible institutional citizens with regard to sustainability, using University resources efficiently and supporting the University's environmental and social responsibility commitments.

13.1.2 Application of the Code

- It is important to recognize that in applying this Code, the personal characteristics of honesty, sincerity, impartiality and trustworthiness are key guiding attributes.
- The effectiveness of the University's policies relies on all faculty taking responsibility for their own behavior. Faculty members are expected to be familiar with University policies and procedures relevant to the Code of Ethical Conduct. Depending on the circumstances, it may be necessary to seek legal advice to guide the decision-making processes where conflicts of interest or potential conflicts occur. Seeking such advice should follow the University's normal procedures.
- Situations may arise in the conduct of financial activities where influence is attempted in order to achieve a particular outcome. Influence may be in the form of seeking to unfairly achieve an outcome by tactics such as inducement (gratuities/gifts/hospitality or other favors) or threats, including harassment. Should such situations be encountered, or should there be any doubt in regard to any situation, faculty should report such incidents to the attention of their relevant authority (i.e. Divisional Pro Vice Chancellor, Manager of Unit or, as necessary, the relevant member of the Senior Management Group) so that necessary action is taken.
- Other circumstances may arise where a faculty member may have private and/or pecuniary interests, which may lead to an actual or potential conflict of interest in the financial management of University activities. A university member should avoid entering or being personally involved in financial decision-making in a situation in which there is a conflict of interest, recognizing also the need for disclosure of any interest or apparent interest to the relevant manager as mentioned beforehand.

- All University faculty will receive a copy of this Code and will exercise any power by virtue of their appointment or any additional powers delegated to them from time to time in accordance with and by reference to this Code. The code is also available in the Faculty HR Manual.
- Faculty are encouraged to comment on and contribute to the further development of this Code by bringing their ideas to the attention of their manager who should refer it to the Pro Vice Chancellor's Office who will act as the first point of contact. Over time this will provide an indication of how the Code is being embedded within the University and whether any amendments are required.

13.1.3 Consequences of a breach of the Code

Many elements of the Code are aspirational in nature. They have been developed not only to satisfy existing legal requirements, but also to engender behavior, which exceeds the legal minimum. Faculty should be familiar with the substance and spirit of the Code and should be aware that breaches may result in sanctions and/or disciplinary actions, which may include counseling, performance review, or civil or criminal action, depending on the nature of the breach.

13.2 Disciplinary Procedures

In cases of gross negligence of duty or serious misconduct, a faculty may be suspended immediately. In such cases, salary may be withheld or paid as per standard procedures at the discretion of the authorities. Normally, a suitable committee will be convened, or a Disciplinary Committee will be formed to conduct the necessary investigation and determine the outcome of the university's decisions. In extreme cases, the Vice Chancellor may take decisions as the chief executive authority of the university.

13.3 Kinds of Penalty

There shall be 2 (two) kinds of penalties which may be imposed under these rules; namely, a. minor penalties, and b. major penalties.

1. Minor penalties: the following are the minor penalties:

a) Censure.
b) Withholding promotion or increment, for a specified period of time

2. Major penalties: the following are the major penalties:

a) Reduction of salary
b) Recovery from pay or any other amount from the employee due to pecuniary loss caused to ULAB by the employee's negligence or breach of orders.
c) Removal from service.

Power to impose penalty

The power to impose penalty upon a faculty shall vest in the authority competent to make an appointment to the post which is held by the employee in ULAB. However, ULAB authority may designate officers to award minor punishment for offences other than those listed below:

a) Corruption.
b) Involving himself/herself in any assault case.
c) Theft, misappropriation, embezzlement, or fraud.
d) Willful misrepresentation, or suppression of facts leading to the loss of property or causing damage of the image or goodwill of ULAB.
e) Involving himself in any criminal offence which may call for police investigation; and

f) Remaining absent without information.
g) Sabotage and/or subversion.
h) Sexual / physical harassment.

13.4 Appeal and Review

a) A faculty shall have the right to appeal against an order of imposing any penalty to the Vice Chancellor. The Vice Chancellor may refer the appeal to a committee for further review or form a committee to review the appeal and submit findings with recommendations to him. The Vice Chancellor, upon receipt of the findings and recommendation, shall give his decision which will be binding upon all in ULAB.
b) A faculty ordinarily shall have no right to appeal against an order imposing any penalty of these rules when such penalty is imposed by the order of the Board. However, the Board may review its own order suo moto or on receipt of representation from the employee concerned.
c) Every appeal against an order of imposing penalty shall comply with the following requirements:
    - it shall contain all material statements and grounds relied upon and shall be complete in all respects.
    - it shall specify the relief desired.
    - it shall contain the date on which the order of imposing the penalty was received.
    - it shall be submitted through proper channel; or if he is not in service through the HoD where he served last.
    - it shall not be couched in improper language.
    - it shall be addressed either to the Board or to the authority next superior to the authority imposing the penalty by designation.
    - it shall be submitted within 5 (five) days from the date of receipt of the order of penalty.
d) Nothing in these rules shall preclude the Board from revising, whether on its own motion or otherwise, any order passed by an authority subordinate to it in exercise of powers conferred on such authority by these rules.