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| <b>Policy Title</b>   | Policies for Postdoctoral Fellows     |
| <b>Responsible AIU Office<br/>(Higher Management/Directorate)</b> | Office of the VP for Research Affairs |
| <b>Policy Owner<br/>(Executive Department/Office)</b>             | Research Office Director              |
| <b>Pertinent Dates</b>  | Draft1: 20 <sup>th</sup> April 2022.  |

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## I. SCOPE OF POLICY

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*[Provides a comprehensive description of the policy, the need for it, different parties interested, the problem or conflict the policy addresses, legal or regulatory reasons for the policy, and an outline of the procedures required and operational activities affected.]*

This policy applies to all Postdoctoral Fellows (PDFs) who receive income through Alamein International University's payroll and/or who hold an externally-awarded postdoctoral fellowship for which Alamein International University is the formally designated institution for a tenure of the award.

Alamein International University considers PDFs to be an integral part of the University and its mission. To recognize their contributions, the University offers Postdoctoral Fellows services and benefits intended to meet their needs and enhance the value of their experience. The University expects in return that Postdoctoral Fellows will comply with all relevant University policies and will acknowledge their affiliation with the University in their publications and in their participation in scholarly meetings and endeavors.

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## II. DEFINITIONS

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**A Postdoctoral Fellow (PDF)** is an individual who completed his or her doctoral degree within five years of their appointment at Alamein International University. PDFs are considered primarily as a research employee engaged in a temporary and defined period of mentored advanced training. PDFs is valued members of the University community and make an indispensable contribution to its research environment.

**A faculty supervisor** means a University Faculty Member who has primary responsibility for assigning and overseeing the work of the PDF.

**Funding Agency** means the institution, organization, or external granting agency that provides funding for the PDF.

**Unit Head** means the senior administrator who oversees the unit in which the PDF is employed.

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## III. POLICY STATEMENT

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*[This section clearly and concisely states AIU's position (goals, plans, or intentions) on the subject matter addressed by the policy, lists the various parties that are required to follow the policy and the situations*

*where the policy applies. This section also includes a clear description of how the policy will be enforced together with any conditions or restrictions.]*

The Graduate Fellowship at the Alamein International University aims at advancing graduate studies by attracting outstanding and motivated students who are expected to contribute to the university's academic mission and research ascendancy. It also aims at enriching the students' educational and professional experience by enhancing their skills and competencies through involvement in teaching, research, communications, development, administrative, and/or leadership activities.

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#### IV. RESPONSIBILITIES

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*[This section includes a list of the roles or units who are responsible for policy implementation and related processes (e.g. faculty, students, operating units, departments, managers, etc.). A summary of the major responsibilities/key actions of each is required together with the framework of interactions/hierarchy among them. Details can be provided separately in the procedures section.]*

Individual faculty members or a group of faculty in consultation with the unit head may invite a PDF to join them as a trainee in a collegial relationship. The faculty member(s)

- a) is responsible for sending out the appointment letter to the PDF, which stipulates the terms and conditions of the appointment.
- b) is responsible for the determination of the nature and scope of the scholastic and research activities and for supervision and feedback with respect to those activities. The department unit head is responsible for ensuring that there is sufficient office and/or laboratory space for PDFs.
- c) will provide an environment wherein other applicable skills and/or knowledge may be acquired by the PDF (e.g. career planning, teaching experience, team/collaborative research, and specific career skills, which may include writing grant applications, critiquing papers and proposals, managing a laboratory, mentoring students, communication with non-specialists, and multi-disciplinary research).
- d) is responsible, with the PDF, for developing at the start of the appointment period a clear understanding of rights and obligations under the policies and procedures on research, patents, conflict of interest, fraud and any other relevant issues.
- e) will ensure that PDFs are appropriately recognized for their contributions in research outcomes, including publications, patents, teaching and service to the University.
- f) will provide whatever resources are required to support the collaborative research activities.
- g) shall ensure that all PDFs and their eligible dependents are enrolled in the University Health Insurance Plan, unless their spouse/partner has comparable coverage.

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#### V. POLICY STANDARDS AND PROCEDURES

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1. The following criteria outline the scope of a Postdoctoral Fellowship at the University:
  - a) initial appointments must occur within five years from the completion of a doctoral degree. These time limits may only be extended by the VP for Research Affairs or designate, due to circumstances requiring an interruption in the PDF's research career;
  - b) the appointment is temporary, normally not to exceed 6 years, including renewals;
  - c) PDFs train under the general supervision of a faculty member(s), as a member of a research group, or as an individual researcher and may assist with the supervision of graduate students;
  - d) the appointment, normally full-time, involves substantial research or scholarship, and may also involve some teaching (normally 3 or 6 CRH in any year, but in any case no more than 9);

- e) the appointee has the freedom to publish the results of her or his research or scholarship during the period of the appointment and is expected to do so, when appropriate in conjunction with the faculty supervisor, while respecting the norms of the discipline and giving due consideration to intellectual property issues.
- f) PDFs may be issued time-limited work permits for positions offering a stipend or salary. They are subject to Law No. 12 of 2003 “Labor Law”, Chapter II: Regulating the work of foreigners.

2. All PDFs, both on and off-campus, must be registered and administered through the PDF Office, regardless of whether the funding comes directly from the funding agency or through the University.

### 3. PDFs

- a) must comply with all University and applicable funding agency policies and procedures.
- b) must comply with the Egyptian legislation and any professional codes of ethics governing the practice of their discipline.
- c) must be responsible as a precondition to contact a consulate or visa office abroad to arrange an appropriate work permit and, if required, a temporary resident visa and/or medical examination if they are neither Egyptian citizens nor permanent residents.
- d) can receive financial support in various forms, including fellowships, research contracts, and part-time teaching. Each year, the University establishes an annual minimum level of total financial support required for a full-time PDF. In the case of a part-time appointment, the minimum is calculated proportionally. When the PDF’s financial support comes from an external research grant, the regulations of the granting agency must be observed.
- e) Upon registration, a PDF will have access to the applicable services and facilities offered by the University, including library, research services, computer services, and access athletic facilities and parking permits.

4. Disputes between a PDF and his or her mentor/supervisor that are not covered by other University policies with dispute-resolution mechanisms should in the first instance be resolved informally, through the Department Chair, or subsequently through the Faculty Dean. If these avenues are not successful in resolving the issue, at the request of either party to the dispute, the VP for Research Affairs will appoint an ad hoc tribunal of three faculty members. The VP for Research Affairs shall present the slate of members of the ad hoc tribunal to the parties, who may object in writing and with reasons to any of the suggested names. After ruling on any objections, the VP for Research Affairs shall appoint the tribunal that will hear the dispute. The tribunal shall recommend a resolution to the Provost, who shall either ensure that it is implemented or shall state in writing the reasons for rejecting the tribunal’s recommendation.

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## VI. FORMS/INSTRUCTIONS (if applicable)

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*[This section lists the forms that are required to comply with the policy and provides the purpose of each form with any conditions, restrictions, and/or exceptions for their use. A hyperlink to the application form(s) should be provided if available.]*

1. The established policies of the Alamein International University apply to the responsibilities and activities of any PDF including, for example, intellectual property, research ethics, human rights/equity, and, for PDFs enrolled in University courses, academic integrity.
2. Current University policies can be viewed on the University website at: <http://www.aiu.edu.eg/policy/>.

3. Appointments of Postdoctoral Fellows are made by the Chair of a Department (or equivalent) following the submission of a recommendation from the host or sponsoring faculty member. The Office of the VP for Research Affairs maintains templates of appropriate letters of offer. One copy of the appointment letter will be sent to the VP for Research Affairs, whose office keeps a record of all Postdoctoral Fellows, and a second copy will be sent to Human Resources Services. The letter will specify the following items:
  - a. the area or topic of advanced study in which the Fellow will be working;
  - b. the level of financial support (or salary) from the academic unit and/or the host member of faculty, as well as the source of any external postdoctoral fellowship paid directly to the Postdoctoral Fellow;
  - c. expectations with regard to teaching, and the level of remuneration for that teaching;
  - d. the duration of the appointment;
  - e. the benefits that are available;
  - f. expectations with regard to office space and clerical support to be provided, and also access to lab facilities if applicable.

The copy of the appointment letter to the VP for Research Affairs must be accompanied by a curriculum vita for the proposed appointee, and proof of completion of all degree requirements, which can take the form of a letter from the university granting the Ph.D., or a copy of a final transcript.

Human Resources Services will maintain a list of all who accept AIU's offer of a PDF appointment and will provide quarterly updates of that list to the office of the VP for Research Affairs.

At the end of the appointment, a short letter confirming the duration of the Fellow's affiliation with AIU will be sent by the academic unit to the office of the VP for Research Affairs. Annually, the VP for Research Affairs will prepare a list of all PDFs who have completed their appointments. The list will be presented to the University Senate, with a recommendation that a Certificate of Postdoctoral Studies is conferred upon the individuals whose names appear on the list. The office of the VP for Research Affairs will prepare the Certificates of Postdoctoral Studies to be sent to the PDFs through their Departments.

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## VII. APPENDICES (if applicable)

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[This section includes any additional relevant information or documents in the attached appendices.]

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## VIII. RELATED POLICIES

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Policies and Procedures of Financial Aid Grants

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## VIV. CONTACT INFORMATION

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*[Lists relevant position titles and/or offices who may be contacted by University community members for any questions about the policy.]*

1. VP for Research Affairs
2. the Chair of a Department (or equivalent)
3. Faculty Dean

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| <b>Triggered by:</b> | Name | Date | Sig. |
| <b>Created by:</b>   | Name | Date | Sig. |
| <b>Revised by:</b>   | Name | Date | Sig. |
| <b>Approved by:</b>  | Name | Date | Sig. |

<https://policiesonline.ualberta.ca/policiesprocedures/policies/postdoctoral-fellows-policy.pdf>  
<https://www2.uottawa.ca/about-us/policies-regulations/policy-123-postdoctoral-fellows>  
<https://www.provost.utoronto.ca/planning-policy/postdoctoral-fellows-policy-and-procedures-for/>  
<https://www.aub.edu.lb/President/compliance/pnp/Pages/A-to-Z.aspx>