



LEGISLATION OF NEKEMTE COLLEGE OF TEACHERS EDUCATION

APRIL, 2023

NEKEMTE

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INTRODUCTION

Nekemte College of Teachers Education is a regional college located in East Wallaga zone, Nekemte town 331 kilometers to the west of the capital Addis Ababa. The college was established to provide primary school teachers to the region and currently it is reformed to meet the objectives of the New Education Road map of the Federal Government of Ethiopia (2018) based on the New Education and Training policy of the Ethiopian Federal Democratic Republic of Ethiopia (1994), which gives the regional states the right to develop and coordinate their own education system. The policy also gives regional states the right to establish colleges for training teachers teaching at primary school (grades 1-8) in their mother tongue and other education personnel. Combining the education and Training policy with current education road map, Oromia Education Bureau decided to establish Colleges for training degree holder teachers. Accordingly, the former Nekemte college of Teachers Education which is upgraded from TTI to TTC in 1996 E.C, after graduating 47,495 primary school teachers, it was upgraded to train in first degree in 2014 EC.

It goes without saying that the inauguration of the College, which came along after nearly 20 years of its inception as a TTC, engendered both excitement and anxiety among those strongly affiliated with it. What is more, it entails heavy responsibilities and challenges, which require vigorous human mind and great material resources to successfully accomplish its mission. In this regard, the college has got a long way to go before it comes up to a full-blown higher academic institution. However, one can say that it has made a good start on the way to meet the growing regional demand for qualified primary school, second cycle teachers and other educational personnel required at this level of education system. To this effect, the College had been launching different training programs which include INSET (summer), PRESET (regular), Extension (evening) weekend, and short term trainings during its diploma level. As a result, a many teachers have been so far awarded Diploma in linear and cluster programs in teaching Afan Oromo, Amharic, English, Mathematics, Biology, Physics, Chemistry, Geography, History , Civics and Ethical Education and Physical education, Art, Music, Pre-primary education facilitators, other than in its TTI training.

Currently, the College is working laboriously in its all-training programs towards the improvement of the overall system of education in the region by ensuring quality teaching and learning. Despite all these efforts there have been some problems threatening the progress of the

College. Inadequacy of the existing infrastructure facilities such as library, classrooms, lecture theatres, offices, transportation services and so on is some of the serious ones. In order to overcome the aforementioned shortage of facilities and services, various short term projects have been planned, and it is hoped that they will be undertaken within a period of time by governmental and non-governmental organizations. In addition to the above-mentioned problems, the College has no regulation-governing academic activities at degree level. Therefore, in order to lay the foundation of the college academic performance, preparing a comprehensive document with clear legislation is also believed to guide and facilitate the overall academic and administrative activities of the college. Besides, such a document will contribute to quality Education and the development of better learning situation of the country in general and Oromia in particular. Therefore, the College has prepared its legislation in accordance with the Regulation No_DBOQQ 02/2011, which was approved by the Oromia Regional Council.

SECTION I: GENERAL PROVISIONS

ARTICLE 1: Short Title

1.1 This Legislation may be cited as “the Legislation of Nekemte College of Teacher Education of 2015/2023.”

ARTICLE 2: Issuing Authority

2.1 This Academic Legislation is issued by Bord of Nekemte CTE

ARTICLE 3: Definitions, Interpretation and Gender Reference

3.1. Definitions

In this Legislation, unless the context requires otherwise:

- 3.1.1 “Academic staff”** shall mean members of the College employed and engaged in teaching, conducting research and/or rendering community services.
- 3.1.2 “Academic year”** shall mean duration within a year, which normally consists of two semesters of 16 weeks each and shall be determined by the college academic calendar.
- 3.1.3 “Administrative Support Staff”** shall mean all employees of the college other than the academic and technical staff.
- 3.1.4 “Board”** shall mean the Board of the college whose power and composition are stated under Article 44 and 45 of the Higher Education Proclamation, No. ____/2004.
- 3.1.5 “College”** shall mean a unit that has at least eight degree offering departments.
- 3.1.6 “Dean”** shall mean the deans of colleges, faculties or solo schools.
- 3.1.7 “Department”** shall mean a unit within a college/faculty/school that enrolls students, offers courses, awards degree, conducts research and provides community service.
- 3.1.8 “Director”** shall mean the executive manager of an institute or college offices.
- 3.1.9 “Head”** shall mean heads of departments, schools within colleges/faculties, or of any other equivalent units.
- 3.1.10 “Module”** shall mean a set of courses with in a program. A set of modules would enable

one to finish a program of study and graduate thereof.

3.1.11 “Program” shall mean a set of modules in the undergraduate and graduate study disciplines.

3.1.12 ”Registrar” shall mean an executive manager responsible for operations pertaining to student admission, placement, registration and academic records.

3.1.13 “Staff” shall mean the academic, administrative support and/or technical staff of the College.

3.1.14 “Student” shall mean any person admitted and registered at the college in the regular, continuing education or any other program.

3.1.15 “Technical staff” shall mean non-administrative personnel employed to support the teaching-learning, research and community service processes and non-academic professional medical personnel employed by the teaching hospital.

3.1.16 “Technical support staff” shall mean non-administrative personnel employed to support the teaching-learning and research processes, in the college.

3.1.17 “Vice Dean” shall mean the executive officers of the College appointed by board of the college.

3.1.18 “Research & Development” shall mean and include research extension, publication, consultancy and industry/ community -college linkage

3.1.19 ”Registrar” shall mean an executive manager responsible for operations pertaining to student admission, placement, registration and academic records.

ARTICLE 4: The Objectives of Nekemte College of Teacher Education

Through continual pursuit of excellence in its instructional and research programs, Nekemte CTE has the following objectives.

4.1 To produce adequate number of teachers who satisfy the required quality for schools in extension, distance, and summer programs

4.2 To conduct problem solving researches that relate mainly to education.

4.3 To provide community services mainly related to the profession, to schools, training centers, appropriate organizations and the public and to participate in other development activities, as a center of social change.

ARTICLE 5.The College Curriculum

- 5.1** The curriculum of the College shall be based on the national standard set by the Ministry of Education
- 5.2** The curriculum shall give emphasis to the active participation of the students, shall be practically oriented, be relevant to the objective conditions of the region as well as the country, and shall reflect current ideas encourage critical thinking and creative problem solving abilities in students and produce responsible and competent citizens.

ARTICLE 6.Powers, Duties and Responsibilities of the Nekemte CTE

Nekemte CTE shall enjoy Academic and administrative freedom and shall have the following powers, duties and responsibilities.

- 6.1** To design and implement education and training programs based on standards issued by the Ministry of Education in its regular, evening extension, and summer in service programs, including short-term trainings.
- 6.2** To produce competent teachers in response to the needs of Oromia regional schools as deemed necessary.
- 6.3** To recruit and admit students in accordance with the selection and recruitment guidelines of the college.
- 6.4** To confer academic certificates, diplomas, degrees and prizes to outstanding students as may be appropriate.
- 6.5** To organize a research unit, to conduct problem solving researches and to disseminate them to users and to policy makers.
- 6.6** To organize and conduct seminars, workshops conferences and symposia and to prepare, publish and distribute the research findings through academic journals, bulletins, proceedings, and newsletters.
- 6.7** To establish relations and to make agreements with local and foreign institutions.
- 6.8** To render professional services to schools, the bureau of education, other appropriate organizations and to the public.
- 6.9** To offer recognition or prizes to persons who have contributed best to society.
- 6.10** To charge appropriate fees for the services it renders.

- 6.11** To own property, to enter into contracts and to sue and be sued in its own name.
- 6.12** To formulate different strategies in order to increase the generation of internal revenues.
- 6.13** To undertake purchase and sale of goods on the basis of financial regulations of the City government
- 6.14** To prepare and submit its plans of activities and budget as well as its quarterly and annual reports to the board, the Addis Ababa Education Bureau and other relevant organs of the city government.
- 6.15** To take all measures necessary for the expansion and strengthening of the capacity of the College.
- 6.16** To recruit, hire and terminate academic staff member's employment.
- 6.17** To perform other activities essential to the attainment of its objective

SECTION 2: EXECUTIVE ORGANS OF THE COLLEGE

ARTICLE 7.Executive Organs

7.1. The executive organ of the college shall consist of the following:-

- Oromia education bureau
- Board
- Management committee
- Academic commission
- Recruitment and promotion committee
- Dean
- Vice deans
- Directors
- Stream coordinators

7.1.1. The power and duties of OEB

7.1.1.1.In collaboration with MoE monitors whether the curriculum of higher education institutions are its standards or not.

7.1.1.2.Give directives for the preparation of education quality standards that align with the social norms, professional ethics and other related principles.

7.1.1.3.Approves the assignment of deans and vice deans nominated by board, upon strict adherence to the rules and regulations.

- 7.1.1.4.**Decides the departments that teachers training at certificate, diploma and degree program should focus on.
- 7.1.1.5.**Decide the number of trainees assigned to colleges in different programs (regular, evening, weekend and summer).
- 7.1.1.6.**Follow up the implementation of higher education proclamations, policies and strategies in the regional colleges.
- 7.1.1.7.**Set criterion for budget allocation, allocate budget and follow its effective utilization for the intended activities.
- 7.1.1.8.** Raise funds/budgets that help to ensure quality education and follow its efficient utilization for the purpose it has intended.
- 7.1.1.9.**Organize experience sharing among colleges.
- 7.1.1.10.** Design strategies that ensure internal efficiency in the college that contribute to ensure education quality.
- 7.1.1.11.** Organize experience sharing with other regions college of teacher educations and similar colleges abroad.
- 7.1.1.12.** Assess the human resource needs of primary school teachers in the region and direct colleges to give focus on training teachers with the highly demanded subjects.
- 7.1.1.13.** Monitors the implementation of college legislation.
- 7.1.1.14.** Conduct teachers' recruitment and transfer on the basis of the rules and regulations and principles followed in recruitment and transfer of teachers.
- 7.1.1.15.** Give college teachers education opportunity to upgrade their academic level.
- 7.1.1.16.** Reinforce model colleges.
- 7.1.1.17.** Prepares symposiums, workshops and research conferences that improve teachers' participation in research activities.
- 7.1.1.18.** Conduct ongoing monitoring and supervision and provide feedbacks that improve the overall performance of the college.

7.1.2. The powers and duties of the Board

The selection criterion for board members and their duties and responsibilities shall be on the basis of separate guideline prepared for this purpose by OEB.

7.1.3. The power and duties of College of Teacher Education

The accountability of CTE shall be for Oromia Education Bureau and shall have the following power, duties and responsibilities:-

- 7.1.3.1.**Design and implements different academic programs on the basis of education policy of the country and standards set by OEB.
- 7.1.3.2.**On the basis of the guidelines prepared by OEB, accept and trains students in different programs.
- 7.1.3.3.**Offers certificate, diploma and other incentives/presents whenever necessary.
- 7.1.3.4.**Encourage and support research activities by the college staffs.
- 7.1.3.5.**Organize, publish and disseminate different journals, magazines, brochures and researches findings.
- 7.1.3.6.**Organize laboratories, library and other educational equipment that facilitate the teaching-learning process in the college.
- 7.1.3.7.**Organize workshops, symposiums, seminars and other programs that focus on education and community service issues.
- 7.1.3.8.**Closely work with national and international institutions having similar mission.
- 7.1.3.9.**Provide fair educational services to the community.
- 7.1.3.10.** Works for the improvement of teachers' development programs.
- 7.1.3.11.** Can claim payment for the services it offers.
- 7.1.3.12.** Plan and implement income generating activities in the college.
- 7.1.3.13.** Purchase and utilize materials.
- 7.1.3.14.** Create document for financial issues.
- 7.1.3.15.** Assign recognized budget roots to different funds earned from different sources.
- 7.1.3.16.** Takes different measures to improve the capacity of the college.

7.1.4. The Management Committee

7.1.4.1.Membership

The Top Management Committee of the college shall have the following five members:

- Dean of the College ----- Chairperson
- Academic Vice dean----- Member
- Administrative and Development Vice Dean-----Secretary
- Directorate of material purchasing and financial administration...--Member
- Directorate of Gender office..... Member

7.1.4.2.Accountability

The top management committee of the college shall be accountable to the Oromia Education Bureau.

7.1.4.3.Powers and Duties of the Top Management Committee

The top management committee of the college shall have powers and duties to:-

- Prepare budget and plan of the college
- Issue guidelines, plans and directives in the college and ensure their implementations
- Decide on issues to be decided at college level
- Ensure that the college's disciplinary procedures and guidelines are adhered to and activities are performed accordingly
- Coordinate and direct academic commission of the college and also decide on challenging issues.
- Approve and decide on disciplinary cases of students and teachers
- Decide on proposed solutions regarding matters related to students' and teachers' disciplinary problems
- Submit periodic performance report of the college to the board and Oromia Education Bureau.

- Study and propose to the board the conditions necessary to strengthen relations of the college with other colleges and organizations
- Study and recommend to the board the appointment, promotion, and award of prizes to the academic staff of the college and follow up its implementation upon approval
- Identify educational training problems and other issues and suggest ways of overcoming them
- Perform such other duties given to it by the board of the college and OREB.

7.1.4.4.Meeting Time of the Top Management

The top management made meeting twice a month, but if the three is urgent issue the chairperson can call a meeting at any time.

7.1.5. The Academic Commission

7.1.5.1.Membership

The Academic commission of the college shall comprise of the following members:

- Academic vice dean of the college-----Chairperson
- All streams heads-----Members
- (Education stream head member & secretary)
- Departments those not organized in streams-----Member
- Registrar officer of the college-----Member
- Representatives of the College’s Teachers’ Union-----Member
- Representatives of regular Students’ Council (*one should be female*).....Member

7.1.5.2.Accountability

The Academic Commission of the college shall be accountable to the Top Management Committee of the college.

7.1.5.3. Power and Duties of the Academic Commission (AC)

Academic Commission of the college shall have powers and duties to:

- Decide autonomously on all academic affairs based up on education and training policies and strategies;
- Examine and approve the academic calendar of the college;
- Issue directives designed to improve quality and enrich the academic programs of the college, follow-up and ensure their implementations;
- Follow-up and ensure the implementation of directives issued by the top-management committee;
- Decide on conditions for admissions of students and formulate methods of programs implementation;
- Devise various methods to improve and enrich the teaching-learning process of the college;
- Based on the guidelines of the top management, determine and examine thoroughly the list of graduating students and approve the list of those students who meet the requirements for graduation;
- Determine graduation points and types of certification for graduating students;
- Study and propose academic tuition fees and other charges of the college;
- Examine and approve research proposals designed to improve the teaching-learning process and training programs and publish as well as disseminate the result to the concerned bodies;
- Approve relevant courses designed for the newly opened units/streams;
- Determine its own rules and procedures;
- Perform such other duties as may be given to it by the Top-Management of the college.

7.2. Standing Committee of the College (Ad-hoc Committee)

The college shall have the Academic Staff Appointment, Promotions and Development Committee (ASAPDC)

7.2.1. Accountability

This committee is accountable to the dean of the college.

7.2.2. Membership

The committee has the following members

- Academic vice dean of the college -----Chairpersons
- Administrative and Development vice dean-----Secretary
- Directorate of material purchasing and financial administration-----Member
- Directorate of Gender office-----Member
- All Streams focal persons-----Member
- Two representative of teachers’ union-----Member

7.2.3. Duties and Responsibilities of the ad hoc committee

The ASAPDC Shall:

- Initiate general policies and guidelines for appointment, promotions and staff development
- Review and approve appointment and promotion recommendations submitted to it by streams or individuals
- Receive and review appeals from academic staff who feel that their promotion has been overlooked by their stream
- Advise the AC on matters related to the general welfare of departments, the statue on academic rank, salaries, and academic duties and freedom.
- The Committee shall investigate the concerns of streams and make recommendations
- Initiate policies that would enable and encourage an efficient staff development plan; Develop and amend parameters to offer honorary degrees to be approved by the Academic Commission.
- Devise staff development programs, prioritize training and recommend short, medium, and long –term trainings for instructors.
- Entertain nominations and make recommendations to the AC for approval of granting honorary degrees to individuals of high distinction and outstanding service in the following areas
- Outstanding institution in an academic discipline or creative works
- Individuals who give public service to Ethiopia with emphasis on contributions to the general welfare of the country;
- International leadership both in Africa and other parts of the world, and
- Outstanding support to the college growth and development in circumstances where such contributions are deemed worth of high distinctions:

ARTICLE 8. Dean and Vice Deans

8.1. The Dean

8.1.1. Powers, Duties and Responsibilities

The appointment of the dean of the college shall be based on the separate criterion or guideline set by Oromia Education Bureau. The dean of the college shall have powers and duties to

- Guide, administer and control the activities of the college
- Follow-up and ensure successful implementation of plans and directives of the Bureau of Education and the board
- Submit request for recruitment of the academic staff to OREB for employment administer in accordance with the directives issued and criteria set by the board and administer the administrative staff as per the civil service laws
- Submit to the board the annual plan and draft budget of the college and ensure its implementation upon approval
- Sign all agreements and contracts entered into on behalf of the college
- Open and operate bank accounts on behalf of the college
- Represent the college in all aspects
- Present/recommend the training and educational leaders process owner from among the academic staff of the college to OREB head for final approval.
- Delegate powers and duties to all concerned in order to safeguard the efficiency and effectiveness of the implementation of the programs of the college
- Ensure the administrative activities of the college performed in accordance with clarity, participatory and democratic way.
- Submit periodic reports to Oromia Regional Education Bureau and the board
- Approve the appointment of stream heads
- Perform such other duties as may be given to him/her by OREB
- Conduct classes not more than 3 Cr. Hrs.

8.2. Academic Vice Dean

8.2.1. Powers, Duties and Responsibilities

The appointment of the academic vice dean of the college shall be based on the separate criterion or guideline set by Oromia Education Bureau and he/she is accountable to dean of the college and has the following duties and responsibilities:-

- Advise and support the dean on all academic matters of the college
- Coordinate and direct the overall academic affairs of the college
- Serve as a secretary of academic commission of the college.
- Serve as a member of the Top Management of the college
- Follow-up and ensure the implementation of courses offered in accordance with the academic calendar of the college
- Facilitate the appointment and development of academic commission members.
- Prepare the annual plan and budget of the academic division
- Ensure that the staffs are engaged in research and in the preparation of teaching materials
- Organize seminars, conferences, symposiums and workshops
- Submits periodic reports to the dean as required
- Conduct a maximum of 3-credit hours per week.
- Act on behalf of the dean during his/her absence
- Evaluate the performance of team members who are accountable to him/her.
- Observe the preparation of course catalogue and prospects
- Ensure that a well-planned staff development policy is established and
- Perform such other duties as directed to him/her by the dean.

8.3. Administrative and Development Vice Dean

8.3.1. Power, Duties and Responsibilities

The appointment of the administrative and development vice dean of the college shall be based on the separate criterion or guideline set by Oromia Education Bureau and he/she is accountable to the dean of the college and has the following duties and responsibilities:-

- Advise and support the dean on human resource management issues.
- Plans, co-ordinates, monitor and evaluate the overall activities of H.R.M. affairs of the college.
- Facilitate the employment, evaluation, promotion and retirement of the human resource according to the existing rules and regulations.
- Prepare the annual plan of human resource of the college in collaboration with other respective process and execute the plan up on approval.
- Submit monthly, quarterly, bi-annually and annually report to the dean.
- Serve as a member and secretary of the top management committee.
- Supervise, monitor and give professional support to the case workers of the respective processes.
- Coordinate and direct the proper organization and record keeping of human resource in automated form.
- Facilitating for conducting research on organizational structure of the college and on issues related to H.R.M. and put it into action on approval.
- Conduct need assessment pertaining to the training of human resource of the college and organize the resource person for training.
- Check and make sure that all the necessary documents pertaining to employment, promotion, and pension are fulfilled and completed by the concerned bodies.
- Ensure that the work discipline is maintained in the college.
- Assists in preparation of strategic plan of the college and follow up its implementation up on its approval.
- Evaluate the performance of human resource administrative process performers and coordinate the overall performance evaluation of the college.
- Participate in income generating activities of the college.
- Perform such other duties as directed to him/her by the dean of the college.

8.4. Research and Community Service Vice Dean

8.4.1. Powers and Duties of the Research and Community Service Vice Dean

The appointment of the research and community service vice dean of the college shall be based on the separate criterion or guideline set by Oromia Education Bureau and he/she is accountable to dean of the college and has the following duties and responsibilities:-

- Advise and support the dean on all research and community service matters of the college
- Coordinate and direct the overall research affairs and community service of the college
- Serve as academic commission of the college.
- Serve as a member of the Top Management of the college
- Follow-up and facilitate any research works done by academic staff and students of the college
- Prepare the annual plan and budget of the research work and community service
- Prepare proposals and find funds from different bodies for research and community service activities.
- Ensure that the staffs are engaged in research and in the community service activities
- Organize seminars, conferences, symposiums and workshops on research issues.
- Encourage, promote and coordinate the dissemination of research findings through channels such as workshops, lectures.
- Promoting supporting and facilitating Instructors' and students' engagement in community development activities through different mechanisms such as practicum; Submits periodic reports to the dean as required.
- Conduct a maximum of 2-4 credit hours per week.
- Act on behalf of the dean during his/her absence provided that academic vice dean is also absent.
- Evaluate the performance of team members who are accountable to him/her.
- Observe the preparation of course catalogue and prospects jointly with academic vice dean.
- Ensure that a well-planned staff development policy is established and
- Perform such other duties as directed to him/her by the dean.

8.5. Directorate of Communication and External Relations

8.5.1. Powers and Duties

- Advise senior management on public relations and communication issues within and outside the college.

- Plans, prepares and implements information programs to keep the public and specific groups (government services, NGOs, international organizations, the general public, etc.) informed of the college's programs and achievements;
- Produces and distributes brochures, publications, press reviews, audiovisual as well as electronic documents for the media and public to enhance the college's image, and maintain good and close working relations with the media;
- Produces bulletins, information circulars, as well as other publications on Bank activities regularly for the staff, so as to enhance understanding of Management's objectives and initiatives;
- Provides advice and assistance required for formulating college's policies and plans on the design, implementation and dissemination of the college's information products and coordinate the publishing and distribution services for the printed and electronic publications of the college;
- Implement the college's information disclosure policy, as well as manages the public information Centre responsible for providing information on college activities and operations.
- Perform activities assigned to him by the dean.

8.6. Directorate of Human Resource Management

8.6.1. Power, Duties and Responsibilities

The recruitment and promotion of directorate of human resource management shall be based on criterion and principles set by the public service and human resource development of Oromia Regional state. He/she is accountable to administrative and human resource development vice dean and shall have the following duties and responsibilities:-

- Provide inputs for any discussion and decision made with regard to the human resource development
- Advice administrative and human resource development vice dean on issues related with human resource development and management;
- Plan, coordinate and follow up activities carried out by human resource management team, librarians and student service performers.

- Evaluate, rank, provide feedback and report to the administrative and human resource development vice dean the performance of human resource management team leader, janitors team leader, library and duplication team leader and health workers;
- Conduct human resource needs of the college, plan and make approved the recruitment by the concerned authority;
- Provide sensitization training to newly employed workers about their rights, responsibilities and rules and regulations of the college;
- Adjust situations whereby students get necessary medical services at the best level of the college;
- Follow staffs adherence to the discipline of the college and takes measure in case of significant deviation;
- Facilitates timely supportive staffs performance evaluation;
- Offer clearance paper for academic staffs and supportive staffs who leave the college either due to retirement or any other legal or acceptable reasons;
- Welcomes teachers and supportive staffs who are newly recruited or join the college by transfer from other colleges or institutions;
- Identify teachers and supportive staff members without pension code (number) and let them get the code and provide documents of the retired staffs to the concerned offices;
- Monitors the implementation of different reform agendas in the college;
- Encourages and committed to the implementation of research findings on the structure and human resource development issues in the college;
- Identify skill gaps and organize trainings that fill the gap;
- Arrange awareness creation workshops that help staffs to know their duties and responsibilities and the ethics and core values of the college;
- Facilitates situations whereby staff members get training opportunity that help them to improve their performance;
- Take part on income generating activities in the college;
- Perform additional tasks assigned to him by the dean of the college.

8.7. Directorate of Planning, Resource and Financial Management

8.7.1. Powers and Duties

The recruitment and promotion of directorate of planning, resource and financial management shall be based on criterion and principles set by the public service and human resource development of Oromia Regional state. He/she is accountable to administrative and human resource development vice dean and shall have the following duties and responsibilities:

- Plans, co-ordinates, monitor and evaluate the overall activities of educational materials purchasing and financial management of the college.
- Advise and support the dean on educational materials purchasing and financial management issues.
- Co-ordinates the different process owners in preparing short, intermediate and long term plans of the college and follows up their implementation.
- Prepare, submit and co-ordinates the preparation of monthly, quarterly, bi-annually and annual reports of the college
- Conduct need assessment for procurement of materials of different process owners by ensuring the availability of budget and presents for the top management for decision
- Carries out the procurement of educational materials and distributes them among processes based on their demand and availability of the materials purchased up on approval
- Conduct market survey for material recruitment
- Records, keeps and updates the balance of the different budget headings (Recurrent, TDP, Internal Revenue, grants and aids) and make them known to the dean of the college periodically
- Issues payment documents for different stakeholders (students, instructors, workers and other clients out of the campus) and makes payment when approved by the dean of the college
- Settles accounts on time.
- Records, keeps and updates the college property (fixed and variable assets) according to their type, utility and duration (computerizes them)

- Identify repairable materials for maintenance regularly.
- Issues rules for the replacement/repair of materials damaged by individuals due to improper utilization or handling.
- Discards materials that have finished their estimated life or service time or difficult for repair based on the decision of the top management
- Conduct inventory of materials at the end of budget year.
- Evaluate the performance of Educational Materials purchasing and Financial Management Process performers.
- Prepares project proposals to solicit fund from GO's and NGO's
- Participate in income generating activities of the college.
- Performs other duties directed to him/her by the dean

8.8. Stream Focal Persons

8.8.1. Criteria for Eligibility

He/she must have:

- Preferably MA or M.Sc degree or its equivalent in the stream subject fields.
- A rank of at least a lecturer
- Five years of teaching experience at college level or related areas
- Worked as a member of various committees
- High professional caliber and has sound personal integrity and commendable leadership qualities.
- With three consecutive semesters averages of more than 80% work efficiency or evaluation
- Election done from the departments organized under the stream
- Having the knowledge doing research and problem solving

8.8.2. Powers and Duties of Stream Coordinators

Stream heads/coordinators are accountable to academic vice dean and shall have the following duties and responsibilities:-

- Selection of newly recruited candidates is performed according to the guideline set for selection.
- Course outline, plans, manuals for all courses offered during any term are reproduced and made available to students before the commencement of classes
- Courses are assigned to the appropriate instructor, academic timetable and exam schedules of his/her stream are prepared in time and implemented accordingly.
- Registration slip and registration time table are prepared and implemented.
- Documents of newly recruited candidates are checked, files are opened and trainees' records are properly kept.
- Students' identification cards, transcripts, diplomas and other documents are prepared and issued in time.
- Lists of students recommended for graduation Prepared in time and presented to the AC.
- There is well planned advisory service for trainees in his/her stream and recreational and co-curricular activities are well coordinated.
- Instructors conduct their classes and take attendances regularly
- Active learning and continuous assessment is implemented in his/her stream.
- Meetings called by small working groups, heads of streams at least a day before the due date
- Members participate fully and contribute vigorously to stream activities as part of their duties since their promotion or renewal of contract depends, among other things, on their involvement
- By being the member of practicum committee, facilitate and implement the practicum activities
- Repeated and frequent absenteeism and late coming to meetings are corrected
- All instructors give the required number of assessments as determined by the stream, and give immediate feedback to their students. Stream heads or their deputies should also make sure that instructors submit the results of their continuous assessments to the head of their respective streams every term.

- All instructors have arranged convenient consultation hours for their students
- Results of final examinations are submitted to heads of streams at least a day before the due date
- The mechanism that the stream devised to control grade inflation is implemented
- Re-evaluation of exam papers is accomplished within two weeks of the submission of application for re-evaluation
- Make up examinations are allowed only to students who can produce convincing evidence such as medical certificates
- The decisions of the academic commission and higher executives are implemented
- A draft annual plan and budget plan is prepared and submitted to the training and educational leaders process owner
- The training conducted in his/her respective stream is research backed
- Instructors handle matters related to project work
- They return records of term grades and the academic status of each student of the stream, as well as staff files with academic performance evaluation for each instructor are properly kept
- The recruitment, evaluation, selection and recommendation of the appointment of new staff is properly done; and the evaluation of the performance of instructors and renewal and/or termination of contracts is objectively done;
- Their staff promotion, scholarship or research leave are recommended
- Links with similar streams of other academic institutions of higher education in the country as well as abroad are created
- Granting short leaves for occasions like marriage, mourning are approved
- Stream workshops, seminars, meetings and so on are organized.
- All other activities of the stream are coordinated, monitored and overseen
- Instructors are involved in writing modules and preparation of other supplementary reading materials.
- He/she himself/herself conduct 6 cr.hr in regular, 4 cr.hr in summer and is paid in the highest credit hours; in extension +3 cr.hr on the average staff load.
- He/she continuously evaluate the performance of his/her respective stream and present periodic report to the training and educational leader's process owner.

8.9. Head of Departments

8.9.1. Criteria for Eligibility

- Preferably MA or MSc degree or its equivalent in the stream subject fields.
- The minimum academic rank required to be a department head is lectureship.
- Three years of teaching experience and above at college level or related areas
- Worked as a member of various committees
- High professional caliber and has sound personal integrity and commendable leadership qualities.
- Having a work based evaluation an average of 75%
- The Dean from among three nominees recommended by the department council shall appoint the head of a department.
- The head of the department shall be accountable to the stream focal person
- The head of the department shall be responsible for all matters concerning his/her department pursuant to the college policies, rules and regulations.
- The term of office of the head of department shall be two years

8.9.2. Power and Responsibilities Head of Departments

Department heads are accountable to stream coordinator and shall have the following duties and responsibilities:-

- To chair the department academic council
- To prepare agenda and call meetings of the academic councils.
- To plan and submit the annual activities of the department with the approval of the academic council and to ensure its implementation in the department.
- To manage the department, and to monitor and evaluate the proper performances of the members of the department.
- To report periodically on the activities performed and on pertinent information in the department with the approval of the Academic Council as required by the college.
- To provide staff with the necessary stationary, equipment and materials that the college could provide.

- To ensure the offering of proper counseling to students in academic matters and in registration affairs based on the student records and academic regulations.
- To keep records and documents of the department properly.
- To distribute workloads to members of the department based on the consent of the academic council.
- To work in collaboration with classroom representatives of students on academic issues
- To execute the decisions of the academic council
- To ensure the implementation of decisions and directives of the stream focal person and the academic vice dean.
- Recruit and assign part-time instructors in collaboration with the academic council.
- To organize, technically support and run effectively co-curricular activities student activities and assign teachers for the purpose as well as to collaborate with student affairs office in this regard.
- To work in collaboration and harmony with the division coordinator so as to make the diploma program successful.
- To recruit and assign part-time instructors for the department in collaboration with the academic council.
- To perform other related activities that may be given to him/her by the stream focal person or Academic vice Dean.
- He/she teaches 8 cr.hr in regular class 8 cr.hr in summer also and paid for 18 cr.hr. In evening and weekends (extension) he/she was paid an average and +2

ARTICLE 9. The Staff Members of the College

9.1. The College shall have the following three types of staff members

9.1.1. The Academic staff members

9.1.1.1. The Academic Staff Members of the College shall consist of individuals with different ranks having a permanent base in any department of the college employed to serve as teachers and researchers.

9.1.1.2. Without prejudice to article 9.1, the Academic Staff Members may also include other individuals whom the Academic Commission may determine to be considered as Academic Staff Members

9.1.2. The academic support staff members

9.1.2.1. The College may have the following academic support staff members;

9.1.2.1.1. Laboratory technicians

9.1.2.1.2. Technical assistants

9.1.2.1.2.1. Laboratory technicians will consist of individuals who are employed to take care of the laboratories and to offer professional assistance in the laboratories.

9.1.2.1.2.2. Technical assistants will consist of individuals who are employed to offer academic support to teachers in their respective departments.

9.1.3. The non-academic support staff members.

9.1.3.1. Apart from the Academic Staff Members, the College shall have non-Academic Staff Members who are subject to the Civil Service rules and regulations.

9.2. Every Academic Staff Member shall have the following rights.

9.2.1. Exercise all the rights that are respected for him/her by law.

9.2.2. Suggest ideas that may promote the quality and relevance of the teaching- learning process.

9.2.3. Be entitled to promotion and benefits when he/she satisfies the appropriate criteria.

9.2.4. Be assigned to different positions and training in accordance with the rules and regulations.

9.2.5. Not to be held liable for his/her personal views or beliefs.

9.2.6. offer service to the community, to give consultancy Service to the community to conduct research that benefits the institution and the country, to promote an atmosphere of free

rational and dispassionate inquiry and finding as well as to get research and sabbatical leave in accordance with the procedures set in this legislation and related directives.

- 9.2.7.** Without prejudice to provisions in the other proclamations and regulations, every Academic Staff Member shall have the following obligations.
- 9.2.8.** Produce graduates who are cultivated in democratic culture with high sense of social responsibility and high ethical values and are competent in the profession.
- 9.2.9.** Devote himself /herself to the transmission of his/her full knowledge and skills to the students.
- 9.2.10.** Teach up to the load of 12 contact hours as well as to tutor as many as up to 20 students during the practicum without any additional payment, in the regular program, and not to exceed than 12 contact hours in the evening extension program or 12 contact hours in the summer in-service program. The teaching load for those who hold additional administrative responsibilities shall be 6 contact hours while for the Dean and the vice Deans it shall not exceed 4 contact hours.
- 9.2.11.** Teach 3 more contact hours in the regular program at the maximum with additional payment and six additional contact hours in the summer program when the need arises.
- 9.2.12.** Undertake problem-solving studies and research beneficial to Addis Ababa or to the country.
- 9.2.13.** Not to promote political partisanship, not to preach religions, and not to impose one's own personal beliefs or views on the community and the students in the College.
- 9.2.14.** Develop his course materials based on the curriculum.
- 9.2.15.** Offer his energy and time fully to his/her duties in the College during working hours.
- 9.2.16.** He/She shall not engage in any other activities which encroach upon the time expected to be devoted to duties without approval from the Dean.
- 9.2.17.** Comply with the rules and regulation established by the college.
- 9.2.18.** Maintain professional ethics and competence and to promote a positive image of the profession.
- 9.2.19.** Treat and evaluate all students equally.
- 9.2.20.** Undertake extra responsibilities or assignments for the effective operation of the College.
- 9.2.21.** Set consultation hours favorably to his/her students and to offer counseling.

9.2.22. Submit his/her plan and to evaluate annually his/her work to improve performance in consultation with the appropriate college authority.

ARTICLE 10. Officers of the College

10.1. The Guidance and Counseling Officer

10.1.1. The guidance and counseling officer shall be an Academic Staff Member with an academic qualification of at least Second degree and the rank of lectureship.

10.1.2. The Academic Commission shall appoint the guidance and counseling officer from two nominees recommended by the Dean

10.1.3. The guidance and counseling officer shall be accountable to the Dean of students and shall have the following

10.1.3.1. Powers and Duties Guidance and Counseling Officer

10.1.3.1.1. Assist students to adjust to conditions in the college and to perform well and successfully in their studies.

10.1.3.1.2. Develop positive attitude in students to the profession they are going to join after graduation.

10.1.3.1.3. Offer general orientation to freshmen students regarding college life (so that they can cope up), study, note taking, exam taking, etc, skills.

10.1.3.1.4. Offer guidance and counseling support to individual or group of students with psychological, social and pedagogical problems.

10.1.3.1.5. Offer orientation and empowerment activities to students who require affirmative action in collaboration with gender coordinating office.

10.1.3.1.6. Conduct seminars, workshops, short-term trainings, etc. for staff and to prepare materials to educate students.

10.1.3.1.7. Conduct survey studies to identify student problems, and to suggest ways of overcoming them.

10.1.3.1.8. Participate in different committees that address student affairs (like student discipline committee, Anti HIV committee, etc).

10.1.3.1.9. Plan activities and submit it to the Academic Vice Dean.

10.1.3.1.10. Review activities conducted at his/her office, suggest improvements and implement the same upon approval.

- 10.1.3.1.11.** Manage the human and material resources available at his/her office.
- 10.1.3.1.12.** Prepare and submit quarterly, annual and other reports to the Academic and Research Vice.
- 10.1.3.1.13.** Perform other activities that may be given to him/her by the Academic Vice Dean.
- 10.1.3.1.14.** The term of office of the guidance and counseling officer shall be three years.

10.2. The Gender Coordination Office

10.2.1. The Gender Coordination Office shall have the following duties and responsibilities

- 10.2.1.1.** Ensure that gender is mainstreamed in every plan and activity of the college.
- 10.2.1.2.** Ensure that there are support systems in place for female students who are admitted by affirmative action.
- 10.2.1.3.** Enhance the awareness of gender and development issues by all staff members and students.
- 10.2.1.4.** Acquire resources to enhance gender activities in the college and implement the resources properly.
- 10.2.1.5.** Plan and coordinate activities that promote the empowerment of female students and female staff members in accordance with the policies of affirmative action.
- 10.2.1.6.** Coordinate the effective running of relevant co-curricular activities in the college.
- 10.2.1.7.** Offer female students at the college access to proper guidance and counseling services.
- 10.2.1.8.** Make every effort to ensure that there is no any occurrence of sexual harassment in and around the college.
- 10.2.1.9.** Perform all other related duties that may be given to it by the Dean of the college.
- 10.2.1.10.** Ensure the implementation of all the duties and responsibilities of the office.
- 10.2.1.11.** Prepare and submit plans of activities and to implement the same upon approval.
- 10.2.1.12.** Manage properly the human and material resources available at the office.
- 10.2.1.13.** Review the implementation of activities of the office, to suggest improvements and to implement the same upon approval.
- 10.2.1.14.** Prepare procedure manuals and directives that may enhance the proper performance of her office.
- 10.2.1.15.** Coordinate co-curricular activities that are technically supported and run by academic departments the student council and the students.

10.2.1.16. Prepare and submit quarterly, annual and other reports to the Dean.

10.2.1.17. Perform other duties that may be given to her by the Dean of the College.

10.2.2. Accountability

10.2.2.1. Gender coordination office shall be headed by a coordinator who is an Academic Staff Member, appointed by the Academic Commission with at least the rank of a lecturer, from two female nominees recommended by the Dean.

10.2.2.2. The Gender Coordinator shall be accountable to the Dean of the college

10.2.3. Term of Reference

10.2.3.1. The term of office of the coordinator shall be three years.

10.3. The Registrar Officer

10.3.1.Criteria for Eligibility

10.3.1.1. The Registrar officer shall be an Academic Staff Member and shall be appointed by the Academic Commission from two nominees recommended by the Dean.

10.3.1.2. The Registrar shall have a minimum of Second degree and shall have at least the rank of lectureship.

10.3.1.3. The Registrar shall be accountable to the Academic Vice Dean and shall have the following powers and duties

10.3.1.4. The Deputy Registrar shall be appointed by the Dean of the college from among the academic staff member and shall be accountable to the Registrar. He/She shall have at least the rank of a lecturer.

10.3.1.5. The Deputy Registrar shall have the duty to support the Registrar and to represent him/her in the event of his/her absence. He/She shall also perform every duty given to him/her by the Registrar.

10.3.1.6. The terms of office for the Registrar and the Deputy shall be three years.

10.3.2.Duties and Responsibilities of the Registrar office;

10.3.2.1. Prepare student registration forms, student lists and schedules for the registration.

10.3.2.2. Register students according to the prepared plan of the college.

10.3.2.3. Keep academic records of students appropriately and systematically.

10.3.2.4. Prepare and compile course catalogues in collaboration with the Academic Vice Dean.

- 10.3.2.5.** Receive admission applications and process them properly in collaboration with the division coordinators and academic departments.
- 10.3.2.6.** Prepare the lists of prospective graduates and submit them to the academic commission.
- 10.3.2.7.** Prepare lists of students for those offices and staff members who need them.
- 10.3.2.8.** Prepare degrees, diplomas, certificates, transcripts, grade reports and prizes to be issued by the college.
- 10.3.2.9.** Prepare academic calendars of regular program for approval by the academic commission.
- 10.3.2.10.** Improve and automate the record keeping system of the office
- 10.3.2.11.** Offer improved and efficient service to all its service seekers.
- 10.3.2.12.** Prepare pertinent statistical information and submit them to the Academic Vice Dean and the planning and programming section.
- 10.3.2.13.** Prepare and submit quarterly, annual and other reports to the Academic Vice Dean.
- 10.3.2.14.** Issue report cards every semester to the students of the different departments.
- 10.3.2.15.** perform other duties given to it by the Academic Vice Dean
- 10.3.2.16.** Ensure that all the duties and responsibilities of the office are properly implemented.
- 10.3.2.17.** Prepare and submit the plan of the activities of the office to the Academic Vice Dean and to implement the same upon approval.
- 10.3.2.18.** Manage the human and material resources of the office efficiently and economically.
- 10.3.2.19.** Ensure that every facility, materials and other resources that the college could provide are made available for the work and that they are properly put into use.
- 10.3.2.20.** Continuously review the works of the office, come up with new ideas and improvements and implement them upon approval.
- 10.3.2.21.** Prepare procedure manuals and directives that can facilitate the works of the office and implement them after approval.
- 10.3.2.22.** Ensure that the office offers improved services to all its service seekers.
- 10.3.2.23.** Prepare and submit quarterly, annual and other reports including statistical information to the Academic Vice Dean.
- 10.3.2.24.** Perform other duties that may be given to him/her by the Academic Vice Dean.

10.4. The Practicum and Programming Office

10.4.1. Criteria for Eligibility

- 10.4.1.1.** The Academic Commission shall appoint the coordinator of the practicum and program office from two nominees recommended by the Dean.
- 10.4.1.2.** The coordinator of the practicum and program office shall at least have a Second degree and a rank of lectureship.
- 10.4.1.3.** The coordinator of the practicum and program office shall be accountable to the Academic Vice Dean and shall have the following powers and duties.
- 10.4.1.4.** The term of office of the coordinator of practicum and program office shall be three years.
- 10.4.1.5.** The Coordinator of the practicum and program office shall have at least a Second degree and the rank of lectureship.
- 10.4.1.6.** The Coordinator of the practicum and program office shall be appointed by the Dean from among the academic staff and shall be accountable to the coordinator of the practicum and program office.
- 10.4.1.7.** The Coordinator of the practicum and program office shall have the duty to assist the coordinator of the office to represent him/her in the event of his her absence and to perform all the activities that may be given to him/her by the coordinator of the office.
- 10.4.1.8.** The term of office for the Deputy Coordinator is also three years.

10.4.2. Duties and Responsibilities of Practicum and Programming Officer.

- 10.4.2.1.** Control and ensure that the course offerings of the different departments of the college are set according to the catalogue.
- 10.4.2.2.** Set semester academic schedules for the regular program and to ensure their proper implementation.
- 10.4.2.3.** Set examination schedules for the regular program and to ensure their proper implementation.
- 10.4.2.4.** Coordinate, facilitate and manage the practicum of the regular program.

- 10.4.2.5.** Assign students for the practicum and instructors for tutoring them in consultation with the departments, and also to ensure the proper running of the practicum.
- 10.4.2.6.** Make the necessary arrangements with the respective partner schools for the successful accomplishment of the practicum.
- 10.4.2.7.** strengthen the partnership relations of the college and partner schools in order to enhance the proper running of the practicum,
- 10.4.2.8.** Assess the regular performances of the practicum and coordinate the participation of stakeholders to resolve the problems.
- 10.4.2.9.** Review the performances of the office to suggest improvements and to implement the same upon approval.
- 10.4.2.10.** Prepare and submit the plans of the office to the Academic Vice Dean.
- 10.4.2.11.** Prepare and submit quarterly, annual and other reports as well as pertinent information on the performances of the office.
- 10.4.2.12.** Perform other duties that may be given to the office by the Academic Vice Dean.
- 10.4.2.13.** Ensure the implementation of all the duties and responsibilities of the practicum and program office.
- 10.4.2.14.** Prepare and submit the plan of the office and to ensure the effective, efficient and economic implementation of the same upon approval.
- 10.4.2.15.** Manage properly the human and material resources of the office.
- 10.4.2.16.** Review the implementation of activities of the office, to suggest improvements and to put in to practice the same upon approval.
- 10.4.2.17.** Prepare procedure manuals and directives that can facilitate the works of the office and implement them upon approval.
- 10.4.2.18.** Facilitate and ensure the preparation and proper implementation of practicum guidelines and teaching materials or handbooks for practicum.
- 10.4.2.19.** Prepare and submit quarterly, annual and other reports to the Academic vice Dean.
- 10.4.2.20.** Improve its services for all its service seekers.
- 10.4.2.21.** Perform other duties that may be given to him/her by the Academic vice Dean.

10.5. The Research and Development Coordination Office

10.5.1. Criteria for Eligibility

- 10.5.1.1.** The Research and Development Coordination Office shall be headed by a coordinator, appointed by the Academic Commission from two nominees recommended by the Dean of the college.
- 10.5.1.2.** The coordinator of Research and Development coordination Office shall have at least a Second degree and the rank of lectureship.
- 10.5.1.3.** The coordinator of Research and Development coordination office shall be accountable to the Academic Vice Dean
- 10.5.1.4.** The term of research coordinator and development office shall be three years.

10.5.2. Duties and Responsibilities of Research and Development Coordination Office

- 10.5.2.1.** Identify research priorities within the college and to engage Academic Staff Members in research activities.
- 10.5.2.2.** Encourage and advise Academic Staff Members to engage in research activities.
- 10.5.2.3.** Collect and evaluate research proposals and research progress reports that are to be submitted to the college.
- 10.5.2.4.** Prepare project proposals and to identify and obtain sponsorship for researches and conferences to be conducted at the college.
- 10.5.2.5.** Edit and publish newsletters, bulletins, journals or proceedings of conference or seminar papers conducted in the college.
- 10.5.2.6.** Coordinate and run academic seminars, workshops, conferences or symposiums at the college.
- 10.5.2.7.** Carry out trainings to develop research capacity among Academic Staff Members.
- 10.5.2.8.** Ensure the proper implementation of the Research Guidelines.
- 10.5.2.9.** Ensure that researches and research publications conducted by Academic Staff Members have the required standards and quality.
- 10.5.2.10.** Distribute the research outputs and publications to all the concerned bodies and individuals.
- 10.5.2.11.** Prepare directives and procedure manuals that would enhance research activities in the college and implement the same upon approval.

- 10.5.2.12.** Plan activities and to prepare and submit quarterly, annual and other reports to the Academic Vice Dean.
- 10.5.2.13.** Perform other related activities that may be given to it by the Academic Vice Dean.
- 10.5.2.14.** Ensure the proper implementation of the duties and responsibilities of the research and Development coordination office.
- 10.5.2.15.** Prepare and submit the plan of the office and to implement the same upon approval.
- 10.5.2.16.** Manage properly the human and material resources available at the office.
- 10.5.2.17.** Prepare and submit quarterly, annual and other reports to the Academic Vice Dean.
- 10.5.2.18.** Review the implementation of activities in the office, to suggest improvements and to put the same into practice upon approval.
- 10.5.2.19.** Perform other related duties that may be given to him/her by the Academic Vice Dean.

SECTION THREE: STAFF AFFAIRS

ARTICLE 11. Staff Employment and Promotion

11.1. Employment of Staff Members

11.1.1.Criteria for Employment of Academic Staff Members

The following are the essential elements and guidelines for evaluating the teaching ability of prospective staff

- 11.1.1.1.** Qualification and knowledge of subject matter
- 11.1.1.2.** Skills in presentation and class management
- 11.1.1.3.** Ability to stimulate youths' minds
- 11.1.1.4.** Capacity for cooperation
- 11.1.1.5.** Enthusiastic devotion to teaching
- 11.1.1.6.** Good skills in Afan Oromo
- 11.1.1.7.** C.G.P.A. 2.75 and above for males and 2.5 for female candidates, furthermore, for MA/MSc/MEd C.G.P.A. should be 3.0 and above
- 11.1.1.8.** The candidate should bring recommendation letter from concerned government institution
- 11.1.1.9.** Candidates who have an experience of teaching in grade 1-8 are highly recommended.
- 11.1.1.10.** Female candidates satisfying the minimum required CGPA will be encouraged.
- 11.1.1.11.** *NB.* Candidates with qualification of BA/BSc/BEd and MA/MSc/MEd who full fill the required criteria will be recruited as graduate assistant I and lecturer respectively.

11.1.2.Criteria for Employment of “Adjunct” Academic Staff

The term “adjunct” is assigned to instructional staff members with a PhD qualification or its equivalent and a rank of an assistant professor or above whose primary responsibilities may lie outside the college. Adjunct instructional staffs are different from part time staffs.

11.1.2.1.1. Criteria for employment of adjunct staff are consistent with those for regular instructional staff.

11.1.2.1.2. In addition, professionals applying for adjunct employment shall be persons of superior ability in teaching, research and community service.

11.1.3. Employment of the Academic Support Staff Members

The College may have the following academic support staff members;

11.1.3.1. Laboratory Technicians

11.1.3.1.1. Laboratory technicians will consist of individuals who are employed to take care of the laboratories and to offer professional assistance in the laboratories.

11.1.3.2. Technical Assistants

Technical assistants are academic support staff. They shall normally assist in laboratory sessions and field demonstrations, help in research activities of streams and undertake any other assignments given by the concerned departmental staff.

11.1.3.2.1. Technical assistants will consist of individuals who are employed to offer academic support to teachers in their respective departments.

Academic support staff members shall also be assigned to the following hierarchy of ranks:

11.1.3.2.2. Technical assistant I, or Laboratory assistant I

11.1.3.2.3. Technical assistant II, or Laboratory assistant II

11.1.3.2.4. Technical assistant III, or Laboratory assistant III

11.1.3.3. Employment Criteria for Technical Assistant

11.1.3.3.1. Criteria for employment of technical assistant are consistent with sub article of this charter.

11.1.3.3.2. A candidate with a qualification of 12 + 2) from recognized college or institute with a cumulative GPA of 2.75 or above is eligible for recruitment and selection a technical assistant I.

11.1.3.3.3. When additional manpower is required to undertake normal teaching commitments a graduate of this college with good academic record and high caliber may be appointed as a regular college member e.g. with the rank of technical assistant.

NB. The employment process should follow recruitment and selection procedures.

11.1.4. General Conditions

- 11.1.4.1.** Employment for any academic position of the college shall be on contract basis. The contract document shall be filled by the employer and the employee (see Appendix 1)
- 11.1.4.2.** Each person joining any stream/department/ of the college as full time academic staff member shall be given an academic rank based on rules set for it.
- 11.1.4.3.** In accordance with other procedures and criteria established by the college, each person assigned to a rank shall be eligible for promotion in accordance with the procedure and rules set forth.
- 11.1.4.4.** All academic staff members are formally recruited on two year contract, after which the contract can be renewed or terminated based upon performance evaluation
- 11.1.4.5.** Persons engaged in administrative activities may be given academic duties without academic rank.

11.1.5. Privileges

- 11.1.5.1.** .He/She will have a chair in the streams/departments.
- 11.1.5.2.** He/She will be awarded an academic rank that commensurate with her/his experience and qualification
- 11.1.5.3.** House allowance should be in accordance with higher institutions
- 11.1.5.4.** Officers' payment should be in accordance with higher institutions
- 11.1.5.5.** He/She will also get other privileges pertaining to his/her performance in accordance with college objectives.

11.2. Promotion of Criteria for Academic Staff

11.2.1. General Principles

All academic staff shall be eligible for promotion in accordance with the rules and procedures set forth for academic promotion.

An Academic staff member shall:

- 11.2.1.1.** Be vertically prompted to a new academic status when he/she meets the necessary requirements for such rank;
- 11.2.1.2.** Receive academic rank when the service rendered is recognized to have been effective and commendable;
- 11.2.1.3.** Be considered for accelerated promotion when his/her performance and contribution to the college is considered outstanding and significant. Request for promotion from all streams/departments/ will be considered by teachers and educational leaders training process team.

11.2.2. Promotion Procedures

- A.** The streams/departments may recommend an academic staff members for promotion. An academic staff member who is not recommended has the right to apply to the process owner in accordance with the candidate for promotion.
 - B.** These recommendations will be submitted to the teachers and educational leaders training process owner, who in the exercise of discretion may seek other external evaluation of the candidate. The dean will also consult on each promotion with process owner if his/her discretion may seek other external evaluation of the candidate.
 - C.** The final decision of promotion is made by top management
- 11.2.2.1.** The college approves promotions until the rank of a lecturer.
 - 11.2.2.2.** All promotions above the rank of lecturer shall be presented to the Board for approval.
 - 11.2.2.3.** All academic credentials and documents supporting extra co-curricular activities, performances, evaluation results, publications and recommendations of the Academic Commission shall be presented to the approving bodies.

11.2.3. Promotion Criteria for Academic Staff

11.2.3.1. Graduate Assistant II

- A.** A candidate holding BA, BSc or BEd degree with an experience of one year as graduate assistant I and
- B.** with a minimum result based performance evaluation of 70% and
- C.** Certified in HDP

11.2.3.2. Assistant Lecturer

- A. Bachelor's degree holder or its equivalent with two years of effective service normally as full-time Graduate Assistant-II
- B. A minimum result based performance evaluation of 80%.
- C. At least one **recent** action research approved by the academic commission

11.2.3.3. Lecturer

- A. A candidate with a qualification of MA, MSc or MEd degree, or its Equivalent OR
- B. A candidate with a qualification of BA, BSc or BEd degree or its equivalent with:
 - 1. at least three years of effective teaching as an Assistant Lecturer,
 - 2. at least one published article on reputable educational journal and/or one teaching material approved by the academic commission of the college and two external evaluators/at least one of the external evaluators must be a professor/,
 - 3. at least who prepared reference teaching materials and modules approved by the college.
 - 4. A minimum result based performance evaluation of 85%

11.2.3.4. Assistant Professor

- A. A qualification of a PhD degree or equivalent. OR
- B. A qualification of MA/MSc degree or its equivalent with
 - 1. A minimum of three years of effective teaching as lecturer and
 - 2. At least one publication in reputable journal and/or teaching material approved by the academic commission of the college and two external evaluators/at least one of the external evaluators must be a professor/, (NB Research paper conducted for graduation at any level does not serve for this promotion) OR
 - 3. Two recognized and realized projects which have been Critically and positively evaluated by both internal as well as external assessors who are specialists in the area, OR
 - 4. Release of one socially and professionally meaningful package accredited on national scale,
 - 5. Active participation in the affairs of the institute and the community at large and
 - 6. A minimum result based performance evaluation of 90%. Stream head and peers, OR
- C. A qualification of a Bachelor's Degree or its equivalent with
 - 1. At least four years of effective teaching as a Lecturer, AND
 - 2. A production of two articles and one teaching material approved by the academic commission of the college and two external evaluators/at least one of the external

evaluators must be a professor/, OR two teaching materials approved by the academic commission of the college and two external evaluators/at least one of the external evaluators must be a professor/ and one article, AND

3. Active participation in the affairs of the college and in the community at large, AND
4. A minimum result based performance evaluation of 90%.

11.2.3.5. Associate Professor

An Associate is one who is at PhD level or MA/ MSc and fulfills the following criteria;

1. Who has a minimum of four years of effective teaching experience as an Assistant Professor.
2. A minimum result based performance evaluation of 90%.
3. Who has at least two or more publications in a reputable journal in the discipline of the candidate since becoming an Assistant Professor, or a production of one teaching material for a specific course in the discipline of the candidate since becoming an Assistant Professor, or two recognized and realized projects which demonstrate professional and creative talent and evaluated
4. A minimum of three years of effective teaching experience as an Assistant professor; and at least two publications in a reputable journal since becoming an Assistant professor, or one published article and two teaching materials for a specific course, or two recognized and realized projects which demonstrate professional and creative talent and evaluated as indicated in 3.6.5B above,
5. Minimum of three years of effective teaching experience as an Assistant professor, AND Release of two socially and professionally meaningful packages accredited on national scale since becoming an assistant professor, AND
6. Active participation in the affairs of the institute, AND in community at large,

11.2.3.6. Professor

A Professor one who is PhD or MA/MSc holder and fulfill the following criteria;

1. At least four years of effective teaching experience as an Associate professor,
2. Active participation in the affair in the community at large, and a minimum result based performance evaluation of 90%.

AND:

3. Publications

- I.** A minimum of four publications exhibiting undisputed professional merit in a reputable journal, OR
- II.** A book of undisputed professional merit based on original research in his/her field of specialization, OR

- III. Two articles and a text-book and Research of two socially and professionally meaningful packages accredited on national scale
- IV. The majority of the publications should be written independently, should be solo authored, the minimum number of publications is considered in relation to proportion.
- V. The publications should be favorably assessed by at least two internal and two external assessors of noted academic repute. Publications should be carefully assessed on their specific contributions to the enrichment of the specific knowledge and their impact in the field of research.

11.2.4.Promotion Criteria for Technical Assistants

11.2.4.1. Technical Assistant II

- A. A candidate with two years of effective service as a technical Assistant I
- B. Evaluation: Very good and above (80%) and active participation in community affairs.
- C. Active and effective service in college.
- D. Completion of HDP

11.2.4.2. Technical Assistant III

- A. Three years of effective service as technical assistant II
- B. Evaluation: Very good and above (80%) and
- C. Active and effective service in college/institute and Community affairs.

NB. Any technical assistant who upgrade to bachelor degree, in order to promote to graduate assistant I should compete at OREB.

ARTICLE-12. Duties, Rights and Responsibilities of Academic Staff

An academic staff member is a person engaged to teach, undertake scholarly work and conduct research as a permanent member of one of the academic streams/**departments/** of the College as stated in regulation-DBOQQ 02/2011

12.1. Academic Freedom and Rights of Academic Staff

- 12.1.1.** Members of the academic staff have the right to teach following accepted professional principles, including professional responsibility and intellectual rigor with regards to standards and methods of teaching.
- 12.1.2.** Academic staff should not be forced to instruct against their best knowledge and conscience or should not be forced to use curricula and methods contrary to regional, national and international standards.
- 12.1.3.** Members of the academic staff have the right to carry out research in accordance with their professional responsibility and subject to nationally and internationally recognized and professional principles of intellectual rigor, scientific inquiry and research ethics. They should also have the right to publish and communicate the findings of the research of which they are authors or co-authors.
- 12.1.4.** Academic staffs have the right to undertake professional activities outside of their employment, particularly those that enhance their professional skills or allow for the application of knowledge to the problems of the community, provided such activities do not interfere with their primary commitments to the college policies and regulations. In all cases, outside employment must not distract from the performance of one's duties or responsibilities and must not create conflict of interest. Moreover, before embarking on such kind of activities all full-time academic staffs should inform the relevant authority and obtain written consent.
- 12.1.5.** Have the right to be promoted on attainment of recognized ability and result
- 12.1.6.** Have the right to upgrade his /her academic status.

12.2. Duties and Responsibilities of Academic Staff

Exercising the academic freedoms and rights listed above entails specific duties and responsibilities of academic staff under the supervision of Academic vice Dean.

12.2.1. Teaching Related Duties and Responsibilities.

Academic staff members carry out the following duties and responsibilities in order to successfully accomplish their professional commitments related to teaching. Every academic staff member should:

- 12.2.1.1.** Play an active role in the preparation of courses to be offered by a stream/department.
- 12.2.1.2.** Participate actively in the preparation of syllabi, course plans, course manuals, etc, for the courses offered by their streams/departments.
- 12.2.1.3.** Prepare course plans for the course (s) he/she offers, and distributes the course plans and modules to his/her students at the beginning of the semester.
- 12.2.1.4.** Make arrangements with the librarian to reserve essential reference books or materials for the course (s) he/she offers. He/she should also recommend reference books that need to be acquired for the courses the stream/department offers
- 12.2.1.5.** Prepare teaching materials, textbooks, supplementary materials, etc, for the course(s)he/she offers
- 12.2.1.6.** Should have the writing, reading skill of Afan Oromo, and teaching in Afan Oromo.
- 12.2.1.7.** Participate actively in setting evaluation criteria for standardizing tests, assignments, projects, etc
- 12.2.1.8.** Evaluate continuously his/her students in accordance with the criteria and modalities agreed upon by the teachers and vice academic dean. Let his/her students know their results in time
- 12.2.1.9.** Arrange a convenient consultation program to help clear students' doubts and help to solve problems related to their courses
- 12.2.1.10.** give sufficient explanations to any student complaints in connection with their assessment results;
- 12.2.1.11.** Use continuous assessment results to improve the teaching-learning process as well as to submit final grades of his/her students by evaluating equally irrespective of age, nationality, sex, personal bias, etc.

- 12.2.1.12.** Threat his/her students equally irrespective of age, sex, nationality, personal bias, etc.
- 12.2.1.13.** Never miss classes unless he/she faces serious problems beyond his/her control and provide tangible evidence for the matter.
- 12.2.1.14.** Arrange make-up classes to compensate for the classes she/he has missed due to such problems;
- 12.2.1.15.** Inform head of department or stream his/her absence ahead of time whenever possible.
- 12.2.1.16.** Produce documents, records, and results of his/her students whenever requested by the vice academic dean
- 12.2.1.17.** Actively participate in stream/department meetings, workshops, seminars, group work etc and respect ideas generated by students and colleagues.
- 12.2.1.18.** Submit number grades to head stream, keeps final exam paper for a period of one semester for a regular and evening, and weekend students and a year for summer students after the issuance of grades.
- 12.2.1.19.** Discharge invigilation responsibilities successfully in accordance with the rules and regulation of the college, advise students assigned to him/her by the vice academic dean on pedagogic and personal matters influencing their academic career.
- 12.2.1.20.** Avoid unethical personal relationships with students, and colleagues
- 12.2.1.21.** Participate in various committee assignments;
- 12.2.1.22.** Must be responsible for college properties in general' and in the way they give sustainable service.
- 12.2.1.23.** Should be certified in HDP.
- 12.2.1.24.** Be evaluated by his/her students.
- 12.2.1.25.** Teach all the course materials specified in the course plan
- 12.2.1.26.** Should participate in advising and evaluating students assigned to him during practicum.
- 12.2.1.27.** Should participate in the implementation of educational quality package.
- 12.2.1.28.** Make students learn and work individually, and in group.
- 12.2.1.29.** Make applicable those reforms announced to college from ministry of education, and education bureau.

12.2.1.30. Perform such other duties assigned to him/her by head department, head stream, vice academic dean and the dean.

12.2.2. Research related duties and responsibilities

An academic staff member should:

12.2.2.1. Conduct solo or joint collaborative research, which could contribute to his/her Professional development.

12.2.2.2. Engage in research activities which could bring about institutional development.

12.2.2.3. Use appropriate media like reputable periodicals, journals, Proceedings, etc., to publish his/her research findings

12.2.2.4. Keep on improving his/her teaching methods based on the findings of action research which he/she is expected to conduct

12.2.2.5. Organize and co-ordinate seminars, workshops, etc.

12.2.2.6. Try to solicit research funds by preparing proposals and implement under the knowledge of the college.

12.2.2.7. Advise students in their research activities.

12.2.2.8. Put effort in promoting democratic culture among his/her students and colleagues.

12.2.2.9. Communicate his/her research findings to the community at large.

12.2.2.10. Apply the best of his/her knowledge to the problems of the community through linkages with schools and community institutions

12.2.2.11. Prepare at least one model school in her/his cluster.

12.2.2.12. Participate in professional associations, policy formulations, etc.

12.2.2.13. Participate in extra-curricular and co-curricular activities.

ARTICLE 13: Evaluations of Academic Staff

The following scheme will be used to evaluate or appraise the quality of teaching and instruction improvement. The evaluation of teaching effectiveness must be multidimensional. The evidence or the data should be collected from various sources.

The evaluation of teaching can have the following components.

- Self-evaluation

- colleague evaluation
- Evaluation based on supervision by college official.

13.1. Evaluation Parameter

The following shall constitute the parameters for evaluating instructors' overall teaching effectiveness, character, personal and professional integrity:

13.1.1. Adoption of course plans.

13.1.2. Adoption of task oriented (active learning teaching) methodology and continuous assessment method.

13.1.3. Supplementary instructional materials preparation;

13.1.4. Student advice service

13.1.5. Personality and teaching profession ethics

13.1.6. Research

13.1.7. Willingness and active participation in committee work

13.1.8. Willingness and active participation in administrative responsibilities

13.1.9. Participation in externally or internally organized workshops/seminars/ conferences committees and other relevant public activities

13.1.10. Attendance of classes, exam invigilation, meetings, and other important events held at and by the college.

13.1.11. Submission of students' activity assessment results in time.

13.1.12. Recognizable innovative contribution towards the growth of the College.

13.1.13. Involvement in extracurricular and co-curricular activities;

13.1.14. Recognizable participation in community service;

13.1.15. Participation in personal and professional development activities such as training, HDP, TDP ,SIP and curriculum ,and

13.1.16. Participate in practicum and other related activities.

13.2. Procedures for the Evaluation of Teaching Effectiveness

Evaluation of an academic staff under the approval of the vice academic dean accounts for head stream 50%, head department 25%, peer 15%, self-10% of the total evaluation.

13.2.1.Evaluation by Stream Head (50%)

The stream heads shall employ the following methods for evaluating the overall teaching effectiveness of instructors in their respective streams/departments.

- 13.2.1.1.** Study an instructor's administrative records from his/her file;
- 13.2.1.2.** Observe his/her teaching at least twice in a semester;
- 13.2.1.3.** Examine his/her research undertakings;
- 13.2.1.4.** Evaluate his/her willingness to cooperate and support instructional programs and to take the initiative in participating in various projects and committee assignments
- 13.2.1.5.** Request the instructor to produce all necessary documents related to the course he/she teaches whenever the instructor's teaching is challenged either by students or by the stream head.

13.2.2.Evaluation by Colleagues (15%)

Evaluation by colleagues accounts for 15% of the total evaluation points for all instructors. Evaluation of colleagues shall employ the following methods of evaluating the teaching effectiveness and the personal and professional integrity of an instructor.

- 13.2.2.1.** Evaluate the depth, soundness and the integrity of his/her views and opinions during workshops, seminars, symposia, and meetings;
- 13.2.2.2.** Review his/her fairness and integrity by examining his/her marking of students achievement tests, quizzes, term-papers, portfolios and others
- 13.2.2.3.** Observe and appraise his/her personality and professional ethics; and
- 13.2.2.4.** Evaluate his/her willingness to take-up and participate in committee assignments.
- 13.2.2.5.** Willingness to undergo peer observation

13.2.3.Evaluation by Head Departments (25%)

Evaluation by head department accounts for 25% of the total evaluation points for all instructors. The department heads shall employ the following methods for evaluating the overall teaching effectiveness of instructors in their respective departments.

- 13.2.3.1.** Observing her/his personality and professional ethics.
- 13.2.3.2.** Monitoring her/his time consciousness.
- 13.2.3.3.** Evaluate her/his participation in different committees.
- 13.2.3.4.** Evaluating her/his exemplary.
- 13.2.3.5.** Evaluating her/his advisory service of her/his students.

13.2.4. Self-evaluation (10%)

An academic staff evaluates her/him based on the criteria set under Appendix -4 attached at the end of this document.

13.3. Evaluation of Academic staff assigned on Administrative Activities.

13.3.1. Evaluation of head streams

- 13.3.1.1.** Evaluation of head streams is carried out by the criteria set under appendix-4 in which 50% by vice academic dean, 15% by peer, 10% by self, and 25% by head department through the approval of the dean.
- 13.3.1.2.** Head department is evaluated by criteria set in appendix-4 in which 50% is by head stream, 10% by self, 15 % by peer, and 25% by vice academic dean through the approval of the dean.
- 13.3.1.3.** vice academic dean is evaluated 50% by dean, 25% by head streams, 15 % by peer in her/his department and 10% by self-evaluation.
- 13.3.1.4.** Vice administrative, resources, and finance dean is evaluated 50% by dean, 25 % by capacity building, human resource and finance director, 15% by peer (vice academic dean), and 10% by self-evaluation.
- 13.3.1.5.** Dean of the College is evaluated 50% by vice deans, 15% by peer in her/his department, 10% by self-evaluation, the board of the College evaluates out of 25% and approves the evaluation. Evaluation criteria of the deans are indicated separately in appendix-4; all evaluators evaluate out of 100 and change to the weight given under each point.

13.4. Reporting Evaluation Results

The following rating will be used in reporting the overall results of the evaluation of an instructor.

Excellent	90-100%
Very Good	80-89%
Good	70-79%
Poor	69% and below

Any instructor who earns an evaluation rating of 60% and below should not be considered for renewal of contract.

ARTICLE 14. Research work and Teaching Load

14.1. Research Work

14.1.1. Teaching staff (instructor) is required to devote 75% of his/her work in teaching, 20% in research, and 5 % in community service activities.

14.1.2. Research work staff (researcher) is required to devote 75% of his/her work in research and 25% in teaching

14.1.3. One credit hour is assumed to be equivalent to a work of two hours and thirty minutes to three hours.

14.2. Teaching Load

14.2.1. The maximum teaching load/excluding the practicum load/ of a full time academic staff for regular program shall be 9-12 credit hours weekly/the practicum load should not be greater than 4 cr. hrs/.The maximum load for evening and summer programs should not be greater than 18 credit hours, and 15 credit hours for weekend program.

14.2.2. The practicum load should not greater than 4 credit hours.

14.2.3. For staff involved in research, the load could be adjusted according to the teaching load of academic staff members with additional administrative duties shall not be more than 2 credit hours for the dean, 2-4 credit hours for the vice academic dean, and 4-6 credit hours for staff on other administrative duties.

14.2.4. The maximum weekly load of part timers shall be 6 credit hours for regular, evening, weekend program, and 9-12 cr hrs for summer program.

14.3. Overload in teaching assignment

14.3.1. If conditions dictate in addition to the work load stated under 6.2, a staff member is obliged to carry not more than 3 additional credit hours per week, if he/she is full time instructor or Dean/ teachers and educational leaders training process owner and if he/she is engaged in other administrative and research works.

14.4. Compensation

Compensation should be given to teachers who teach above the limits (**15 Cr.H**) which means (9-12)+(3-6) given under 6.2. and 6.3.1 above.

This could be made either by remunerating the instructor for not more than **6** credit hours at a payment rate or if condition dictates compensating in time by reducing the course load during the subsequent semester.

ARTICLE 15. Tenure

Tenure is a meritorious award given to full-time teaching staff in the form of permanent employment.

15.1. Rules

15.1.1. Tenure is awarded by the academic commission to full-time teaching staffs who have distinguished themselves as outstanding scholars and have the potential to continue to do so at the College.

15.1.2. The minimum probationary period for an award of tenure is four years after becoming an associate professor, and two years after becoming a professor.

15.1.3. Tenured staff members have the obligation to maintain high standards of teaching, scholarship, research, service and professional conduct and to carry out their responsibilities in accordance with the colleges' and other applicable policies and procedures. He/She is expected to maintain a high level of moral code and legal responsibilities.

15.1.4. The academic commission of the College will not confer tenure unless the academic staff achieves or gives strong promise of achieving promotion in rank

15.1.5. Tenure is awarded or revoked only by the academic commission of the College.

15.2. Procedure

A request for tenure may be initiated by the academic staff.

15.2.1. The dean or the vice academic dean may recommend an academic staff for tenure.

15.2.2. The recommendation shall be made in writing to the academic commission by the dean, or the vice academic dean.

15.2.3. The vice academic dean oversees the tenure review process.

- 15.2.4.** A decision to award tenure is not official unless and until it is approved by the academic commission.
- 15.2.5.** A colander may request a tenure review at any time, but the decision to conduct tenure review is at the discretion of the vice academic dean in accordance with regulation of the college. The review for tenure is conducted during the college member's fourth year service as associate professor and two years as a professor.
- 15.2.6.** The tenure review must include a careful examination of the candidate's credent and performance and should be conducted by the virtual team organized by the vice academic dean.

ARTICLE 16. Leaves of Absence

16.1. Research Leave

The College will provide research leave for up to one semester, with pay if necessary, for full time academic staff. Leave of absence is granted pursuant to the rules set out below. A full-time instructor may be eligible for a research leave of one semester provided that:

- 16.1.1.** She/he has served the college for a period of at least four years as a full-time instructor and has not, taken research leave during that period, or any other form of leave or absence related to his academic duties.
- 16.1.2.** She/he shall present her/his proposal to academic commission, related to his/her academic field, designed to improve his/her capacities as an instructor and a scholar. The vice academic dean and research program team shall study the research proposal and make recommendations.
- 16.1.3.** She/he intends, in good faith, to continue his association with the college during his/her research leave, and shall produce both written and oral progress reports to the vice academic dean. The research team coordinator will follow the progress of the research.
- 16.1.4.** The research leave shall be granted with full pay and benefits, except when outside resources are available in lieu of College compensation, in which event there shall be a prorated reduction in pay.
- 16.1.5.** Application for research leaves must be submitted by an instructor seeking research leave, to the vice academic dean a year in advance of the start of the leave. The vice

academic dean in consultation with the dean shall grant the leave unless it is determined that the teaching needs of his/her stream/department cannot be met during the semester of the instructor's leave. In such a case, the research leave shall be postponed for any subsequent semester.

16.1.6. Only three deserving persons during any one academic year shall be granted research leave.

16.1.7. The academic commission will screen the research project applications and make recommendations if it has not been approved by recognized institution ahead.

16.1.8. The research team coordinator will follow up closely the progress of the research unless substantial reasons dictates not do so.

16.2. Sabbatical leave

16.2.1. A full-time instructor with seven years of continuous service at present College may be entitled to a sabbatical leave for a period of one year with full pay, provided that she/he intends, in good faith, to continue his/her association with the institution after his/her sabbatical leave.

16.2.2. Application for sabbatical leave must be submitted and granted in accordance with the principles set out in article 8(8.1.5) as stated in Regulation 144/2004 set for the college. The college may provide such additional support as deemed necessary provided that the instructor taking sabbatical leave has a definite research program or project approved by the academic commission and commits himself/herself to submit the results of his/her research or project upon his/her return. If an instructor has already taken sabbatical leave, he/she shall not be eligible for research leave until he/she has served for a further four-year period.

16.2.3. Only one staff member will be granted sabbatical leave per semester.

16.3. Accumulating Leaves

16.3.1. Sabbatical and research leaves granted as of right cannot be accumulated.

16.4. Other Leaves

16.4.1. The granting of a research leave as set out above will not disqualify an instructor from applying for special additional leave, provided that the leave is necessary to complete a research project or a course of studies calculated to improve the professional capacity of the instructor, or for other purposes approved by the college. The granting of such leave is subject to the discretion of the dean and the vice deans (Academic and administrative and finance).

16.5. Annual Leave

16.5.1. Annual leave of the academic staff will go in line with the contract agreement in which it will be exercised without impeding the academic calendar. Annual leave of academic staff who assumes administrative position shall be granted on decision. In case of emergency or other essential government task the College has the right to assign the academic staff during her/his leave.

16.6. Maternity Leave

16.6.1. A pregnant academic staff shall be granted a maternity leave with pay which lasts 30 consecutive days preceding the presumed date of her confinement and a period of 60 consecutive days of maternity leave after her confinement.

16.7. Sick Leave

16.7.1. An academic staff member shall be granted a sick leave with salary for the duration of which should not exceed three months, for the next 3 months with half salary and the next two months without salary. This will be due provided that the patient delivers medical certificate from legal health center, higher clinic or hospitals signed by acknowledged doctors. If an academic staff member absents him/herself from work for three consecutive days due to sickness he/she shall present a medical certificate. Nevertheless, if an academic staff member absents him/herself from work for a total of six or more days within one academic year, and fails to produce certificate or similar evidence to account for his/her absence, he/she may run the risk of a fine.

16.8. Mourning Leave

16.8.1. If an academic staff member happens to suffer a death (of a father, mother, husband, wife, sister, brother, or a child), he/she shall be granted a mourning leave of five days excluding days to be spent on travel.

16.8.2. If a close relative of friend of the academic staff member dies he/she shall be given one day mourning leave. Nevertheless, a leave given in such condition shall not exceed more than six days in a year.

16.9. Study Leave

Study leave is a leave from regular work granted to an academic staff for his /her academic promotion, short term training or for the benefit or attainment of the Colleges' vision and mission. Therefore, an academic staff has a right to get study leave for her/his academic promotion, training of profession improvement in the country or abroad for which its duration is specified.

16.9.1. Rights and responsibly of an academic Staff Granted Study Leave

16.9.1.1. Rights

16.9.1.1.1. Attend his study with full dedication after filling contract form.

16.9.1.1.2. Get her/his salary and house allowance.

16.9.1.1.3. Get 2 years leave for MA/Msc, up to 4 years for PhD, and 4 months for short term training.

16.9.1.1.4. In case more duration of leave is needed in addition to the leave specified under 16.9.1.1 above, the academic staff is granted more additional study leave time not more than one year, provided that its reality is assessed and accepted by the academic commission and approved by the management of the College.

16.9.1.2. Responsibility

16.9.1.2.1. Report his/ her progress per semester until she/he finishes her/his study or training.

16.9.1.2.2. It is impossible to study or attend her/his education other than she/he was granted the study leave.

16.9.1.2.3. An academic staff who was granted a study leave shouldn't be employed at other institution.

16.9.1.2.4. If it is proofed that an academic staff is employed at other institution other than for she/he was granted a study leave, the College has the right terminate contract agreement.

16.9.1.2.5. Without the need and interest of the College, she/he has no right to be assigned on and get benefit from evening, weekend, and summer program.

16.9.1.2.6. She/he has to finish her/his study or training in the duration of time allotted.

16.9.1.2.7. In case there is an overload on the available academic staff, if the college at which she/he is attending her/his study is near to the College, the academic staff on study leave is obliged to teach up to 4 cr hrs per week by arranging her or his program not to interfere with her/his study.

16.9.1.2.8. Except monthly salary, house allowance and other payment related to the study, an academic staff on the study leave has no right to ask benefits she/he was getting when she/he on her/his regular duty.

16.9.1.2.9. Training leave or short term leave is granted for an academic staff if and only if the training or the work an academic staff works with that institution is profitable to the College, which is trusted and approved by the academic commission and management of the College.

16.9.1.2.10. An academic staff whose duration of leave agreement exceeds the agreed limit is assumed as she/he resigns from his work; and the College has the right to terminate her/his employment and can employ other person in that position.

16.10. Illness

Any academic staff who is unable to perform teaching-learning activity or research work because of physical, mental illness approved by medical person, can terminate her/his

employment. If an academic staff is continuously absent from her/his regular duty beyond her/his control and apply to be re-employed, and if her/his application is sounding and if the case is in that academic year, she/he can be re-employed.

ARTICLE 17: College Property Clearance

College property clearance shall be required of:

- 17.1.** All contract employees at the end of the contract period
- 17.2.** All non-contract employees including tenured staff at the end of their service; and
- 17.3.** All those going on sabbatical and study leave.
- 17.4.** The final salaries of all the above three categories of persons shall be paid after they have presented duly signed clearance by the relevant units of the College.

Article 18: Disciplinary Breaches, Procedures and Measures

18.1. Rights of Academic Staff

Rules and regulations considered in civil servant administration being as usual, academic staff members shall have the following rights.

- 18.1.1.** To exercise his/her rights provided by law
- 18.1.2.** Make comments on the quality and appropriateness of the teaching- learning process.
- 18.1.3.** To be assigned to various positions of responsibilities, if they effectively and efficiently accomplish activities based on certain criteria.
- 18.1.4.** To be entitled to get further education and training in accordance with the law.
- 18.1.5.** To render community consultancy services and be entitled to take research and sabbatical leaves to conduct research and studies beneficial to the institution and the country in accordance with internal regulations of the institution.

18.2. Duties of Academic staff

- 18.2.1.** Produce graduates who are cultivated in democratic culture and are competent in their professional skills
- 18.2.2.** Devote him/her to help students to acquire full knowledge and develop skills to the students.

- 18.2.3.** Should not promote political partisanship, preach religion impose one's beliefs and views on the community and students of the institution at teaching places and classrooms.
- 18.2.4.** To counsel, assist and guide the students in accordance with the objectives of the College
- 18.2.5.** To participate in the services provided by the institution and other appropriate services rendered for the community as well as in other affairs
- 18.2.6.** To provide appropriate assistance to students in need of special support in accordance with internal regulation of the College
- 18.2.7.** To be evaluated for services he/she renders by his/her colleagues, her/himself and the College
- 18.2.8.** To participate in teaching and other income generating activities of the College
- 18.2.9.** Conduct educational research that improves the ability of the staff as well as benefits of the College and society
- 18.2.10.** To work in teams and respect ideas of his students and colleagues
- 18.2.11.** As may be necessary, to accomplish responsibilities and duties given by College
- 18.2.12.** To exhibit model behavior in order to produce citizens with democratic culture and who are competent as professionals
- 18.2.13.** To be transparent enough in producing constructive ideas to promote democratic culture within the College
- 18.2.14.** Discuss issues pertaining to the College and solve them with colleagues and managerial bodies.
- 18.2.15.** To participate in protecting the College resources from destruction and theft, and if noticed such casualties, to inform to the concerned body of the College
- 18.2.16.** Should be licensed and re-licensed after every 3 years of service.
- 18.2.17.** Produce modules and other teaching materials.

18.3. Serious Disciplinary Breaches

Without prejudice to the generality of the foregoing, the following shall, in particular, be deemed to be serious for concerned official.

- 18.3.1.** Repeated and willful refusal to perform teaching, research functions, and committee functions assigned by concerned official.
- 18.3.2.** Continuing awful course of conduct despite warning from the dean or vice academic dean specifying the conduct disapproved of, such as demonstration of open disloyalty to disrespect regulations of the college, causing unjustified embarrassment to the College or its programs, repeated engagement with privilege or of an activity of the College, with the intention of solely discrediting the colleagues or the College.
- 18.3.3.** Continuing awful course of conduct, despite warning from the dean or vice academic daen specifying the conduct disapproved of, which demonstrate neglect of duties, habitual drunkenness and similar serious breaches of social decorum, which produces serious embarrassment to the College: or
- 18.3.4.** Continuing awful course of conduct despite warning from the dean or vice academic dean specifying the conduct disapproved of which demonstrated academic staff member had used his/her position and authority in clear violation.
- 18.3.5.** Exhibiting improper relationship with female students (behaviors which are un expected of the profession, and against community culture)

18.4. Disciplinary Measures

In case of breach of discipline or duties, the following penalties depending on the seriousness of the breach, be imposed on an academic staff member.

18.4.1. Warning

18.4.2. Reprimand

18.4.3. Fine, not exceeding two (2) months' pay

18.4.4. Postponement of the next academic rank or any other increment to which the academic staff member would have been entitled for a period not exceeding four (4) years.

18.4.5. Removal from any responsible academic and/or administrative position and

18.4.6. Dismissal

18.4.7. Any of the penalties specified in the preceding sub-article of this article may be applied simultaneously with another penalty or other penalties, where it is believed that a

combination of more than one of these penalties would better facilitate the reformation of an academic staff member.

18.4.8. The penalties enumerated under 10.4.1 and 10.4.2 of sub-article of this article may be imposed by the disciplinary committee without following the formal disciplinary procedures provided in this two regulations. However, the penalty enumerated under 10.4.3 may not be executed without being initiated by the disciplinary committee or director of a responsibility center concerned, and approved by the dean. The penalties enumerated under 10.4.4, 10.4.5 and 10.4.6 may never be imposed except upon finding of guilt by the disciplinary committee.

18.5. Illness

An academic staff members who, because of physical disease or mental disorder proven by testimony of authorized physician, continuously fails or is unable to perform teaching or research assignments shall be retired from the College in accordance with the relevant laws of Regional State and Federal Government.

If an academic staff becomes absent for a number of days from his regular work due to reasons beyond his/her control, and later applies to continue his work again, his cases would be reviewed and be given a readmission if his application is found to be sounding and made within the budget year.

18.6. The Discipline committee

There is hereby established a disciplinary committee whose duty shall be to investigate complaints on breaches of duty or discipline by academic staff members, and to submit its findings together with its recommendations on measures to be taken to the dean.

18.6.1.Members

The members of the disciplinary committee shall be the following:

- 18.6.1.1.** Two full-time staff members of the college assigned by the dean.
- 18.6.1.2.** Two full-time staff members elected by staff/ one from academic staff and one from supportive staff/
- 18.6.1.3.** Performer of the human resource management team-secretary and member
- 18.6.1.4.** The chairperson of the committee shall be assigned elected by the dean of the College among members
- 18.6.1.5.** Women's affair --member
- 18.6.1.6.** A simple majority of the members shall constitute a quorum
- 18.6.1.7.** Elected members of the committee shall serve for period of two (2) years. However, the chairperson and secretary of the first group shall serve for period of three (3) years.

18.6.2.Powers and duties of the disciplinary committee

The disciplinary committee shall establish facts and shall have, subject to the laws of civil service, the power to apply the necessary procedures that will enable it to establish facts without limiting the generality of the foregoing. The disciplinary committee shall in particular, have the power to:

- 18.6.2.1.** Summon anyone who the committee thinks can give testimony to establish facts,
- 18.6.2.2.** Order the production of any document that it thinks is necessary for the associations or consultancy services, proper discharge of its duties, recommend to the dean the suspension from duty, for a period not exceeding two months, with pay, of an academic staff member charged with breach of duty or discipline where the committee is of the opinion that his/her remaining on duty will be detrimental to proper investigation of the case.
- 18.6.2.3.** Where there is no unanimity on the committee's findings or recommendations, the findings and recommendations of the majority is considered. However, the findings and recommendations of the minority shall be recorded and sent to the dean, together with the findings and recommendations of the majority. If a complaint is made

- against one of the members of the disciplinary committee, the dean shall have the right to substitute that member by another person.
- 18.6.2.4.** The defendant whose case is reported to the disciplinary committee should present her/his response to the charge in written form on the date specified to present. But if for an unknown case, the defendant fails to be available on the appointment for the first time, and also repeats the case for the second time, it is assumed that the defendant has no interest to respond, and therefore, the disciplinary committee has the right to take disciplinary measures in the absence of the defendant.
- 18.6.2.5.** Initiation of Disciplinary Procedures
- 18.6.2.6.** Disciplinary proceedings may be initiated by a complaint submitted to the committee by the authority complaining.
- 18.6.2.7.** A complaint shall contain all allegations, which constitute a breach of duty or discipline.
- 18.6.2.8.** A complaint shall be prepared in three copies and duly signed, and a copy will be submitted to the disciplinary committee, one copy to the defendant academic staff member and a third copy to the authority complaining.
- 18.7. Defense Consultant Plea of the Defendant Academic Staff Member**
- 18.7.1.** The defendant academic staff member shall have the right to be represented by anybody he/she chooses at any stage of the disciplinary proceedings.
- 18.7.2.** The disciplinary committee shall, after it receives any complaint, summon the academic staff member concerned and ask for his/her plan.
- 18.7.3.** Where summoned an academic staff member prefers to consult with his/her defense counsel before his/her plea, the disciplinary committee shall adjourn the case so as to give reasonable time to enable the defendant academic staff member to consult with his/her defense counsel.
- 18.7.4.** Where the defendant academic staff member pleads guilty to the complaint, the disciplinary committee shall consider the allegation constrained in the complaint as proved, and submit its findings and recommendations to the dean.

18.7.5. Where the defendant academic staff member pleads not quietly to the allegation stated in the complaint, the disciplinary committee shall order the complaining authorized representative to produce the evidence which the complaining authority thinks is sufficient to prove the allegation stated in the complaint.

18.8. Defense Evidence

18.8.1. The disciplinary committee shall, after hearing the evidence submitted by the complaining authority or duly authorized representative, inform the defendant academic staff member of his/her right to produce evidence in his/her defense

18.8.2. Where the defendant academic staff member opts to exercise his/her right to produce defense evidence, the disciplinary committee shall use every means at its disposal to enable the defendant academic staff member to produce all his/her defense evidence.

18.9. Additional Evidence

The disciplinary committee shall have the power to order the production of any additional evidence that deems necessary for this ultimate finding.

18.10. Final Report

18.10.1. After careful consideration of the facts, and evidences, the disciplinary committee shall return the cases to the dean with its findings and recommendations as provided above. However, if the investigation made by the disciplinary committee is not approved, additional investigation may be made only once.

18.10.2. Where the disciplinary committee finds the defendant academic staff member proven guilty of the action or lack of action complained of, it shall suggest an appropriate penalty.

18.10.3. The disciplinary committee's findings on the proven guilty or innocence of a defendant academic staff member shall be final and binding when approved by the dean.

18.10.4. Where the disciplinary committee finds the academic staff member not guilty of the accusation(s) imposed upon him/her, the final decision on the measures that should be taken in readdressing to heat the damages done as results of false or unproven accusation(s) rests fully with the dean.

18.11. Final Decision as to Penalty

18.11.1. The final decision on the penalty to be imposed on an academic staff member found guilty by disciplinary committee rests fully with the Top Management Committee.

18.11.2. The Top Management Committee may not, however, impose any penalty that is more serious than any penalty, or penalties, that the disciplinary committee recommended as appropriate for an academic staff member found proven

SECTION 4: ACADEMIC RULES AND REGULATIONS

ARTICLE-19. Admission and Registration

19.1. Regular Program

Admission to the regular program at the College is possible upon approval of the College based on the demands of the Oromia Education Bureau. Accordingly, prospective candidates who seek admission into this program are required to:

- 19.1.1.** Complete grade 12 successfully, and meet the criteria of the cut of college entrance MoE announced for that specific academic year.
- 19.1.2.** Have good academic records of the high school
- 19.1.3.** Produce health certificate
- 19.1.4.** Successfully pass the entrance exam prepared for selection
- 19.1.5.** Meet other requirements set by the college/OREB/
- 19.1.6.** The class size shouldn't exceed 40 students per classroom.

19.2. Summer, weekend, and Evening programs

Admission into the summer, weekend and evening programs is possible through vice academic dean, head streams, and head departments of the College. This shall be done in accordance with the criteria set by the OREB.

19.3. Number of Students in Classroom

The number of students in the classroom shouldn't exceed 40 students per classroom; but for some departments that have small number of candidates such as Amharic, Laboratory Technician, and skill technicians, the number of students in one classroom can be 25-30.

19.4. Placement of Students

In principle, every regular student is entitled to be placed in stream/department of his/her interest. Sometimes, however, factors such as regional manpower needs, enrollment pressures, and the availability of space and stream/department, admission requirements may dictate placement of students' into streams/departments out of their interest. Taking students interest and similar factors into consideration, stream/department, takes the responsibility of allocating

students to their streams /departments. Placement criteria set above also works for evening, weekend, and summer programs.

The assignment of students to each stream/department is based on:-

19.4.1. The choice of the trainees and the presence of space.

19.4.2. Grade 12 college entrance result in the stream to be selected

19.4.3. Study area in their high school education

19.4.4. Needs of OREB for teachers in different fields

19.4.5. On the other hand, students in the evening/extension/, weekend program shall be placed in the stream/department of their choices provided that they meet the specific criteria of the concerned stream/department and, in the registrar office collaboration with each the college.

19.5. Academic Calendar (AC)

Academic calendar is prepared by Oromia Education Bureau. The Academic Calendar shall include all major events and holidays in any academic year.

The Academic Calendar for regular program shall consist of two semesters. The Academic Calendar for summer program has one summer session of two months duration (8 weeks). The Academic Calendar for evening and weekend program has two terms per year. There shall be two weeks of inter-term break for evening, weekend, and regular programs

19.6. Duration of the study program

- A. For regular trainees: four years
- B. For evening program students: four years
- C. For Weekend program four years
- D. For summer trainees: four years.

19.7. Academic Streams and Departments of the College.

19.7.1. Academic Department

1. *Afan Oromo*
2. *English*
3. *Amharic*
4. *General Science*
5. *Mathematics*
6. *Social Studies*
7. *Environmental Science*
8. *ICT*

*The College, based on its human resource and local **needs**, can diversify its program.*

19.8. Registration

Registration takes place in the College campus before the commencement of every semester and summer session. Vice academic dean will make announcement concerning the schedule for registration. Students admitted to the College should observe the following registration rules and procedures:

19.8.1. Students must register in person

19.8.2. Registration takes place for three days without penalty at the beginning of each semester or summer, and then for next two days with penalty. There is no Registration after penalty days, unless a special decision is made by the academic commission of the College.

19.8.3. A student must pass a pre-requisite course before he/she can register for an advanced course in the subject area.

19.8.4. Registration is done by the stream/department

19.8.5. All courses offered by the College have course title and course numbers. This information must be filled out by the student on the official registration slip.

19.8.6. Registration shall be considered as completed when the stream's/department's office stamp is placed on the registration slip.

19.8.7. All students should collect clearance in a legal way when leaving the College. A student who fails to maintain conduct registration without officially withdrawing from the program will be considered to have been dropped from the program. If such a student wishes to resume his/her studies, application for re-admission must be submitted within the time limit set for readmission.

19.9. Identification Card

All Students registered at the college are given identification card (ID card). When an ID card is replaced as result of loss or physical deterioration, students must pay for the replacement. If a card is lost, the student should undergo a clearing process and pay a fine of Birr 20.00 Birr 5.00 is paid for an ID. Card replaced as result of excessive wear and tear.

19.10. Adding and dropping courses.

With the approval of the stream/department or academic advisor, students can add and/or drop courses within the "add and drop period" as indicated on the College academic calendar.

19.11. Waiver

Where peculiar hardships and unique circumstances arise, the academic commission of the college may, at the request of stream/department concerned, permit a waiver of certain academic requirement for a student with a particular problem or hardship. In order to fulfill the minimum credit requirement for graduation, the concerned stream/department should arrange elective courses from the existing catalogue.

19.11.1. Transfer for Students

If a student applies for transfer because of personal problem; and if it is approved by the academic commission of the college, transfer is allowed. Accordingly:

19.11.1.1. If student applies to transfer from one program to the other (Example, from regular to summer, weekend, or evening, and vice versa), the student can get transfer for only

one time. The transfer should be approved by the academic commission of the College. Such transfer is possible when there is available space and budget to enroll the student in to his/her interest of program or department.

19.11.1.2. Transfer from one College to the other within Oromia region is possible only one time with the budget transfer provided that her/his case is sounding and accepted by the Oromia Education Bureau. When such transfer is allowed the Cr hr. the student has taken shouldn't exceed 50%.

19.11.2. Credit Transfer and course Exemptions.

A Student who is admitted to the College can apply for, and may be permitted transfer credits earned in other accredited institutions of equivalent standard provided that the grades submitted meet the standards set by the College. Requests for course exemptions must be processed and approved by concerned stream/department head and the registrar. Credit transfer can be requested for the course with similar credit hours and content as well as similar training level

The total transferred credit should be considered only for courses "C" and above grades for graduation. This rule also applies to a credit transferred in the major subject areas. Credit in any courses earned five or more years previous to filling application for transfer credit will not be considered. Transfer of credit is possible only if there is similarity between courses in the running College catalogue and the courses taken elsewhere.

19.12. Orientation

At the beginning of each academic year, first year students are introduced to the college. Therefore, all first year students are required to attend the orientation program. Even the written material about the issued should be provided to each trainee through the vice academic dean. Furthermore, induction should be given to all trainees regularly through the student affairs.

The orientation should include:

- 19.12.1.** The objectives of the College
- 19.12.2.** The academic rules & regulations of the College
- 19.12.3.** Student services
- 19.12.4.** The codes of conduct
- 19.12.5.** The students' profile after graduation and so on.

19.13. Academic Regulations

19.13.1. Credit

A Credit is a unit for expressing quantitatively the amount or content of a course especially with reference to value of courses in relation to the total requirements for degree (12+4)

19.13.2. Credit Hour

A Credit hour is a unit in measuring and recording the work completed by a student in Colleges. One (1) credit hour represents the following contact hours, which vary, based on stream/department course, common courses, professional studies and practicum. The representation of credit and contact hours varies based on year level and the courses given. Hence, one credit hour represents one contact hour.

A. Stream/Department Courses

A candidate must be register for 15 Credit hours in 1st year 1st semester, 18-22 in 1st year 2nd semester and 2nd year 1st semester; 15-20 in 2nd year 2nd semester; 18-22 Credit hours in 3rd year 1st semester, and second semester. In the 4th year 1st semester, the student should take 13-16 and in second semester 18-22 Credit hours.

B. Practicum:

19.13.2.1. For third year 2 credit hours

19.13.2.2. For fourth year 4 credit hours

A semester has 16 week, practicum will account for 6% of the total credit hours offered throughout the eight semesters.

N.B. This can be changed based on existing situations.

19.14. Semester load

Semester load is the total number of credit hours for which a student is registered in one semester. The range of credit hours to be taken shall be:

- A. 15-22 for regular students
- B. 9-16 for evening students
- C. 9-16 for Weekend students
- D. 15-20 for summer students

Any student wishing to deviate from this requirement must request for special permission, through academic commission decision. The normal semester load is indicated in the catalogue, in the course breakdown of each stream.

19.15. Assessment Procedures

19.15.1. Under vice academic dean, academic commission has a mandate to prepare exam schedule.

19.15.2. Students' academic assessment is continuous assessment which focuses on

19.15.3. General knowledge and understanding.

19.15.4. Practical activities

19.15.5. Project works

19.15.6. Mid and final exam.

Final exam is for all subjects and

- a. Continuous assessment accounts 60%
- b. Final exam covers the whole content of the course and accounts 40%.
- c. In all assessment types students should be given immediate feedbacks learned from it.

19.16. Submission of Examination Results.

19.16.1. At the end of each semester, all final semester grades shall be submitted to the stream /department, and registrar in hard and soft copy by the instructor.

19.16.2. Any cheating in project work, assignment, examination and practicum report is absolutely forbidden. If a student is caught cheating in any assessment (practicum report, project work, final examination, assignment so on) he/she is given zero and "F" in that

particular course upon the approval of the invigilator, stream head and vice academic dean. If the same student is found cheating for the second time, he/ she shall be dismissed from the college upon approval of the academic commission in the intention of discouraging theft.

19.16.3. All script in evaluating students should be kept for a period of one semester for regular, weekend, and evening students and for one year for summer trainees.

19.17. Academic Appeal

In principle, every student has the right to see his/ her performance result from each subject teacher. But, if a student feels that he/she has been given a grade below his/her performance in an exam, he/she can appeal as per the procedure indicated below:

Request for re-scrutinizing semester examination papers shall be made in writing to the academic vice dean, within two weeks of the issuance of results.

Re scrutinizing an examination paper is made by a committee established by the academic commission from among the staff members, excluding the subject teacher. In the event of an academic disputes involving a course, a project or any other components of the students' assessment result;

19.17.1. The student should, in the first instance, discuss the matter with the instructor Concerned /subject teacher;

19.17.2. If no solution is reached, the student may then discuss the matter with the stream /department coordinator.

19.17.3. If the case is not solved, it may then be submitted to the academic commission.

19.17.4. Based on the recommendation of the academic vice dean, the academic commission shall give the final decision.

19.18. Incomplete (I), Make-up Examination

19.18.1.Incomplete (I) is given to a student who has at least **85%** attendance but has failed to fulfill some necessary requirements for a course (i.e. assignment, practicum report, group works, examination, term papers, practical works, etc., which are given value).

19.18.2.A student who has an “I” in a course must submit a letter of application together with all the necessary evidence for failing to take the assessment activities mentioned above to academic vice dean through the stream head within one week of the succeeding semester, requesting for make-up examination.

19.18.3.If a student is given an “I” and if he/she has an acceptable reason/s for not completing the course, he/she will be given a make-up examinations or a chance to fulfill other requirements within the first two weeks of the following semester. The academic vice dean grants permission for all make-up examinations to students with legitimate reasons.

19.18.4.Academic vice dean and the subject teacher will jointly arrange the time for the examination.

19.18.5.An “I” grade will be changed into “F” after four weeks of the following semester unless the student fulfills the requirements stated above.

19.19. No Grade (NG)

19.19.1.NG is given to a student who has registered for a course but has less than **85%** attendance and students with “NG” must apply to the respective stream for dropping the course, if he/she provides acceptable evidences.

19.19.2.A student who is registered for a course, but has not appeared in class through the semester without formally dropping the course, or withdrawing, will be given “NG” it will be changed in to “F”.

19.20. Repeating Courses

19.20.1.A student must repeat all courses which he/she has scored “F”.

19.20.2.He/she is allowed to repeat a course only once unless the academic commission grants special permission. The respective stream grants permission to a student to repeat a course for which he/she has been given “NG” after having produced an acceptable reason.

19.20.3.A regular program student who fails to meet the required **CGPA** for graduation, but has no “F” grade can repeat three “D” grade courses on the other hand summer program student having the same problem can repeat five “D” courses up on the approval of the respective stream.

19.20.4.A student who is permitted to repeat a course must attend all activities pertaining to the course, unless the academic commission agrees to waive this requirement.

19.20.5.The grades assigned to the repeated courses shall not exceed “C”

19.20.6.No student is allowed to repeat a course in which he/she obtained an “F” or a “D” grade more than once unless permitted by the academic commission.

19.20.7.If a course is repeated, the previous “F” grade is ignored in the computation of “CGPA” Previous grade or grades of “F” or “D” should be shown as cancelled on the transcript and/or master sheet to indicate that the course has been repeated and the new grade is included in the computation of “CGPA”

19.21. Academic prohibition, warning and dismissal

19.21.1.Academic Probation

19.21.1.1. Academic probation is suspension of the penalty of the dismissal because of scholastic failure. It is based on the expectation of raising “CGPA” of the candidate in the following semester. This chance is usually given on the fifth and last remark. A student shall not be on **Probation** for more than two consecutive semesters.

19.21.1.2. Academic probation is not a right but a privilege given by the academic commission of the college to a student on the anticipation of possible improvement in his/her “CGPA” (to 2.00) in the following, usually the last semester. A student may be put on probation if his/her “CGPA” and also GPA are equal or greater than 1.75.

19.21.2.Academic warning

Warning is a provision given to help a student who obtained the minimum pass grade in the next semester. Any first year student who is registered for 15 and above credit hours and who achieves a first semester “GPA” between **1.5-1.749** shall be warned. Any student of first year who achieves a second semester and above CGPA between **1.75-1.999** shall be warned. A student should not be warned more than two consecutive semesters. This could be applied for regular, evening and summer trainees.

19.21.3.Academic dismissal

19.21.3.1. The **CGPA** that results to dismissal may, to some degree, depends on the semester they are in. accordingly, students who scored below 1.50 for 1st year 1st semester and below 1.75 for 1st year 2nd semester and above will be totally dismissed from the college.

19.22. Withdrawal and Re-Admission

19.22.1.Withdrawal

19.22.1.1. A student who registered for the college program may withdraw for academic or non-academic reasons. A student who finds it necessary to withdraw from the college must do so officially to maintain good standing and eligibility for honorable dismissal and for possible readmission.

19.22.1.2. A student who intends to withdraw from the college must discuss the matter thoroughly with his/her academic advisor.

19.22.1.3. The college does not encourage withdrawal unless the student's problem is a very serious one, and a student who withdraws for inadequate reasons will be denied readmission.

19.22.1.4. Application to withdraw must be presented to the academic vice dean through the respective stream /department head; reasons for withdrawal must be supported by reliable and irrefutable document(s). The academic vice dean may give the final decision or forward the application (together with the necessary documents) to the academic commission for the final decision.

19.22.1.5. If permission to withdraw is granted, the office of the registrar must be immediately notified in writing. Students should fulfill the proper clearance at the end of each academic year or upon withdrawal. Failure to do so shall result in denial of readmission or giving service.

19.22.1.6. A student who withdraws for non-academic reasons can apply for readmission and may get all the privileges of the regular program provided that he/she withdraws within the first month.

19.22.1.7. If a student becomes pregnant and gives birth in any semester she has to withdraw for her and her child health wellbeing and re admitted in the next academic year.

19.22.1.8. A student who withdraws from the college before the end of the first semester of the first year has no ground for readmission, unless special decision is made by the academic commission. However, a student who attended the whole class and took **75%** of the continuous assessment and left with final examination will be given a chance for make-up exam. A student who withdraws from the college after completing one semester or more shall apply to the office of

the registrar before April **30** and November **30** to be readmitted to the first or second semester respectively.

19.22.2. Readmission

19.22.2.1. Students who have withdrawn in good academic standing and on the basis of legitimate reason, and have earned at least one semester credit at the college, can request re-admission.

Students who have withdrawn for academic reason can request readmission into:

19.22.2.2. The readmission request is accepted if the 1st year 1st semester “GPA” is between **1.25-1.49** and the second semester of year I and above “CGPA” is between **1.50 – 1.74**.

19.22.2.3. Re-admission is subject to the availability of space, and necessary budget allocations. Re-admission is possible only to the same stream/department and program.

19.22.2.4. Students who withdraw for any reason can be re-admitted within a maximum of three years of grace period. This period can be relaxed by the academic commission for those who discontinued their studies due to forced measure.

19.22.2.5. A student who has been dismissed twice for academic reason shall not claim re-admission as a matter of right.

19.22.2.6. All cases of re-admission are possible if the previous records of the student fit with the running curriculum. However, when there are changes in the curriculum, the status of the students has to be determined accordingly at the time of his/her application for readmission.

19.22.2.7. A student who has been dismissed for academic reasons and readmitted shall repeat the semester from which he/she has been dismissed and given a chance to repeat courses in which he/she scored “D” or “F”

19.22.2.8. The maximum grade that should be registered for repeated courses in both cases is “C”

19.22.2.9. Applications for readmission will be sent to the streams before April **30** and November **30** to be readmitted to the first or second semester respectively

19.22.2.10. Re-admission must be approved by the respective streams. In case of scarcity of budget, the readmitted students should cover the expenses by themselves.

19.23. Graduation

In order to graduate and obtain degree, a student must:-

19.23.1.Have a minimum “CGPA” of **2:00** in all courses he/she has taken

19.23.2.Have a minimum “CGPA” of **2:00** in his/her stream /department courses

19.23.3.Remove all “F” grades

19.23.4.Take all the required courses and the minimum credit hours set by the respective streams/department.

19.23.5.Obtain a minimum “CGPA” of **2:00** in practicum courses.

19.24. Graduation failures

19.24.1.A student who fails to meet the required “CGPA” for graduation, but has no “F” grades may repeat three courses in which he/she scored “D” grades upon the approval of the academic commission

19.24.2.A student who fails in an examination (scores an “F” grade) may with the permission of academic commission, register and repeat the course(s)

19.24.3.Student who fails in a practicum (scores an “F” grade) can’t graduate. He or she should repeat the course.

19.25. Transcripts and Degrees

19.25.1.A transcript is the record of a student’s academic performance. The college considers it valuable, confidential and sensitive document and, accordingly, takes care in processing, storing and issuing it.

19.25.2.No student transcript may be shown or given to a third party without the student’s written consent. Transcripts cannot be requested by a third party except when the third party has the power of attorney for a student; does not require that he/she receives the transcript directly, signs an affidavit assuming full responsibility if the transcript is mistakenly forwarded to someone with no legal claim to it.

19.25.3.All students who have withdrawn or graduated must present the official clearance sheet issued by the college in order to obtain their transcript and other services. Transcripts issued by the office of the registrar are of two types: an official copy and a student copy. Official copies carry the registrars seal and signature and are usually forwards directly to institutions or organizations, on

request and at a student's instructions: student copies do not carry the streams/departments seal and signature.

19.26. Grading System

The evaluation technique will be criterion referenced and graded as follows:

Letter Grade	Grade Point	Score (100%)	Comments
A+	4	≥ 90	This grading system is similar for all courses
A	4	85-89.99	
A-	3.75	80-84.99	
B+	3.5	75-79.99	
B	3	70-74.99	
B-	2.75	65-69.99	
C+	2.5	60-64.99	
C	2	50-59.99	
C-	1.75	45-49.99	
D	1	40-44.99	
F	0	< 40	

19.26.1.Semester GPA

Semester GPA is decided by dividing the points earned in the semester by the total number of credit hours registered and taken in the semester.

19.26.2. Cumulative GPA

Cumulative GPA is calculated by adding consecutive semester's grade points and dividing it to the total credit hours in the consecutive semesters. GPA's came from other institutions, other than accredited government institutions, will not be considered in the college.

19.26.3.High Achievers List

High achievers are students who scored high point (3.75 and above) in each semester and get recognition by the dean of the college. However, students who scored 3.25 GPA and above at each semester will be considered as distinction students.

Accordingly, the level of distinction students in the college is described as follow as on the basis of the GPA they scored.

- GPA 3.25-3.49-----Distinction
- GPA 3.50-3.74-----Great distinction
- GPA 3.75-4.00-----Very great distinction

In case of repeated courses the GPA is calculated only for the repeated credit hours. On the other hand pass-fail (P/F) as it has no attached grade value it is not included in the calculation of GPA of the semester.

19.27. Classroom Management

19.27.1.All students are expected to attend classes for all courses they are registered for. If a student for any reason fails to attend above 15% of the class time assigned to the course, he/she could never sit for the exam for that specific course.

19.27.2.A student who is absents for three consecutive days from the class should present acceptable reason and discuss it with the teacher.

19.27.3.A student who is absents for two days from practicum class should present acceptable reason to his teacher and carry out all activities missed by his own expenses.

19.27.4.A student who is absent from class for seven consecutive days, he/she should come with acceptable written document from the concerned body and present it to the academic vice dean before he/she starts class.

19.28. Tuition and Other Fees

19.28.1.Tuition Fee

19.28.1.1. Birr 150.00 per credit (contact hours) for evening and summer private students

19.28.1.2. Free for regular and summer students (or government sponsored only)

19.28.2.Admission Fee

19.28.2.1. Application fee:- Free for regular and summer students who are government sponsored

19.28.2.2. Application fee: **Birr 100.00** for non-government sponsored students

19.28.2.3. Registration fee:- Free for regular and summer students who are government sponsored.

19.28.2.4. Registration fee:- **Birr 100.00** for non-government sponsored students

19.28.2.5. Penalty for late registration fee-Birr **50.00** for the first penalty day and increased by **20.00 Birr** per a day for all programs.

19.28.2.6. Readmission fee:- **Birr 50.00** for non-government sponsored students

19.28.2.7. I.D. Card fee:- Free for regular and summer trainees who are government sponsored

19.28.2.8. ID Card fee:- **Birr 50.00** for evening and summer trainees for non-government sponsored.

19.28.2.9. Lost ID. Card fee:- **Birr. 50.00**

19.28.2.10. Worn-out card fee:- **Birr 50.00**

19.28.3.Transcript Fee

19.28.3.1. For the first time free for all students

19.28.3.2. For the second time **Birr 150.00** per copy

19.28.4.Official Transcript fee

19.28.4.1. For foreign destination ordinary, foreign destination express, domestic destination ordinary and domestic destination express per copy the payment is **100 birr** and the payment for postal services will be added in accordance with Ethiopian Postal Service tariff at that moment.

19.28.5.Graduation Fee

19.28.5.1. For original degree fee: **Birr 400.00**

19.28.5.2. Lost degree fee: **Birr 300.00** and has to bring evidence from the concerned body.

19.28.6.Other Fees

19.28.6.1. Letter to whom it may concern **Birr 50.00** per copy

19.28.6.2. Application fee for changing name, if it is approved by the concerned body is Birr **50.00**.

19.28.6.3. Make up examination fee **Birr 100.00** per subject for evening and other self-sponsored students

19.28.6.4. Fees are liable to change according to the situation of the college

Section 4

Student Affairs

The college has been established to produce teachers and other development oriented capable professional in the educational sector particularly in the primary education system. In this regard, thus, full cooperation and mutual understanding and respect among the community of the college are highly required. The mutual respect and understanding of each and every part of the component shall also be strengthened by responsive regulations that are compatible with charter of the college and law of nation.

The college can grant no rights to its members (teachers and students) which are not inherent in the national and regional law. Furthermore, the college is limited by its administrative charter or regulation to engage in the activities of persons and groups directly affiliated with the college through legal bases for the function of education. In this education function, the college has an academic freedom inherent in the concept of an institute which is established to study, each, and investigate any subject or any question. However, the phrase ‘to study’ imposes its own obligations on the college community (both on teachers, researchers and students) because ‘study means’ rational, intellectual inquiry, and hence it must succumb to arguments, which appeal to unreasoned passion.

In accordance with the above view, the college is empowered to lay down such regulations of student affairs, as it seems necessary to promote and strengthen the overall educational function.

In the college, most of the day-to-day activities of the students affairs are catered for by the office of the students’ affairs, based on the duties and responsibilities listed under article 2.5 Section 2. Along with the office of the students’ affairs, there will be the office of guidance and counseling under the following job descriptions.

ARTICLE 20. Students’ rights, Responsibilities, Discipline and Council

20.1. Students’ rights

The college students will exercise the following rights:

20.1.1. Be issued ID Cards upon registration

20.1.2. No discrimination shall be made among students by nationality, sex and religion or otherwise in the college

- 20.1.3.** Forward opinions, ask questions, debate and participate in discussions, in an educational process or other related activities
- 20.1.4.** Get access to medical treatment within the limit of available resources, use libraries, laboratories, audiovisual centers and other facilities according to regulations.
- 20.1.5.** Organize ally any educational and related clubs that serve the purpose of promoting the very aim of institutional goal .
- 20.1.6.** Apply to withdraw if he/ she produces adequate reasons and to be re-admitted when notified by the admission committee and approved by academic commission
- 20.1.7.** Assemble and discuss campus, regional, national and international issues when an authorized person allows doing so.
- 20.1.8.** Participate in all social and educational activities of the college through their council and in person if necessary.
- 20.1.9.** Have representatives in each and every committee concerned with student affairs as allowed by the regulations of the college.
- 20.1.10.** Petition legally the case through their council to all concerned bodies step by step and obtain decisions and demand reversal of unjust decisions.
- 20.1.11.** Attend classes, participate seminars, workshops organized by the college and other organization when necessary.
- 20.1.12.** Know their grades and obtain a copy of their grade reports after being evaluated only on the ground of their academic performance and ability and not otherwise.
- 20.1.13.** Apply for grade inquiry following necessary procedures.
- 20.1.14.** Get support from administration and obtain guidance and counseling services when needed
- 20.1.15.** Legally defend themselves against verifying completion of the program.
- 20.1.16.** Comment on services they get from the college and workers.

20.2. Duties and Responsibilities of Students

Students have the following duties in the college

- 20.2.1.** Students shall know and respect rules and regulations of the college.
- 20.2.2.** They attend lecture classes, laboratory programs, workshops and others according to the official time-table.

- 20.2.3.** Students shall submit group works, assignments (papers, laboratory works) results as required by the concerned professionals.
- 20.2.4.** They shall be registered at the beginnings of each semester in person if he or she is to continue to study.
- 20.2.5.** Students shall take care of materials, which belong to the college or to the society (inside or outside the college) or any other member of the college.
- 20.2.6.** Students shall not appear at forbidden areas.
- 20.2.7.** Students shall cooperate with any legitimate body to support the educational and administrative activities of the college.
- 20.2.8.** As citizens and group of intellectuals, students shall involve in international, national, regional and institutional issues and respond to national call.
- 20.2.9.** They shall elect, be elected and participate in different committees that require their involvement through their representatives.
- 20.2.10.** Students shall respect the culture, belief and custom of the society and live with them accordingly.

20.3. Discipline

Self-discipline, mutual trust and respect for one another are required from every member of the college whether students or staff. Thus, the college encourages self-discipline and cooperation among its members to achieve the integrated goal. The college also requires disciplinary rules and regulations to safeguard its educational objectives, to prevent persons from violating rules of the college and penalize those who are against the rules.

20.3.1. Prohibited Acts

- 20.3.1.1.** Using drugs such as chat, cigarettes and alcoholic drinks in the campus
- 20.3.1.2.** Being seen having dangerous weapons and equipment anywhere.
- 20.3.1.3.** Defaming other persons (inside the campus or outside) by distributing written materials or orally
- 20.3.1.4.** Formation of any illegal organization, which will result in the discretion of normal activities of the college .
- 20.3.1.5.** Lying, cheating, corrupting, theft, misbehaving and threatening others

- 20.3.1.6.** The use of individual or mass force to interfere with normal activities of the college or to influence someone to achieve their goal.
- 20.3.1.7.** Posting unofficial notice and detaching official ones;
- 20.3.1.8.** Misusing I.D cards by handing it over to someone else and permitting him/her to use it.
- 20.3.1.9.** Any sexual intercourse in campus whether willing or not.
- 20.3.1.10.** Breaking of any regulation issued by the institute, such as library, laboratory, clinic and lounge regulations;
- 20.3.1.11.** Any act of copying signature of officers for whatever reasons or purposes
- 20.3.1.12.** Refusing to respond to any legal request from legitimate bodies
- 20.3.1.13.** Holding unauthorized meeting in the college campus.
- 20.3.1.14.** Inviting guests into the campus without the knowledge or permission of the college.

20.3.2. Disciplinary Actions

In the college intimidation and violence are completely incompatible with an academic environment and, hence, applying them will lead directly to disciplinary action. Students' disciplinary committee will decide on penalties to be considered for violation of rules and regulations of the college. Some of the penalties are as follows:

- 20.3.2.1.** Self-criticism by the student
- 20.3.2.2.** Verbal advices and warning by concerned authority
- 20.3.2.3.** Written warning
- 20.3.2.4.** Entering student's name in a black list
- 20.3.2.5.** Replacing damaged property by the agent
- 20.3.2.6.** Detention from graduation
- 20.3.2.7.** Suspension for a period of time
- 20.3.2.8.** Dismissal from the campus

20.3.3. Organization of the Student Disciplinary Committee

20.3.3.1. Members

The student disciplinary committee shall have seven members

- One instructor assigned by academic vice dean

- Two instructors from different streams/departments
- Two student representatives from respective programs
- One performer from human resources directorate and women affair
- One instructor assigned by academic vice dean shall be the chairman of the committee.
- Performer from human resources directorate is Secretary of the committee
- The office term of the elected disciplinary committee members shall be two years.

20.3.3.2. Responsibilities of the committee

- The disciplinary committee is accountable to the dean

20.3.4. Procedures to Handle Violent Acts

20.3.4.1. Any case of violation shall be presented to stream head in writing within one week of the occurrence of the incidence.

20.3.4.2. The stream head after considering the case, forward it to disciplinary committee.

20.3.4.3. The committee shall reach its decision within two weeks and after approval of the dean, disclose the decision to the relevant in writing with copies to the streams/departments and academic dean. A student who may be dissatisfied with the decision has the right to appeal to the college dean. The decision of the management of the college will be final.

20.4. Students' Council

20.4.1. Purpose

Active participation of students in self- governance and in teaching learning process is one of the fundamental bases of quality training. In other words, Student council is an important body both for the purpose of the above mentioned points and for the efficiency of the training program of the college. It also plays vital roles in producing potential leaders of the society in the future world. It equips students with management skills, confidence in self-governance and meaningful participation in both the campus and in the society.

Therefore, the college encourages extensive students' participation through legal and chartered student council. Accordingly, the college, through the streams/departments, will give due assistance and support to only chartered students' council to pursue legitimate educational and extra-curricular interests and activities.

20.4.2. Functions of the Chartered Students' Council

A chartered student council shall be formed by full interest and participation of the students themselves. It mainly works towards promoting healthy and civilized communication between and among the college community. It facilitates effective communications among students and between students and other members of the college community. The students' council emphasizes promoting study, discussion and expression of ideas on academic level concerning intellectual, social and other problems to supplement the academic curriculum by promoting activities such as lectures; forums, seminars, field trips and theatre, films and art exhibitions and to promote other intellectual, social, economic and recreational activities among the college members and the larger community.

20.4.3. Duties and Responsibilities of the Students' Council

The student council whose members are directly elected by the students is accountable to the General Student Assembly

The Council has seven members.

1. Chair person
2. vice chair person
3. secretary
4. Other 4 members.

The council has the right to:

20.4.3.1. Prepare its own regulation which are subjected to the approval of the college

20.4.3.2. Formulate different committees of its own if necessary;

20.4.3.3. Govern itself in accordance with the rules of the college and its own regulations;

20.4.3.4. Call gatherings outside of regular scheduled classes or other normal college activities, when permitted by the college.

20.4.3.5. Petition, to present grievances to relevant officers by peaceful means.

20.4.3.6. Arrange a forum for students to express and to discuss institutional, local, regional, national and international issues when permitted by the college.

20.4.3.7. Safeguard students' interests in academic, social and recreation spheres within the campus as well as in the outside world.

20.4.3.8. Call gatherings of class monitors and evaluate them every two weeks and submit reports to streams/departments.

20.4.3.9. Compile and organize evaluation reports from classes and submit them to streams/departments.

20.4.3.10. Distribute letters to trainees.

20.4.3.11. Initiate trainees for co-curricular activities.

20.4.3.12. Be role models for trainees.

20.4.4. Student council of Evening program

20.4.4.1. Evening students shall have their own student council. The rules and regulations of regular students also work for evening and summer program students.

Appendix

Appendix 1

20.5. Contract Form

This contract document is issued by the board of governance of the college pursuant to article 8 of the Megaleta Oromia proclamation N0 9/1998.

ARTICLE 1 Agreeing Parties

This contract of employment is made and entered in to this day of _____ 19_____ G.C (19_____ E.C) by and between _____ teachers college hereinafter called the “employer”), and _____ (hereinafter called the “employee”).

The parties hereto agree as follows:-

ARTICLE 2- Employment

The employer shall employ the employee as _____ in the institute /college and the employee agree with the scope of his/her academic discipline, to perform the duties prescribed here under.

2.1. To give course lectures and other forms of instruction including demonstration, laboratory, supervision, tutorials, practical classes, and field classes, as may be determined by the dean / head of the stream.

2.2. To carry out scholarly research and the advancement of knowledge as well as the progressive strengthening and development of the college.

2.3. To assist in the activities to be conducted in the/ college’s business by accepting assignments to serve on committees and commissions.

2.4.

ARTICLE 3 – Interpretation

When an ambiguous situation in meaning arises, the interpretation of this document shall rest on the employer.

ARTICLE 4- Employee's Warranties and Covenants.

- 4.1** The employee attests that he/she is professionally and technically competent and qualified to discharge the duties for which he/she is employed.
- 4.2** The employee agrees that he/she shall:-
 - 4.2.1.** Perform his duties in a professional manner and in accordance with the academic standards, objectives, general philosophy of the institute/ college as set by the appropriate body.
 - 4.2.2.** The minimum teaching and research load of an academic staff shall be 9-12 and 3 could be added when it is necessary LEH (1 LEH= 2:30 to 3 hrs) specifically to be determined by the academic dean and academic commission.
 - 4.2.3.** Accepts other teaching and administrative assignments when requested by the authorities of the college and/ or the stream in case of alkaloid, i.e. if he/she is assigned to carry out whenever dictated by circumstances, additional teaching and research assignments, which may be over the established normal load, the employee shall be entitled to compensation at the prevailing rate .
 - 4.2.4.** The employee shall regard his/her services to the college as full- time employment and his/ her regular duties unless permitted or approved by the authority of the college. This requirement does not extend to occasional lectures, writing of scholarly articles or conducting research.
 - 4.2.5.** The employee agrees to submit to the college, along with the signed contract a medical certificate to prove his/ physical fitness to perform the duties prescribed in article 4 (4.2) above. Such certificate must be issued by a government medical institution.
 - 4.2.6.** The employee agrees to refrain from using his/ her official position or college facilities for the dissemination of his/ her personal gain or interest, actions which incite or cause disruption of the college.
 - 4.2.7.** The employee agrees to abide by the laws of Ethiopia.

ARTICLE 5- Duration

- 5.1.** This contract shall come into effect as of ____19____ G.C /19____E.C. the foregoing dates shall be used for the purposes of payment of salary, allowances and the computation of leave as stated here under. Arrival for duty after the above date shall result in prorates deduction from salary and allowances.
- 5.2.** The normal period of full time employment each year shall be as stated here under:
 - a)** For academic appointments, two years starting from September 11 to August 7 (One year for graduate 1 September 1 to August 30)

- b) For administrative appointments, for twelve months, starting from approximately, September 1 to Pagumen 5/6.

ARTICLE 6- Salary

6.1. The employee shall receive an annual salary as per agreement in *Ethiopian Birr* (_____) which shall be payable in twelve (12) equal monthly installments at the end of each month according to the Ethiopian Calendar beginning from the date set forth in article 5 hereof.

6.2. The aforementioned salary shall be subject to income tax and pension deductions.

6.3. The salary, together with allowances provided in article 6 hereof, shall constitute full and complete remuneration for the services performed by the undersigned employee.

6.4. Except as provided in article 7 hereunder, hereof the employee shall not receive any salary or allowances during any period of illness or disability, he has willfully or negligently contracted.

ARTICLE 7 Allowances

7.1 The employee, if he/she is assigned to administrative duties and responsibilities, shall be paid an administrative allowance as per scale issued by the MOE.

7.2 Payment of all allowance shall be made at the end of each month according to the Ethiopian calendar beginning from the date set- forth in article 5.

ARTICLE 8- Leave

8.1 **Sick Leave:** - Shall be given according to provisions in the regulation governing academic & academic support staff. Any period of sickness longer than three consecutive days *must* be attested by medical certificate. It is the responsibility of the employee to arrange with respective stream heads for coverage of scheduled classes and appointments.

8.2 **Maternity Leave:** A female employee shall be entitled to maternity leave according to regulations of the Ethiopian Government.

8.3 **Annual leave:** shall be given according to provisions in the regulation governing academic & academic support staff.

- 8.4 **Research and sabbatical leave:** The employee shall be entitled to a sabbatical & research leave according to the regulation governing academic & academic support staff, and the legislation of the college.

ARTICLE 9- Termination

- 9.1 The contract may be terminated by the employer or by the employee in the case of breach of any of the articles hereof. In such an event the employee shall be entitled to his salary and allowances only up to the date of termination.
- 9.2 If the employee is prevented by illness or disability from carrying out his/ her duties, he/she must obtain a medical certification from a medical board of government medical institution. After considering the report of the medical institution, the head of the college may make a recommendation to the board of governors on terms and conditions of termination of the employee's contract.
- 9.3 This contract may be terminated by the employee without stating cause by giving written notice of termination to the employer ahead of not less than 180 (one hundred and eighty) calendar days. This sub- article shall not override other articles of the contract, such as service agreement for training, entered between the institute/ college and employee.
- 9.4 If the employee terminates the contract without giving a notice of termination according to 9.3 above, the college may refuse to give a release and work attestation and sue the employee for the disruption of its programs and for expense incurred due to the termination of the contract. Upon termination, the employee is entitled to a pension reimbursement in accordance with the rules and regulation of the Ethiopian Government.

ARTICLE 10 – Renewal

- 10.1. The intent of the institute to renew the contract shall be given in a written notice to the employee at least 91 (ninety one) calendar days before the last date of the end of the previous contract.
- 10.2. This sub- article shall not override provisions in article 9.4 above.

ARTICLE 11 Amendments

The provisions of this contract may not be altered or amended except in writing signed and dated by the parties hereto.

ARTICLE 12: Voidance of Contract

- 12.1. This contract has been executed by the employer on the date first written herein.
- 12.2. In the event the employee shall fail to execute this contract and return it to the employer within 30(thirty) days after the date first written herein, this contract shall be null and void. In case of postal delivery of the executed contract, the date of posting shall be within 30 (thirty) days of the date first written herein. In witness hereof the parties to this contract have affixed their signature here to.

_____	_____
EMPLOYEE	EMPLOYER
_____	_____
DATE	DATE

WITNESSES

1. _____	_____
NAME	SIGNATURE
2. _____	_____
NAME	SIGNATURE
3. _____	_____
NAME	SIGNATURE

APPENDIX 2

Employment procedures

1. Preconditions for Employment

Prior to employment, the college ensures institutional need for employing teachers. It ensures that budget has been proposed and approved.

2. Employment Procedures

2.1. Vacancy Announcement

The vacant post should be clearly announced either on the “Addis Zemen” or the Ethiopian Herald or on any appropriate mass media if necessary.

2.1.1. Information to be stated in the announcement

The department with the vacant post; name of the position, title and initial salary; qualification, relevant skill and experience; number of the vacant posts and working place; place, date and time of registration of the applicants; necessary credentials for the registration; place, date and time of examination; notifying that registration shall take place for three consecutive working days starting from 10 days after the vacancy announcement.

2.1.2. Employment without announcement on mass media.

Vacancy announcement should be put on the notice board for three consecutive working days in the college campus. If the college needs to employ among its outstanding new graduates:

- Registration shall be for two consecutive working days,
- Selection is made by the employment committee based on the candidates’ document and sent to the academic commission for approval.

In case of absence of candidates with higher qualification in response to the second vacancy announcement at a national level, the college may use another means to apply the employment by consulting the board based on the already set employment criteria and salary scale.

2.2. Registration of Applicants.

In accordance with the vacancy announcement, applicants shall be registered either in person or by sending their relevant work experience and other related document. The documents should be crosschecked with the original.

2.3. Recruitment committee

To ensure fair procedure, a committee consisting of five members shall be elected to set appropriate selection criteria by which capable applicants are selected.

2.3.1. Members of the committee

- A) Academic vice dean :- chairperson
- B) Head of the stream with the vacant post and one more member (preferably female), and these two members can change with the change of the stream and the vacant post.
- C) A representative of teachers..... member
- D) Personnel officer..... member and secretary

2.3.2. Duties and Responsibilities of the Committee

The committee shall have the following duties and responsibilities.

- Ensuring that the stream has accurately identified the applicants in line with the procedure stated in 2.2 above.
- Setting appropriate examination to be given to the applicants.
- Setting limiting selection points
- Administering the winners and reassuring him/her based on the exam results
- Informing the general results of the competition to the dean of the college.

2.4. Exam Administration

The Exam is set by teachers of the concerned stream and the recruitment committee. Based on the nature of the vacant position, the exam may include all or part of the following: Interview, Written exam and, practical exam.

2.5 Grading procedure.

2.5.1. General Result

- Based on the applicant's qualification, work experience, etc and,
- Exams stated in 2.4, the list of the winners and reserves together with the relevant forms and minutes is sent to the dean of the college, and upon his/her recommendations, will be approved by the academic commission.

2.6 Waiting list

- Reserves are listed in their order of precedence
- Number of the reserves is decided by the committee
- Whenever a candidate from among the selected ones fails to be employed, a reserve may be employed without a further examination.
- If a new employee fails to start his/ her work within the given time an announcement will be made once to appear in five days' time.

2.7 Organizing the employment forms

The employment of the academic staff shall be applied pursuant to the legislation of the college and the contract agreement, subject to renewal. A complete employment procedure shall include each of the following forms which shall be duly completed.

The contract agreement document includes:

- Pension form (pension form 1)
- Biography form
- Medical examination report
- Finger print check report
- Oath for (if any)
- The vacancy announcement notice,
- Educational documents
- Relevant work experience
- The minutes of the recruitment committee and a form (letter) in which the evaluation is made,
- Minutes of the Academic Commission's approval,
- Other related documents

- 2.8.** Utilization of the employment forms indicated under the contract agreement form is prepared in three copies, signed by the employer, the second copy to the college, and the third copy will be sent to the Board of Governors.
- Pension form, is prepared in three copies, signed by the employee and the employer and a copy is sent to the regional education bureau, the second one to the regional social security authority and the third copy will be kept in the employee's personal file.
 - The biography form is prepared in two copies, to be signed and kept in the employee's personal file.
 - The oath form is completed in two copies, signed by the employee and the employer and one copy is sent to the Board and the other will be kept in the employee's personal file.
 - Medical examination form
 - The vacancy announcement form
 - Educational document and other relevant work experience.
 - The minutes of the academic commission approving the employment. Each of the copies will be cross- checked and sent to the board, and the rest copies are to be kept in the employee's personal file.

3. Contracts

3.1. Time of contract

- 3.1.1. The contract time for Ethiopian academic staff and academic support staff shall be two (2) years. (See app .1 form 1 and 2)
 - 3.1.2. Assistant graduates are employed for a year. If he/she is found to be efficient in his /her work, the college shall extend his/ her contract for another two years. However, if he/she is found to be inefficient, the college may cease the contract.
- 3.2. Renewal of a contract is based on the legislation of the college and contract agreement. Ethiopian academic full time workers shall renew their contract every two years.
- 3.3. Ceasing a contract procedure for ceasing a contract of Ethiopian academic full time staff members shall be materialized in accordance with the contract agreement of the college.

Appendix 3

The Criteria for promotion

1. Effective teaching service is assessed as follows:

Evaluation by the stream heads and /or academic vice dean or the colleagues and students shall be conducted by using appropriate questions designed by Ministry of Education. The rated points of three semester evaluations should be above 3.5. The evaluation by students shall be made on a regular basis immediately after the completion of a course and before the semester examination. The evaluation by stream heads and or the academic vice dean and colleague shall be made twice in an academic year, usually at the end of each semester.

2. Publications

2.1. Articles- published or accepted for publication in reputable journals

2.2. Teaching materials- materials prepared for specific course or courses in the discipline of the candidate staff reputable journal

2.3. The reputability of journals is determined by the committee, which is established for this purpose by the institute and /or by Ministry of Education.

The following shall constitute the criteria on which the reputability of journals is determined:-

- The professional reputation and competence of the editors, the advisory board and additional staff.
- Sound editorial policy regarding selection and evaluation of articles submitted for publication.
- Seriousness of the journal as judged by such factors as regularity and continuity and its maintenance of standard.

3. The backing and respect given by professionals.

3.1 Teaching material

It can be defined as a set of materials systematically organized for use in specific course emanating from the teaching experience of the candidate for promotion. When evaluating such materials the following points may be taken into account.

- The organization of the content;
- The approach followed.

3.2 Effectiveness of the material as a tool for teaching

It must be in effective use as a teaching material for at least one year before presented for promotion. It must be externally and positively evaluated by specialist in the field, particularly when it is submitted as a fulfillment of the requirement criterion for promotion to a senior rank (associate professor or above) and should be favorably assessed by at least two of specialists in the field.

Any teaching material prepared as a major fulfillment for any rank promotion should be evaluated by one internal and two external assessors and supported at least by two of them.

3.3. Text book- published for use in specific courses

3.4. Books- published on the basis of original research

3.5. Participation in the affairs of the college

The criteria should include:

- Willingness to accept and being very effective in position of academic administration
- Willingness to participate in committee work. Active involvement in the enhancement of relevant professional activities such as teachers' association, organizing and participating in professional conferences, seminars, etc.
- Assisting in editorial work or contributing to professional journals

4. Rendering Active Service to the Community

- Readiness to participate effectively in local or national committees.
- Active participation in professional and mass organizations.
- Making attempts in all ways to contribute towards the general welfare of the community at large beyond the limited call of one's academic duties.

5. Weighted Values of the Criteria for Academic Promotions

To standardize the process of granting promotions, and to make it objective and uniform as much as possible, it is necessary to give weighted values to the four components of the criteria, as required.

In addition to the expected service years for promotion to each academic rank, it is essential that the candidate meets the minimum points in each component of the criteria as indicated below.

5.1. For promotion to the rank of assistant lecture.

Effective teaching -----85%

Active participation in the affairs of the college ----- 10%

Active participation in the affairs of the community -----5%

5.2 For promotion to the rank of lecturer

Effective teaching ----- 60%

Publication ----- 25%

Active participation in the affairs of the college -----10%

Active participation in the affairs of the community ----- 5%

5.3 For the promotion to the assistant and associate professor

Effective teaching service -----40%

Publications -----35%

Effective participation in the affairs of the college ----- 15%

Rendering active service to the community -----10%

The Minimum total points required for the promotion should be 80 and should be more than 50% in each component of the criteria.

6. Co- Authorship

Any publication or research work, when jointly written, should be given appropriate merits to each of the co-authors in direct proportion to the level of his/her contribution to the joint work. The following is an allotment of points given according to their several contributions.

Major co-author-----75%

Equal co-author -----50%

Minor co-author -----25%

If more than two co-authors are involved, the credits should be allotted proportionally to the several contributors.

Appendix- 4

4.1. Evaluation Criterion for College Administrative

	Criterion	Score	Point given
A	Organizational Matter	45	
1	Applying rules and regulation properly	5	
2	Identifying priorities and communicating it with the respective directorates.	4	
3	Communicating key issues of the college to the college community periodically.	3	
4	Participating college community in the identification of short term and long term goals of the institution and allocating the necessary resource for its effectiveness.	4	
5	Being transparent leader and make the staff has similar vision and cooperatively works for the realization of their vision.	5	
6	Is available to administrative and academic staff.	3	
7	Effectively implement the annual plan of the college.	5	
8	Organizing the human resource in the college that prepares project proposals that helps to generate income for the college.	5	
9	Make the college a conducive working environment.	3	
10	Prepare different educational conferences that help academic staffs help to implement modern pedagogy in the teaching- learning processes.	4	
11	Creating good relationship among different governmental and non-	4	

	governmental organizations		
B	Leadership ability	30	
1	Preparing strategic plan and guiding others for its implementation.	3	
2	Ability to create work environment that increase staff's work motivation.	3	
3	Ability to create work environment that promote collaborative work (team spirit).	4	
4	Creating mutual respect and high morale among the staffs.	3	
5	Having good relation and communication with vice deans, directorates, streams, departments and other structures in the college.	2	
6	Ensuring continuous improvement and working to make the college a model.	3	
7	Dealing with the concerned bodies before making decisions on different affairs.	2	
8	Ensuring better administration by implementing different reforms made by higher bodies.	4	
9	Having good relationship with students and communicating and making them participate in different matters that concern them.	2	
10	Enabling college community work towards shared vision and goal for the improvement of the college.	4	
C	Personnel Management Skills	25	
1	Notifying the college community reasons for different decisions made by the administrative.	2	
2	Make employees professional growth, appointment and disciplinary measures effectively and efficiently.	3	

3	Acknowledge good practices in the college.	3	
4	Make academic staffs and supportive staffs know their duties and responsibilities.	4	
5	Enabling college communities feel responsible for every activity in the college.	2	
6	Design and implement strategies for the efficiency of academic and non-academic staffs.	3	
7	Having positive relationship with academic and supportive staff members.	3	
8	Well-coming constructive feedbacks from staff members and working on its implementation.	3	
9	Ability to effectively utilize the budget allotted for different activities in the college as planned.		
10	Respecting the rights of all staff members.	2	

4.2. Evaluation Criterion for Academic Staffs

Oromia Education Bureau Nekemte College of Teacher Education

Teacher's Name _____

Department _____

N.B

1. Read each evaluation criterion carefully.
2. Evaluate fairly teachers performance only on the basis of the criterion specified.

	Criterion	Score	Point given
A	Organizing students for education and providing counseling services	20	
1	Conduct different awareness creation activities to students who he/she teaches and assigned as an advisor.	2	
2	Encourages cooperation and collaborative work among students.	1	
3	Help students to prepare program to help one another in their academic endeavor.	2	
4	Collect and organize information about students discipline and report it to the concerned body timely.	2	
5	Prepare tutorial classes for slow learners and female students who need support.	2	
6	Analyze students result so that he/she can identify who needs support.	2	
7	Implement different techniques that help to improve students' discipline.	3	
8	Organize different co-curricular activities, different clubs, that positively contribute to their education.	3	
B	Provision of quality education, Classroom management and making lessons practical.	50	

1	Respecting class time (entering and leaving class on time).	5	
2	Not absent from class without acceptable reasons and offer make-up class for the missed class.	3	
3	Completing courses assigned for the semester on time.	3	
4	Implementing different active learning strategies.	5	
5	Using different teaching materials in the class.	3	
6	Effectively monitors students' activities (discipline).	3	
7	Encourages students to read different supplementary teaching materials that help them understand more what they learned in the class.	4	
8	Encourage students to ask questions.	2	
9	Continuously and fairly assess students' progress.	1	
10	Have good (healthy) relationship with all students.	1	
11	Possess teachers personality(good quality)	3	
12	Effectively impart his/her knowledge to students.	3	
13	Respect students' right of asking questions and getting response.	1	
14	Ability to teach in a simple and easily understandable ways.	3	
15	Free from making students share his political, religious and similar ideologies.	2	
16	Conduct continuous assessment and report the result of the assessment to the students on regular bases.	4	
17	Prepares different supportive teaching materials and manuals to be used by the students.	2	
18	Using modern technology in the teaching-learning process.	2	

19	Conduct practicum on the basis of the guide lines.	3	
C	Research and Community Services	30	
1	Take part on different meeting at department, stream and college level and forward ideas for the improvement of the college.	2	
2	Provide professional support to primary schools in the area.	2	
3	Conduct action research that helps to improve problems in the teaching learning process.	2	
4	Conduct research on different issues and produce different literatures that contribute to the educational activities in the college.	2	
5	Prepare and implement lesson plans.	2	
6	Actively take part on different duties assigned to him other than teaching-learning.	1	
7	Prepares plan, implement it and report to the concerned body.	2	
8	Participate in different committees that work on the improvement of the college and promote good relationship among the staff.	2	
9	Work in group on the improvement of teaching materials used in the college.	2	
10	Willingness to share his experience to other teachers.	1	
11	Encourage cooperation and collaboration among students.	2	
12	Conduct classroom observation of his colleague.	1	
13	Conduct action research that focuses on improving problems of teaching and learning.	3	
14	Prepare supplementary materials that help students to get more knowledge on the course.	2	

4.3. Evaluation Criterion for Stream and Department Coordinators

Oromia Education Bureau Nekemte College of Teacher Education

Name of stream/department coordinator_____

Department_____

N.B

1. Read each evaluation criterion carefully.
2. Evaluate fairly teachers performance only on the basis of the criterion specified.

	Criterion	Score	Point given
A	Organize and coordinate students and academic staff in the stream/department.	20	
1	Gives necessary orientation to the academic staffs under his/her stream/department.	2	
2	Encourage cooperation and collaboration among teachers in the stream/department.	1	
3	Being transparent in the distribution of course load among teachers.	2	
4	Having a work plan and encouraging other to have plan for activities they carry out.	2	
5	Closely following the performance of academic staffs in his/her stream/department and organizes and reports it to the concerned body.	2	
6	Prepare tutorial classes for slow learners and female students who need support.	2	
7	Analyze his/her stream/department students result so that he/she can identify who needs support and adjust the way by which they get the support.	3	
8	Implement different strategies to improve the discipline of students in the stream/department.	3	
9	Organize different co-curricular activities and different clubs in his/her stream/department that positively contribute to their education.	3	

B	Provision of quality education, Classroom management and making lessons practical.	50	
1	Being a good role model in respecting class time (entering and leaving classes on time).	4	
2	Giving awareness and following academic staffs in the stream/department not to be absent from class and incase urge them to replace the missed class.	3	
3	Complete the semester course on time.	2	
4	Apply different active learning strategies in the classroom.	4	
5	Use teaching aids and encourages others to use it.	2	
6	Effectively monitors students' activities (discipline).	3	
7	Encourages students to read different supplementary teaching materials that help them understand more what they learned in the class.	3	
8	Encourage students to ask questions.	2	
9	Continuously and fairly assess students' progress.	1	
10	Preparing quality and at standard exams that effectively assess students' performance.	2	
11	Carry out continuous assessment following the general principles of assessment.	2	
12	Having good relationship with students.	1	
13	Have teachers quality(personality) and desired leadership quality.	3	
14	Effectively impart his/her knowledge to students.	3	

15	Respect students' right of asking questions and getting response.	2	
16	Ability to teach in a simple and easily understandable ways.	3	
17	Free from making students share his political, religious and similar ideologies.	1	
18	Conduct continuous assessment and report the result of the assessment to the students on regular bases.	4	
19	Prepares different supportive teaching materials and manuals to be used by the students.	2	
20	Using modern technology in the teaching-learning process.	2	
21	Conduct practicum on the basis of the guide lines.	3	
C	Research and Community Services	30	
1	Take part on different meeting at department, stream and college level and forward ideas for the improvement of the college.	3	
2	Provide professional support to primary schools in the area.	2	
3	Conduct action research that helps to improve problems in the teaching learning process.	1	
4	Conduct research on different issues and produce different literatures that contribute to the educational activities in the college.	2	
5	Prepare and implement lesson plans.	2	
6	Actively take part on different duties assigned to him other than teaching-learning.	1	
7	Prepares plan, implement it and report to the concerned body.	2	
8	Participate in different committees that work on the improvement of the college and promote good relationship among the staff.	2	

9	Work in group on the improvement of teaching materials used in the college.	2	
10	Willingness to share his experience to other teachers.	1	
11	Encourage cooperation and collaboration among students.	2	
12	Conduct classroom observation of his colleague.	1	
13	Conduct action research that focuses on improving problems of teaching and learning.	3	
14	Prepare supplementary materials that help students to get more knowledge on the course.	2	