



**Title:** Staff Retention Procedures

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**Approval Authority:** University Council

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**Review:** The procedures are subject to periodic reviews as per amendments  
of University Policies and Regulations

## 1. Purpose

The purpose of this document is to describe Gulf University staff retention procedures. It details principles to accomplish fair, transparent, systematic, and robust staff retention at the University.

## 2. Scope

The document applies to academic and administrative staff at Gulf University.

## 3. Acronyms

<b>BQA</b>	Education and Training Quality Authority
<b>COO</b>	Chief Operating Officer
<b>GU</b>	Gulf University
<b>HEC</b>	Higher Education Council
<b>HR</b>	Human Resources
<b>HOD</b>	Head of Department
<b>MOL</b>	Ministry of Labor
<b>PR</b>	Public Relations
<b>QADC</b>	Quality Assurance and Development Center

## 4. Definitions

**Staff Member:** An employee at GU that holds an academic or administrative position with a full-time term contract.

**Retention:** Retention means maintaining a stable or rising employment path of an academic or administrative staff member at the University.

## 5. Procedures Details

5.1 Deans, HODs, Heads of Units, Directors and Managers shall conduct effective and professional induction sessions at the beginning of each academic year to motivate and encourage all current and newly appointed administrative and academic employees to be committed to university values and competent in fulfilling their roles to its mission and goals.

5.2 Colleges and departments shall maintain friendly and healthy work environment through flexible working hours, balance between work and personal life to reduce work stress.

- 5.3 The University shall ensure and maintain effective implementation of the “suggestions and complaints” system and communicate its outcomes in accordance with relevant policies and procedures.
- 5.4 Deans, HODs, Heads of Units, Directors and Managers shall ensure effective implementation of professional resolution of misconduct and conflicts in accordance with the relevant policies and procedures.
- 5.5 Colleges, departments, and unit of professional development at QADC shall provide equal opportunities to staff members for professional development through well communicated annual plan.
- 5.6 Deans, HODs, Heads of Units, Directors and Managers shall provide adequate guidance, training, and continuous support to new employees, such as to reduce the rate of their resignation.
- 5.7 Colleges and departments shall provide support to the experienced academic staff (such as: provision of resources to conduct research, publish their scholarly accomplishments in high quality journals and attend international conferences).
- 5.8 The Public Relations Department at the University shall organize an annual event at the end of each academic year to recognize and reward distinguished staff members with excellent accomplishments (for example in the category of best faculty, best researcher, best contribution to community engagement, best user of e-learning). The criteria for each category of award are clearly identified to ensure transparency, objectivity and fairness of the selection process. There is award for best administrative staff as well for their valuable contribution.
- 5.9 The Vice President for Academic Affairs and COO, in consultation with President of University, shall ensure the provision of adequate and effective “payment and non-payment compensation and benefit packages” to staff members. This includes, but not limited to housing allowances, health insurance, annual leave, end-of-semester-leave, and all other leaves as stipulated by the Bahrain Labor Law, annual air tickets, and scholarships for staff study in a program offered at GU, and for their sons/daughters to study at Al-Hekma school (as stipulated in Scholarship Procedures).
- 5.9 The Vice President for Academic Affairs and COO shall ensure the implementation of occupational health and safety programs and provide adequate nursery services to staff members.
- 5.10 The Happiness Committee at the University in collaboration with PR Department shall implement employee welfare program, that includes but not limited to social gathering and activities, celebrate birthdays and newborn children to staff members, and their anniversaries.

5.11 HR department shall conduct faculty satisfaction survey, staff satisfaction survey annually and the results are used for continuous improvements. HR department also conduct exit survey and results are considered to review the existing practices and further opportunity for enhancement.

## 6. Responsibilities

**Academic and Administrative Staff are responsible for:**

- following this document appropriately

**HODs and Managers are responsible for:**

- following this document appropriately

**Deans are responsible for:**

- following this document appropriately

**PR Department is responsible for:**

- ensuring appropriate implementation of this document.

**QADC is responsible for:**

- ensuring that this document is appropriately implemented.

**COO is responsible for:**

- appropriate implementation of this document.

**Vice President for Academic Affairs is responsible for:**

- appropriate implementation of this document.

**University Policy Development and Review Committee is responsible for:**

- systematic review of the effectiveness of this document.

## 7. Related Policies

- Staff Retention Policy

## 8. Related Procedures

- Staff Induction Procedures
- Scholarship Procedures

## 9. Related References and Standards

<b>BQA</b>	Institutional Review Handbook
<b>BQA</b>	Programs-within-College Reviews Handbook
<b>HEC</b>	Academic Regulations
<b>MOL</b>	Labor Law