

# BETHLEHEM UNIVERSITY

Office of Human Resources  
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جامعة بيت لحم

مكتب الموارد البشرية

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فاكس: + 972-2-2744440

## The conditions to open the Steps on the Salary scale

**FIRST: For the Assistant professor (Rank 3) and the lecturer** the steps will be opened under the following conditions:

1. His/Her file should be without warnings in the last 2 years of work
2. His/Her academic evaluation should be above average or excellent.
3. S/He should publish a research in an Authorized Scientific Magazine (Local or international ) in his/her field of study within the past five years.
4. A letter of recommendation from the immediate supervisor commenting on the following:
  - i. Academic evaluation
  - ii. The quality of teaching
  - iii. Scholarship and Research

In case of fulfilling the above conditions, The step will be opened for five years, and for seven years in case of publishing two or more researches.

## PROCEDURES

1. Print the application form from the Human Resource Office website.
2. Submit details of your published research to the Dean of Research.
3. Once you have the approval of the Dean of Research submit to the Human Resource Office the form along with the evaluation and comments from your Dean/Chairperson.
4. The Human Resource Office will then submit all the documentation to the Academic Vice President for approval.

**SECOND: For the Associate professor (Rank 2)** the steps will be opened under the following conditions:

1. His /Her file should be without warnings in the last 2 years of work
2. His/Her academic evaluation should be above average or excellent
3. S/He should publish a research in an Authorized Scientific Magazine (Local or international ) in his/her field of study the past five years.
4. A letter of recommendation from the immediate supervisor commenting on the following:
  - i. Academic
  - ii. The quality of teaching
  - iii. Scholarship and Research

In case of fulfilling the above conditions the step will be opened for five years.

## PROCEDURES

1. Print the application form from the Human Resource Office website.
2. Submit details of your published research to the Dean of Research.
3. Once you have the approval of the Dean of Research submit to the Human Resource Office the form along with the evaluation and comments from your Dean/Chairperson.
4. The Human Resource Office will then submit all the documentation to the Academic Vice President for approval.

**THIRD: For the teacher (Rank 5)** the steps will be opened under the following conditions:

1. His /Her file should be without warnings in the last 2 years of work
2. His/Her academic evaluation should be above average or excellent.
3. A letter of recommendation from the immediate supervisor commenting on the following:
  - i. Academic evaluation
  - ii. The quality of teaching
  - iii. Scholarship and Research

In case of fulfilling the above conditions the step will be opened for five years.

## **PROCEDURES**

1. Print the application form from the Human Resource Office website.
2. Approval of Dean of Research nor required for teachers Rank 5.
3. Submit to the Human Resource Office the form along with the evaluation and comments from your Dean/Chairperson.
4. The Human Resource Office will then submit all the documentation to the Academic Vice President for approval.

**FORTH: For administrative staff and technicians** the steps will be opened under the following conditions:

- 1) His /Her file should be without warnings in the last 2 years of work
- 2) His/Her performance should be good or better.

<b>APPLICATIONS NEED TO BE SUBMITTED TO THE OFFICE OF HUMAN RESOURCES AND ADMINISTRATIVE AFFAIRS BY MAY 31<sup>ST</sup> EACH YEAR.</b>
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