

Faculty Guide



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1. Overview, Vision, Mission, Values and Strategic Plan

Overview:

The University of Garden City (UGC) was inaugurated on Monday, May 11, 2003, as a genuine addition to the Higher Education and Scientific Research system in the Sudan, equipped with all the infrastructure that enables it to achieve its ambitious mission. A leading university, and distinguished academic centre, locally, regionally and internationally, to provide advanced academic services within a caring environment, designed to promote success, and renewed, continually improved scientific research according to international standards. The university has a mandate to lead the nation in terms of human capital development, leading innovation, contributing to economic development and leading society. Technology and the rapidly changing external environment, which is transforming teaching and research, are challenging the traditional view of the university. Students and wider society require year round access to high quality courses and flexible modes of delivery. The University has a clear focus on a number of areas that will be key to our success, including the newly established E-Learning Deanship to advance our teaching methods and curricula. Targeted and innovative approaches to research through international and industry collaboration will promote our reputation both regionally and beyond. UGC has significant international reach and global standing through its students and graduates, research and academic partnerships. Technology is key not only to enhance teaching and learning but also to create a smart campus that is fitting with the digital age that we now live in.

Vision:

To become an independent University leading to the scope of the Sudan and the region in academic quality in the areas of focus, and the service of the community.

Mission:

The message of the University of Garden City is to provide educational opportunities that focuses on knowledge's and skills that enables the student to adapt to fast in social, cultural, scientific and technological changes. And the University is committed to provide qualitative inexpensive education that meets the needs of the students, and helps them to achieve their educational and professional goals. It aims its graduates to be thinkers, creative, writers, critics, and committed to lifelong learning, accountability, integrity and personal national leadership.

Academic Affairs:

In University of Garden City, the medium of instruction is English and the University follows the semester and credit hour system in which the academic year is comprised of two major semesters. UGC adopts a system of academic supervision, which aims to

provide support for students who need it and enrich the experience of distinguished students and offers 12 full scholarships, two for each of its six academic programmes, for students who scores 85%, or higher, in the Sudan Secondary School Certificate Examinations. Any student who excels in the final examinations of a semester is exempted from tuitions fees of the following semester.

University Environment: Basic features

- The Students' Deanship is responsible for preparing programmes for and providing support to students' cultural, academic, social and sports activities.
- UGC employs a qualified physician to look after health issues of all students.
- The University organizes entertainment and cultural evenings under the name 'Garden City Evenings', periodically.
- UGC provides facilities for practicing various sports.
- A Cafeteria provides food and refreshments at reasonable prices.
- A Gymnasium, equipped with 10 fitness machines, is open for all students.
- A photocopying and stationary service office.
- A theatre.

External Relations:

- UGC seeks to establish strong relations with reputable universities abroad.
- The university has established academic relations with the School of Electronics and Computers Sciences, Southampton University, UK. The School is ranked number 1 in UK and 6th worldwide in its field.
- UGC has signed a memorandum with Multimedia University, Malaysia.
- UGC also maintains close relations with the International School of Business administration, Paris, France.

Quality Policies:

UGC is committed to develop skills, knowledge and right attitude among students to meet the expectations of Industry, Parents and Society with continual improvement through dedicated team work.

Objectives:

- To contribute effectively to the advancement of Sudanese society and human civilization through the creation, dissemination and application of knowledge.

- To provide high quality, comprehensive educational and training opportunities that are adapted to changing needs of the students.
- To prepare students, through its academic programmes, for the major tasks of sustainable development and the challenges of the 21st Century.
- To cultivate in students, the ability to think critically and tolerate differences of opinion.
- To serve the local community, and Sudanese society at large, through the organization of cultural and intellectual activities; providing forums for debates; and organizing science & technology exhibitions.

Core Values:

- **Student Focus:** Meeting community and student needs by creating an educational environment and culture so that the students can attain a variety of goals.
- **Excellence:** Maintain a high standard of integrity and performance leading to the achievement of academic and professional goals.
- **Collaboration:** Seeking input from all sectors and the stake holders of the college and the community.
- **Diversity:** Fostering a learning community in which the values, goals, and learning styles of all students are recognized and supported.
- **Life-Long Learning:** Serving enthusiastic, independent thinkers and learners striving for personal growth.
- **Technological Advancement:** Keeping pace with global technological trends and enhancing traditional values of technology to prepare students for success at work place.
- **Supportive Atmosphere:** Institution supports an atmosphere of trust where communication and teamwork cultivate a rich environment for teaching and learning process.

2. Administrative Organization:

Board of Trustees:

Ultimate authority for governing University of Garden City is vested in the Board of Trustees. The Board manages all properties and funds of the corporation and conducts the affairs of the university. The Board has been further empowered with the delegation privilege; thus, when it seems advisable, preferable, or expedient, the Board delegates authority and responsibility to other offices, employees, or agents of the university. The responsibilities of the Board of Trustees and the procedures under which they operate are outlined in the By-Laws of University of Garden City and the Articles of Organization available in the office of the General Counsel.

President:

The President is the chief executive officer of the University subject to the direction and control of the Board of Trustees and of the Executive Committee. The President has general charge of all of the business of the university and exercises general supervision over its affairs. The President is a member of the Executive Committee of the Board of Trustees and all standing committees.

President's Cabinet:

The university is divided into six operating divisions: Academic Affairs, Administration and Finance, Enrollment Management, Marketing, Communication and Public Affairs, Student Affairs and Institutional Advancement. Each is led by an officer who reports directly to the President. These individuals, along with the academic deans, comprise the President's Cabinet. The responsibilities of the officers are outlined in the By-Laws of University of Garden City and the Articles of organization available in the office of the General Counsel.

3. Academic Administration:

The administration of University of Garden City's academic affairs reflects and supports the university's mission to provide educational opportunities that focuses on knowledge's and skills that enables the student to adapt to fast in social, cultural, scientific and technological changes. And the University is committed to provide qualitative inexpensive education that meets the needs of the students, and helps them to achieve their educational and professional goals. It aims its graduates to be thinkers, creative, writers, critics, and committed to lifelong learning, accountability, integrity and personal national leadership.

Office of the Dean/Secretary for Academic Affairs:

The Dean/Secretary for Academic Affairs is the chief academic officer of the university and is responsible for the overall strategy, administration and management of its academic programs and services. The Dean/Secretary is responsible for (a) the employment of academic faculty members; (b) the teaching and research activities of faculty members; (c) the budgeting and allocation of resources; (d) academic program planning, development and evaluation; (e) the preparation and view of academic strategic plans, insuring coordination with the institution's overall mission, and (f) the operations of all departments within academic affairs.

Dean's Council:

The Dean's Council assures that the faculties work collaboratively. It is composed of the dean and associate dean of all the faculties and the executive director of External Relations. Under the President's direction, the Dean's Council has responsibility for: academic planning and goal setting, faculty selection, retention, evaluation, support and

development. Though the Dean's Council has significant responsibility for administrating the Academic Affairs division, the academic departments retain responsibility for undergraduate majors and minors and specialist masters' programs.

4. Governance System of the University

The unique development of the university, in many ways, is the result of a close working relationship among students, faculty, administrators, and the Board of Trustees. This collegiality has been present throughout the history of the university and is actively supported by the President and the Board of Trustees.

Garden City University

Mini Promotion List

Pursuant to the provisions of Article (25) of the Garden City University Law for the year 2017 AD, the University's Scientific Council shall issue the mini-list for faculty promotions for the year 2017 AD, and it shall take effect from the date of its signature.

Chapter 1

Introductory provisions

1. 1. Name the list and the start of its implementation

This bylaw is called (the mini-list of faculty promotions 2017 AD) and it shall be enforced from the date of its approval by the scientific council of the university.

1. 2. Application

This regulation applies to all teaching assistants and lecturers who obtain master's and doctoral degrees respectively.

1. 3. Explanation

In this list, unless the context requires another meaning, the following words and phrases mean what is indicated before each of them:

- ✧ University: means the University of Garden City.
- ✧ Faculty: means the professors, associate professors, assistants and lecturers at the University of Garden City.
- ✧ Member: means any of the faculty members appointed at the university.
- ✧ Community service: It refers to the services provided by the professor to the community, such as education, teaching, research production and its applications, scientific participation, participation in planning and implementation of development policies and programs, and research that leads to an economic boom and does not find a chance to publish by its nature, such as engineering projects, agricultural geological techniques, and professional work such as medicine and nursing. Community use of it.
- ✧ University Promotion Committee: means the committee formed by the Director to consider requests by faculty members for promotion.
- ✧ Academic administration: means the member's contribution to the development of curricula, laboratories, laboratories and means to assist in scientific performance, participation in specialized scientific committees and participation in solving university problems.

Chapter II

Criteria and conditions for promotion

Promotion criteria

1. Upon advancing the promotion from the rank of Teaching Assistant or Lecturer to the next rank, the following criteria must be met:

(A) Training

It is measured according to the following considerations:

First: Getting the inevitable course in teaching methods and evaluation.

Second: Possessing computer skills, especially Word and PowerPoint.

(A) Teaching

It is measured according to the following considerations:

First: Possessing an ample repertoire of knowledge in his major and related disciplines and the ability to communicate it to students.

Second: The ability to prepare the lecture material and the scientific and field lesson material, if any.

Third: Attracting students' attention to the material they are studying, and encouraging them in it.

Fourth: The ability to motivate students and lead them to self-education without relying on indoctrination.

Eighth: The ability to set appropriate examinations and evaluate students.

(B) Scientific production:

It is measured according to the following considerations:

First: Linking teaching with scientific research.

Second: Research and reports published or publishable in peer-reviewed scientific journals.

(C) Community service:

It is measured according to the following considerations:

First: Active participation, community service activities (caravans of awareness and guidance, health and treatment convoys, etc.).

Second: Proposing and implementing community service programs.

(D) Academic Administration:

It is measured according to the following considerations:

First: Participation in the specialized scientific committees.

Second: Contributing to solving university problems.

**Chapter III
Conditions for promotion:**

1, Subject to the provisions of Chapter Two, the following conditions must be met in the member when applying for promotion from a scientific degree to the next:

A. When applying for promotion from a teaching assistant to the rank of lecturer, the following conditions must be met:

First: The member obtains a master's degree in the particular specialty.

Second: The member attended a training course in teaching methods and evaluation.

B. When requesting promotion, from a lecturer to the rank of assistant professor, the following conditions must be met:

First: The member obtains a doctorate degree in the particular specialty.

Second: The member attended a training course in teaching methods and evaluation.

Third: The member attended a training course in scientific research methods.

**Chapter-IV
Promotion committees**

Promotions of teaching assistants and assistants to a higher level must be done through the university's mini-promotions committee by a decision of the director.

The establishment of the university promotions committee and its specializations:

A committee shall be established to promote the teaching assistants and assistants at the university by a decision of the university president as follows:

1. The University President as president

2. The Vice-President of the University, as a member
3. The Secretary of Scientific Affairs, member and rapporteur
4. A university professor with the rank of member professor
5. The executive director of the university director's office is a rapporteur

Promotion Procedures:

1. The teaching assistant or the lecturer applies for promotion according to Annex (1), accompanied by his CV in accordance with Attachment (2). It is accompanied by a bachelor's and master's degree.
2. The head of the department writes a separate report commenting on the application, confirming the extent of the information contained therein, and submits it to the dean of the faculty, who in turn writes a separate report recommending promotion or non-promotion to the decision of the University Promotion Committee.
3. The committee rapporteur examines the application to see how far it has fulfilled the above items and submits it to the committee at the nearest meeting.
4. The committee studies the request and approves the recommendation of the committee's rapporteur on the extent of his appeal.
5. The committee chairperson presents the contents of the applicant's file to the committee members for discussion.
6. In the event that a consensus is reached on the extent to which the applicant fulfills the conditions of promotion, the promotion decision shall be issued by the committee and notified.