



Translated by Dr. Ayad Seleem Mansour

Powers of the Dean of the College

The Dean of the College or Institute shall exercise the following powers to run the work of the College or the Institute, and implementing its goals:

1. The Scientific Powers

The Dean of the College shall exercise the following scientific powers:

1. Implementing the decisions of the University Council regarding the College
2. Administrating the College from the scientific, administrative, educational, cultural, and financial aspects
3. Following the progress of the undergraduate and postgraduate studies in the College
4. Chairing the College Council, and the scientific bodies in it, and submitting their minutes to the President of the University for authentication
5. Preparing quarterly and annual scientific reports about the activities of the college
6. Approving the recommendations of councils of the departments and branches
7. Scientific and administrative supervision on the activities of the scientific departments, and the consulting office
8. Recommending the appointment of heads of the scientific departments, and assistants of the Dean

9. Applying all the instructions and regulations issued concerning the organization of scientific and educational affairs, and the decisions issued by the College Council
10. Inviting the College Council to hold extraordinary sessions
11. Forming the main committees in the college, and issuing their own administrative orders
12. Forming of the examination committees for the college, and the committees to print the exam questions
13. Evaluating the annual performance of the College's academic staff members in consultation with the head of the department or the scientific branch
14. Representing the College in meetings and seminars

2. The Administrative Powers

The Dean of the College will exercise the following administrative powers:

1. Raising the members of the College's academic staff, its employees, technicians, and administrators, and granting the annual bonuses to them in accordance with the provisions of laws, decrees, and instructions issued
2. Signing contracts of using the academic staff, experts, and the Arab and foreign technicians and setting the conditions of using them as well as terminating their services in accordance with the terms of the contract, solutions, and instructions issued
3. Dispatching all members of the College including the academic staff, the administrative employees, and workers inside the country for period of (60) days for scientific purposes or for training students or for other purposes required by the college interest and its basic functions, and granting them the prescribed allocations of dispatch. The recommendation of sending them out of the country for the purposes mentioned in accordance with the instructions in force
4. Recommending of transferring the certificate holders (Masters & Ph.D.) and those who are in the same level
5. Contacting the State departments, and all its institutions (except the higher authorities, and the offices of the Ministers) in all matters related to the College from the scientific and educational

aspects within the jurisdiction of the College (except as regards the University's policy)

6. Approving of using the services of the academic staff by the State departments and according to the University service law
7. Accepting the resignation of employees, technicians, and administrators in accordance with the provisions of the competent articles in the Civil Service Law after ensuring that they fulfill their obligations to the State if any as well as from their clearances according to the law except for the academic staff (117, 1988)
8. Approving the completion of the academic staff after approving the recommendation of their completion by the department or the concerned branch, and the College Council and granting them the prescribed allocations in return for that
9. Approving the travel of the academic staff, and all other employees outside Iraq during the year (in cases that are not prejudicial to the teaching process) to enjoy the regular leaves in accordance with the provisions of the law. Also, approving the travel of those mentioned during the school holidays (spring & summer), subject to fixed dates in the University calendar for the break-up and direct
10. Paying the salaries of the regular leaves for the retired academic staff for their university and non-university service accumulated up to (180) day in accordance with the provisions of the paragraph (e) of Article (9) of the University Service Law No. 3 of 1979. As well as paying the salaries of the regular leaves to the technical and administrative employees, transferred on retirement and the social security, and the instructions in force
11. Considering of accepting the medical reports from outside Iraq for the academic staff, and the technical and administrative employees or reject them in accordance with the provisions of the sick leave system No. 76 of 1959 which was amended by the system No. 33 of the year 1969 and granting the sick leave shown therein, subject to the provisions of Article 46 of the Civil Service Law No. 24 of the year 1960 amended and the instructions issued in this regard
12. Those who are absent from official work without a legitimate excuse including the academic staff, and the technical and administrative employees and issuing orders to regard them as

resigners of their posts after taking into account the notice of the Directorate of the Legal Department at the University Center for those who have obligations with the State to take action on the settlement of such obligations in accordance with their pledges and signed contracts with the University or other departments

13. Changing the titles of the technical and administrative employees in cases where required in accordance with the evaluation of the Deanship according to the approved grades in the college staff subject to observance of the regulations reported by the University on changing titles
14. Referring technical and administrative employees to retirement at the age of sixty five according to the law of the first amendment in the University Service Law No. 23 of the year 2008, No. 32 of the year 2012
15. Determining the official working hours within the officially scheduled hours according to the need arises, and the nature of the work in the College
16. Granting the leave of the conjugal escort to the academic staff members, technical and administrative employees according to the provisions of laws, decrees, and instructions in force
17. Granting cash and in-kind bonuses to their employees in cases and events that require recognition or motivation and encouragement not exceeding the amount of (50000) fifty thousand dinars for each case, subject to the provisions of the laws, regulations, instructions in force, and the conditions of availability of the financial allocations
18. Conducting the transfer of the staff in light of the need and interest of the college as well as after coordination between the two colleges and the college should provide the University/Division of Planning and Follow-up/Staff with a copy of the administrative transfer order for the purpose of documenting this in the staff registers as required
19. Granting vacations to the college's members during spring break
20. Approving the students' registration for studies
21. Approving the recommendations of committees formed in college

3. The Financial Powers

1. Granting allocations of all kinds and in accordance with laws, decisions, instructions, and controls issued by the competent authority and in accordance with the provisions of the University Service Law No. 176 of the year 1976 amended
2. Approving the purchase and import the laboratory means, other supplies, magazines, and books in accordance with applicable legislation
3. Approving the disbursement of rewards for those who are outside the university for training, and teaching within the college as well as the supervision of theses, participation in the comprehensive examination committees, and discussion committees according to the legislations in force
4. Approving the commitment and assignment of various undertakings and contracts specified for conducting the educational activities of the college and according to the limits of the powers mentioned in paragraph 4 above
5. Granting the periods and approving the additional statements of all works or undertakings mentioned in the paragraphs 4 and 5 above
6. Approving the designs, maps, and studies carried out by the engineering divisions or competent consultative offices specialized for extensions or additions in the buildings and facilities of the college or its dependencies
7. Rewarding the College's members (workers and non-workers) for the efforts or actions or activities or sacrifices in performing the works and the amount should not exceed 25000 twenty five thousand dinars in each case
8. Approving the cancellation of the State's damaged property for reasons other than the intentional negligence and the amount should not exceed the limit of one million dinars