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| **Kuwait University**  **Vice President for Academic Affairs** | **ﺟﺎﻣﻌﺔ اﻟﻛوﯾت**  **ﻧﺎﺋب ﻣدﯾر اﻟﺟﺎﻣﻌﺔ ﻟﻠﺷﺋون اﻟﻌﻠﻣﯾﺔ** |
| **طﻠــب ﺗﺟدﯾــد ﻋﻘــد ﻋﺿــو ھﯾــﺋﺔ ﺗدرﯾـــس**  **Faculty Member Contract Renewal Form** |  |
| **المستندات المطلوبة**  **\*\*يجب تقديم طلب تجديد عقد عضو هيئة التدريس قبل سنة من انتهاء العقد الحالي .** | |



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| * Updated CV should be attacked. | * **السيرة الذاتية الحديثة** |
| * Faculty Member contract renewal Form . | * **نموذج طلب تجديد عقد عضو هيئة تدريس** |
| * Minutes of the department appointment and promotion committee meeting. | * **محضر لجنة التعيينات والترقيات في القسم** |
| * Minutes of the college appointment and promotion committee meeting. | * **محضر اللجنة الاستشارية للتعيينات والترقيات بالكلية** |
| * Minutes of college's council meeting in case of 4 years renewal or above. | * **محضر اجتماع مجلس الكلية في حال التجديد لمدة اربع سنوات أو أكثر .** |

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| **ﻣﻌﻠوﻣﺎت ﺷﺧﺻﯾﺔ Data Personal** |
| **اﻻﺳم: Name:**  **اﻟرﺗﺑﺔ اﻷﻛﺎدﯾﻣﯾﺔ : Rank: اﻟرﻗم اﻟوظﯾﻔﻲ : number: ID University**  **اﻟﻘﺳم:**   **Department:**  **اﻟﻛﻠﯾﺔ: College**  **ﻣﻌﻠوﻣﺎت اﻟﺗﻌﺎﻗد اﻟﺣﺎﻟﻲ : contract: Current**  **ﺗﺎرﯾﺦ ﺑدء اﻟﻌﻣل ﺑﺎﻟﺟﺎﻣﻌﺔ : / / / / appointment: initial of Date**  **Secondment إﻋﺎرة**  **ﺗﻌﺎﻗد ﺷﺧﺻﻲ contract Personal**  **ﺗﺎرﯾﺦ ﺑدء اﻟﺗﻌﺎﻗد اﻟﺣﺎﻟﻲ: / / / / contract: current of date Starting طﻠب اﻟﺗﺟدﯾد : request: Renewal**  **أرﻏب ﻓﻲ ﺗﺟدﯾد اﻟﺗﻌﺎﻗد ﻣﻊ اﻟﺟﺎﻣﻌﺔ University Kuwait with contract my renew to like would I**  **ﻻ أرﻏب ﻓﻲ ﺗﺟدﯾد اﻟﺗﻌﺎﻗد ﻣﻊ اﻟﺟﺎﻣﻌﺔ University Kuwait with contract my renew to wish not do I**  **اﻟﺗوﻗﯾﻊ :\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: اﻟﺗﺎرﯾﺦ : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:** |

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| Recommendations | **اﻟﺗوﺻﯾﺎت** | |
| **Academic Department** | **اﻟﻘﺳم اﻟﻌﻠﻣﻲ** | |
| **ﺗوﺻﯾﺔ ﻟﺟﻧﺔ اﻟﻘﺳم اﻟﻌﻠﻣﻲ ﻟﻠﺗﻌﯾﯾﻧﺎت وﺗﺟدﯾد اﻟﻌﻘود:**  **اﻟﺗﺟدﯾد وﻟﻣدة ــــــــــــــــــــــــــــــــــــــــــfor Renew** **ﻋدم اﻟﺗﺟدﯾد** **renew to Decline**  **اﻟﻣﺑررات ﻓﻲ ﺣﺎﻟﺔ ﻋدم اﻟﺗﺟدﯾد: renewal: no of case in Justifications ــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ**  **اﻟﻣرﻓﻘﺎت اﻟﻣطﻠوﺑﺔ ﻣن اﻟﻘﺳم اﻟﻌﻠﻣﻲ : Department: the from documents Requested**  Minutes of the meeting of the department appointment and contract renewal committee. واﻟﺗرﻗﯾﺎت اﻟﺗﻌﯾﯾﻧﺎت ﻟﺟﻧﺔ ﻣﺣﺿر  **ﺗوﻗﯾﻊ رﺋﯾس اﻟﻘﺳم : Signature: Chair's اﻟﺗﺎرﯾﺦ: Date:** | | |
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| **College** | **اﻟﻛﻠﯾﺔ** | |
| **ﺗوﺻﯾـﺔ اﻟﻠﺟﻧﺔ اﻻﺳﺗﺷﺎرﯾﺔ ﻟﻠﺗﻌﯾﯾﻧﺎت واﻟﺗرﻗﯾﺎت ﺑﺎﻟﻛﻠﯾﺔ : Committee: Promotion and Appointment College of Recommendation**  **------------------------------------------------------------------------------------------------------------------------------------------------**  **---------------------------------------------------------------------------------------------------------------------------------------------------**  **اﻟﻣرﻓﻘﺎت اﻟﻣطﻠوﺑﺔ ﻣن اﻟﻛﻠﯾﺔ : college: the from attachments Requested**  ﻣﺣﺿر اﻟﻠﺟﻧﺔ اﻻﺳﺗﺷﺎرﯾﺔ ﻟﻠﺗﻌﯾﯾﻧﺎت واﻟﺗرﻗﯾﺎت ﺑﺎﻟﻛﻠﯾﺔ committee. promotion and appointment college the of meeting the of Minutes  **ﺗوﻗﯾﻊ رﺋﯾس اﻟﻠﺟﻧﺔ : Signature: Chair's اﻟﺗﺎرﯾﺦ: Date:**  **ﺗوﺻﯾﺔ ﻋﻣﯾد اﻟﻛﻠﯾﺔ : Dean: the of Recommendation**  **----------------------------------- -----------------------------------------------------------------------------------------------------------------------------**  **---------------------------------- -----------------------------------------------------------------------------------------------------------------------------**  **اﻟﺗوﻗﯾﻊ:** **Signature: eاﻟﺗﺎرﯾﺦ: Date:** | | |
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| **University** | **اﻟﺟﺎﻣﻌﺔ** |  |
| **ﺗوﺻﯾﺔ ﻧﺎﺋب ﻣدﯾر اﻟﺟﺎﻣﻌﺔ ﻟﻠﺷﺋون اﻟﻌﻠﻣﯾﺔ: : Affairs Academic for President Vice the of Recommendation** | | |
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| **Date: ------- ------------------------------------ :اﻟﺗﺎرﯾﺦ Signature: اﻟﺗوﻗﯾﻊ** | | |
| **ﻗرار ﻣدﯾر اﻟﺟﺎﻣﻌﺔ : Decision: President’s** | | |
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| **Date: ------------------------------------------- :اﻟﺗﺎرﯾﺦ Signature: اﻟﺗوﻗﯾﻊ** | | |