



UNIVERSITY  
OF BAHRAIN

# Faculty Grievance Regulations

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Authority / Owner of Regulation: Academics Grievances Committee

Effective: March 21, 2018



## Regulation Information

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Document Number:	(2/2025) - UOB-FGC-RE-001
Title:	Faculty Grievance Regulations
Regulation Description:	These regulations outline the mechanisms and controls of the Academic Grievance Committee in terms of its formation and the procedures that a faculty member must follow to appeal administrative decisions that affect his professional and academic rights.
Regulation Scope:	<input checked="" type="checkbox"/> Academic <input type="checkbox"/> Administrative <input type="checkbox"/> Research <input type="checkbox"/> Student <input type="checkbox"/> general
Regulation Status	<input type="checkbox"/> New regulation <input checked="" type="checkbox"/> Revision of existing regulation
Approval Authority:	University of Bahrain Council
Authority / owner of Regulation:	Academics Grievances Committee
Approval Date:	21 March 2018
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Approval Date of Last Revision:	26 May 2025 AD
Date of Next Revision:	1030
University Council Approval Number:	255/2025
Document Number:	UOB-FGC-RE-001
Related Documents:	Faculty Members Regulations, Academics Financial Benefits Regulations, Scholarship Regulations, Civil Service Law No. (48) of 2010 and its amendments, and its Executive Regulations issued by Resolution No. (51) of 2012 and its amendments.



**University of Bahrain Council Decision  
Number (255) of (2025)  
Regarding Faculty Grievance Regulations**

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Approval of University President / Date: 26- May - 2025  
University Council:

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**Article I**

Approval of the Grievance Regulations for members of the academic staff, in accordance with the format attached to this decision.

**Article II**

The head of the Academics Grievance Committee and those concerned – each in their own capacity – are to implement this decision.



## Article (1) Definitions

**Law:** Decree-Law No. (12) of 1986 establishing and regulating the University of Bahrain.

**Bylaws:** Faculty Members Bylaws.

**Regulations:** Faculty Grievance Regulations.

**University:** University of Bahrain.

**President:** President of the University of Bahrain.

**Department:** Academic Department.

**Member:** Faculty member and those of equivalent academic standing.

**Committee:** Academic Grievance Committee.

**Grievance:** A written petition submitted by a member to the Committee requesting a review of an administrative decision issued against them by the University's administrative bodies.

**Appeal:** A means by which an employee appeals to the judiciary against an administrative decision that infringes upon any of their employment rights.

## Article (2) Objective

These regulations aim to provide a fair and equitable mechanism for resolving disputes related to administrative decisions that affect faculty members' employment rights. This mechanism is used if a solution cannot be reached through communication with the responsible party after the decision has been issued, which is done with the desire to be fair to academic staff members, achieve justice and equality, and follow the best approach in making administrative decisions, all in light of the commitment to the University's directions and policies and civil service regulations.

## Article (3) The Scope of Right to Petition

The scope of the grievance is limited to all matters affecting any of the employee's employment rights after their appointment, commencement of work, and receipt of salary and benefits, as well as decisions regarding their administrative promotion, transfer, secondment, leave, disciplinary action, penalties, and termination of service.



This right does not extend to decisions concerning job classification and organization, decisions related to the management and operation of the University, or decisions issued by disciplinary boards.

## **Article (4)**

### **Formation and Competence of the Grievance Committee**

The President shall issue a decree forming the Committee for a two-year term. The Committee shall consist of a chairperson whose position is no lower than that of a dean, and four members of competence, experience, and integrity, one of whom shall be the Dean of the College of Law.

The Committee may seek assistance from any specialists it deems appropriate from the University or the Civil Service Bureau if needed to resolve a grievance. However, seeking assistance from a representative of the Civil Service Bureau is mandatory when the grievance concerns a salary deduction exceeding ten days. In all cases, the consulted expert shall not have a vote in the Committee's decisions.

The Committee shall be responsible for reviewing grievances submitted by members regarding administrative decisions that affect their employment rights, as stipulated in Article (3) of these regulations. The Committee shall take all necessary measures to prevent any conflict of interest that may arise between one of its members and the grievant during its review of grievances.

## **Article (5)**

### **Procedures of Grievances Before the Committee**

The following grievance procedures shall be followed before the Committee:

1. The member shall submit a written grievance to the Committee Chairman within fifteen days of becoming aware of the decision being appealed. The grievance shall include the member's name and signature, along with all supporting documents demonstrating the facts related to the grievance, the date the member became aware of the decision being appealed, and a statement of their efforts to contact the relevant authority to resolve the subject matter of the grievance.
2. The Committee shall decide on the grievance within fifteen working days of its submission. However, the Committee may extend this period by an additional fifteen working days if deemed necessary.



3. The grievant may amend their grievance within seven days prior to the scheduled date of the first hearing, provided that the proposed amendment pertains to the same subject matter of the grievance.

## **Article (6)**

### **Grievance Consideration Controls**

The Committee must verify the validity of the grievance submission procedures pro forma before deciding on its merits. In the case of a grievance against decisions issued based on the recommendations of investigation committees, the Committee must review the procedures for questioning the member before the investigation committee, specifically the validity of the investigation committee's formation and operating procedures. Also, the Committee must review the investigation file to ensure that the investigation committee enabled the member to defend themselves in accordance with the Law and observed the formal and substantive safeguards stipulated in the Law and the Bylaws to protect the member's rights. Furthermore, the Committee must verify the appropriateness of the disciplinary penalty imposed on the member in relation to the alleged violations.

In all cases, the Committee must hear the grievance member's testimony and may hear from others as needed. The Committee is authorized to take all necessary measures to consider and decide on the grievance.

## **Article (7)**

### **Minutes Documentation and Issuing Decisions**

The Committee must document its proceedings, meeting minutes, and recommendations issued regarding grievances submitted to it, and it must maintain the confidentiality of any confidential records submitted to it.

The Committee issues its decisions in the form of recommendations, which are submitted to the Chairman for approval, amendment, or cancellation by an administrative decision.

The Chairman, or their designee, notifies the member who filed the grievance of the decision issued within a period not exceeding five working days from the date of its issuance.



## **Article (8)**

### **Appealing the Administrative Decision Before the Courts**

In all cases, the grievant has the right to resort to the judiciary to challenge final decisions that affect one of his employment rights.

## **Article (9)**

### **Applicability of the Grievance Regulations**

These Regulations will be effective from the date of its adoption by the University Council, and anything that contradicts it shall be nullified.