



STAFF INDUCTION HANDBOOK

WELCOME TO DHOFAR UNIVERSITY

2024 / 2025

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Vice Chancellor's Welcome Message



Dear new staff member:

On behalf of Dhofar University (DU), I would like to extend a very warm welcome to you. You have joined an institution that is striving towards excellence. The University was named after the region to highlight its commitment to serve Dhofar, in particular, and Oman in general. This is explicitly stated in our mission and strategic goals. In approving the establishment of new private universities in the various regions and offering them generous financial support, His Majesty Sultan Haitam Bin Tariq affirmed his commitment to quality higher education.



**Professor Amer bin Ali
Al-Rawas**
Vice Chancellor

DU has succeeded in placing itself firmly on the map of higher education in Oman. While building its own resources, DU has nurtured strategic partnerships with other international education providers and with the local community as well.

This handbook aims to introduce you to DU and its social and economic environment. It is designed to familiarize you with aspects of Omani culture and features and introduce you to some of the key people, places and programs.

I hope the information you find here will contribute to building a collaborative community of scholars and learners at DU. I wish you a productive and enjoyable stay at DU.

The Sultanate of Oman and Dhofar Governorate

About the Sultanate of Oman

The Sultanate of Oman is an independent state covering 309,500 sq. kms. of the south east Arabian Peninsula in the Gulf of Oman and the Arabian Sea. As of January 2022, it has an estimated population of 5.16 million including nearly 45% expatriates. It was formerly known as Muscat and Oman. It is bordered in the west by Yemen and Saudi Arabia and on the north by the United Arab Emirates, which separates the major portion of the Sultanate from a small area in the Strait of Hormuz. The capital and largest city is Muscat. For administrative purposes, the country is divided into eleven governorates. Within the governorates Oman is divided into sixty-one provinces called Wilayats.

For the most part, Oman comprises a narrow coastal plain backed by hill ranges and an interior desert plateau. The highest point is Jebel Shams (9, 900 ft. / 3,018 m). In the extreme north, dates, limes, nuts and vegetables are cultivated and in the southwest there is an abundance of cattle and other livestock. Fishing is an important industry. The major product, however, is oil, which was discovered in Oman in 1964 and first exported in 1967. Natural gas production and small copper mines were developed in the early 1980s and are a part of Oman's growing industries. The inhabitants are mostly Arabs; there are also minorities of Pakistanis, Indians, Africans, Baluchis and migrant workers of various ethnicities.

For more details, see: <http://www.omansultanate.com>



The Sultanate of Oman and Dhofar Governorate



About the Dhofar Governorate

Dhofar is a masterpiece of nature's artistry and generosity. It occupies the southern parts of the Sultanate of Oman. Bordered by the Al Wusta Governorate in the east, the Arabian Sea to the south, the Republic of Yemen in the south west and Saudi Arabia across the "Empty Quarter" or Al Rub'a Al Khali in the North West. It covers an area of 100,000 sq. kms which is almost one third of Oman. Salalah is also the administrative capital of Oman with all modern facilities. Dhofar is climatically different from the rest of Oman due to the effects of the monsoon rains which occur between June and September. The temperature is moderate, rarely exceeding 30 degrees Celsius.

Dhofar is divided naturally into three areas: the coastal plain, the mountains and the desert. Freshwater wells and natural springs originating in the mountains supply an abundance of water to the coastal plain, enabling agriculture to thrive. Bananas, coconuts, sugar cane, papaya, cereal and animal fodder crops are cultivated. Gypsum and limestone mining also contribute to the economy. Oman has strategically located Ports. The recently developed Port of Duqm, Port of Salalah and Port of Sohar play an important role in the maritime trade of Oman and connect the East and the West.

Three mountain ranges run the length of Dhofar. With the impact of the monsoon, the whole area turns into a verdant paradise. The climate in Dhofar is perfect for the growth of the olibanum/ frankincense tree. History reflects that frankincense was an extremely precious commodity in ancient times. Transported by vast caravans across the Arabian Peninsula to Iraq and Egypt, it was then taken to Europe. The Queen of Sheba travelled to the area to harvest and collect frankincense – it is said that she also made offerings of this precious commodity to King Solomon. The Arabian Sea provides an abundance of seafood which is quite affordable. The vast coastline has many lagoons attracting wildlife, in particular migrant birds. The pristine beaches offer plenty of scope for water sports. The mountains expose dramatic scenery and the whole Governorate is rich in archaeological sites. Accommodation, restaurants and shopping facilities are very good.

The Sultanate of Oman and Dhofar Governorate

Dress Code and Local Considerations

For most of the year light, loose-fitting clothes, preferably cotton, are best suited for the Omani climate. From December to March, a slightly warmer garment may be required during the evenings. Clothing must be decent and professional and any tattoos must be covered. Please adhere to the following rules and regulations regarding dress and appearance to avoid complaints and criticism from students. As in the rest of the world, the holy month of Ramadhan is observed with fasting, prayers and abstinence. The expat staff are required to be extra cautious during this month and strictly avoid eating, drinking and loud expression of sentiments in the public during this period, so as not to hurt the sentiments of local Omanis.

“Omanis are well mannered and refined people. Omani men always give priority to children, women and families. Hence, while getting into an elevator, boarding a flight or a bus, please bear this in mind”.

For Men

Non-Omani men do not have to wear a suit or a jacket but must wear a dress shirt and a tie. Short-sleeved shirts can be worn, but all shirts must be dress shirts, not T-shirts or polo shirts. Clothing must be loose-fitting, not tight. Non-Omani men must not wear sandals. No denim is allowed, i.e. no jeans of any color, nor denim shirts or jackets. No sportswear, e.g. track-suits or training shoes, no beachwear, e.g. shorts, Bermudas, espadrilles, thongs, flip-flops or Crocs are allowed. Wedding rings and watches are fine, but other jewelry, such as ear-rings, bracelets, chains and necklaces, is not allowed. Hair must be short, with no pony-tails, etc. allowed.

For Women

Dress must be decent, i.e. not tight, not transparent and not revealing in any way. Sleeves must not be too short, the back and the midriff must not be displayed. No denim is allowed: no jeans of any color, no denim skirts, blouses or dresses. Short skirts/dresses are not allowed: they should be at least mid-calf though ankle-length or even longer ones are preferable. No low-necked blouses or dresses are allowed. Short-sleeved blouses or dresses are allowed, but sleeveless ones are not. No sportswear of any kind, i.e. training shoes, gym shoes, track-suits, beach-wear, e.g. shorts, Bermudas, espadrilles, flip-flops or Crocs is allowed. Leggings and pyjamas are strictly forbidden.

Dhofar University



Overview

Dhofar University (DU) is a private institution of higher education in Salalah, Sultanate of Oman, established by Ministerial Decree No. 5/2004, issued in January 2004. DU is a not-for-profit institution and has a Board of Trustees that represents its highest policy-making body.

DU formally commenced its operations in September 2004 on the premises of the National College for Science and Technology, which was then officially incorporated into DU. DU offers a two-year diploma, four-year bachelor degrees and two years' master degree programs that follow the credit hour system and uses English as the medium of instruction.

DU is accredited nationally (in Sultanate of Oman) by Oman Academic Accreditation Authority (OAAA).

Vision



Dhofar University aspires to occupy a distinct position among the leading institutions of higher education in the Arab Region.

Mission



To provide quality teaching and learning, conduct research in an inspiring environment conducive to creativity and innovation, and engage with the community.

Values



The core values for DU are:

- Excellence - Our commitment to excellence drives us to do better consistently.
- Integrity - We believe in honesty and coherence between our words and actions.
- Responsibility - We accept full responsibility for our actions all the times.
- Commitment - We are committed to give our best and deliver what we promise.
- Transparency - For us, transparency is the foundation of trust.
- Adaptability - We believe adaptability is the key to success in an ever-changing environment.

Dhofar University



Colleges

There are four Colleges at DU: College of Arts and Applied Sciences (CAAS), College of Commerce and Business Administration (CCBA), College of Engineering (CE) and College of Law (CL). These colleges offer over 59 academic programs in different fields of specialization, which includes diploma programs, bachelor degree programs and master degree programs. For details refer the DU catalog available on the University website.

Centre for Preparatory Studies (CPS)

The General Centre for Preparatory Studies (CPS) is a one-year bridge course intended to equip high school graduates to pursue university majors and is undertaken by most university students in Oman. The program focuses on four areas: English, Mathematics, IT, and general study skills.

Dhofar University's Centre for Preparatory Studies follows the general standards and learning outcomes as outlined by the Oman Academic Accreditation Authority (OAAA). It aims to impart quality education to students and prepare them for their various majors. With courses ranging from Beginner to Intermediate, it caters to the curricular and co-curricular needs of students to actively bridge the gap between secondary and tertiary education.

Since its inception, the Centre for Preparatory Studies has successfully met both these needs and the academic expectations of Dhofar University. There are presently more than 60 faculty members of various nationalities in the Centre for Preparatory Studies. The richness of their professional expertise and experience, their enthusiasm, and their involvement in the community constitute the backbone of the Centre for Preparatory Studies as it equips a steadily increasing student body.

Student Characteristics

The number of students in the DU academic programs grew rapidly from 774 in fall 2004-2005 to more than 7000 in the Fall semester, 2024-25. The overwhelming majority of students are 18-25 years of age. Most students are Omanis, from Dhofar. However, the number of students from other Governorates of Oman is increasing each year. Female students outnumber males.

Dhofar University



Campus

Dhofar University campus is built on a 450,000 square meter plot of land at the foot of the mountains. The campus meets international design standards, as well as those of the MoHERI, while taking into consideration local needs and cultural context. The campus can accommodate up to 10000 students. At the moment, the first phase of the long-term construction has provided us with 3 separate buildings for the 4 colleges and CPS, as well as a common classroom building, engineering workshop, an administration building, a library, a conference center, a student activities center and a mosque.

Workplace

A fully equipped office is assigned to each staff member. The office has a computer with Internet access and all the necessary programs installed. Each staff member gets an email account @du.edu.om. Each staff member is provided with all the basic stationery they need for their teaching and administrative duties. The department secretary will provide and guide staff members with other requirements.



Getting Settled in Salalah

Visa

You shall receive an email from the department of Human Resources (HRD) at DU containing a copy of your work visa. It will look like this:

SULTANATE OF OMAN DIRECTORATE GENERAL OF PASSPORTS & RESIDENCE ENTRY VISA		سلطنة عمان الإدارة العامة للجوازات والإقامة التيهيرة دخول	
Name	الاسم	Visa Number	2 YEARS
Issue Date	التاريخ الاصدار	Number of Entries	MULTIPLE
Destination	الوجهة الوصول	Type	EMPLOYMENT SINGLE
Nationality	الجنسية	Passport Number	
Number of Dependents	عدد التبعين أو من السفر	Issue Date of Passport	
Muscat Muscat International Airport Arrivals		مطار صلالة	
Visa to be issued at			
Sponsor's Name & Address اسم المضيف ومكانه جامعة ظفار ش. م. ع. ع. ص. ب. ٩٠٥٢ سلالة، سلطنة عمان		<p>NOTE: Entry will not be allowed with different passport details other than those mentioned on the visa.</p> <p>ملاحظة هامة: لا يسمح بدخول المنطقة بولندا، جواز سفر مختلف عن البيانات المذكورة في تصريح التيهيرة.</p>	
		<p>FOR OFFICIAL USE EXPIRY DATE FEE = 0 R. O.</p>	

Please note that, though your visa may indicate Muscat as the point of entry, you can fly directly to Salalah International Airport rather than Muscat. Once you have received your visa copy from HRD, you can go ahead and book your flight to Salalah. Please remember to forward your flight details to HRD before you leave your country so that we know when to meet you at the airport. Also, be sure to print out a copy of your visa to simplify the immigration process. On arrival at Muscat/Salalah airport, proceed to the immigration office to process your visa.

Once you receive the visa, proceed to the normal arrivals desk for your passport to be stamped and then go and collect your luggage. You will be met at the barrier by a hotel representative or a DU driver, who will take you to the Haffa House hotel

When you come to DU campus for the first time, you should report to the HRD, located in the main Administration Building on First Floor, where you will be welcomed and informed about what is required of you during the first few days. The Department of Public Relations and External Cooperation may also take you on a tour around the campus and introduce you to the staff as soon as you are ready.

Getting Settled in Salalah.



Accommodation from DU (on arrival at Salalah)

On your arrival at Salalah you will be provided

- five days' hotel accommodation at University Cost (In addition to a room paid for by the University, you will be entitled to breakfast and an evening meal free-of-charge during your stay at the hotel).
- to and fro transport to the university for five days.

After five days, you will need to move into your own house or apartment and arrange for your own transport.

You will be given assistance in finding suitable accommodation.

You can also contact Mr. Abdulrahman Aqeel Baomar, Director, Department of Public Relations and Information at ab_baomar@du.edu.om for more information.

Banking

Opening a bank account in Oman requires:

- A copy of your passport,
- A resident card
- A letter from HR (DU)

There are several banks available to new employees. There is a Bank Dhofar branch located in the Student Affairs Building on campus. Dhofar University deals with Bank Muscat. Employees are expected to have an account with Bank Muscat. Employees' salaries are deposited directly into Bank Muscat on or around the 25th of each month. From there, they can be transferred to other banks, which may cause a 2-3 days delay. Note that you will be paid from the day of your arrival.

Bank Area Phone

- Bank Muscat (DU Direct Deposit, Al-Saada 23225853)
- Oman Arab Bank (Al-Saada 23225974 / 23225976)
- Bank Dhofar (Al-Saada and DU 23227177 / 23225463)
- Sohar Bank (Al-Saada 24730000)

Getting Settled in Salalah.



Transportation

Taxis are very common way of public transportation. Also there is “Mwasalat” which is a public bus service That starts from the Airport and stops at all educational institutions (including Dhofar University), Police Station, Central Salalah, the port ...etc.

Omani Driver’s License:

To obtain an Omani driver’s license, you will need the following items for the DU Government Formalities Office at DU:

- Resident card (Please see Section 3.9)
- Passport
- Valid domestic driving license
- Blood group certificate
- Two recent photos on a blue background
- Telephone number

Present the above items to Government Formalities Office at DU (Mr. Said Khalid) on the 1st floor, Room 109-A in the Administration Building. They will process your application file for the police department.

For the police department you will need:

- The completed application file from DU
- Original domestic license
- Resident card (Please see Section 3.9)
- Passport
- Visa debit/credit card

Car Purchase:

Once you have your Resident card and Omani driving license, you can go to any car dealership. Most of the car dealers are represented in Salalah. Dealers willingly give you test drives. You may buy a car on cash or credit basis. Watch out for cash discounts / Ramadhan discounts. If you buy on credit, about 10% cash down payment will be required. The car dealers and the banks have car loan plans. It is to be noted that the dealers offer various services including arranging insurance and registration of the car.

Getting Settled in Salalah.



Emergency Numbers

Always keep your Department Chair/Convener or Dean/Director informed about accidents, problems or other related emergencies because he/she may be able to help or advise you. Furthermore, DU is your legal sponsor during your stay in Oman. In case of any accident or any kind of emergency, Oman emergency phone numbers should be ideally called at once. The first and the foremost phone number is that of the Royal Oman Police which is 9999.

If you are involved in a traffic accident, you must contact the police immediately on 9999. Leave the vehicle where it is until the police arrive to ensure that an accurate report is given, or they may fine you for moving it.

Health

DU arranges and pays for your health insurance. You will be advised to attend local private hospitals. Please ask Ms. Amina Mohammed Tabook atabook@du.edu.om from Administrative Services Department about this service when you arrive.

Residence Card & Medicals

The HRD will assist you in obtaining your residence card and work visa. This process may take up to two weeks. A few days after you arrive, you will be taken to a medical center for a required blood test as required for the Residence Card.

Schools

Public and local private schools use Arabic as the medium of instruction, with English as second language.

Appropriate recommended international schools for your children (if applicable) are:

- [The British School](#) (Tel/Fax 00968235242; e-mail brschlib@omantel.net.om; website: www.britishschoolsalalah.com). The classes are limited to year eight - ages 4-14.
- [The Indian school for Indians](#). The Indian school is a complete k-12 school. <http://www.indianschoolsalalah.com>
- [World School](#). Tel: +96899331327/+96894765996. Website: <http://worldschooloman.com/>
- [A'soud Global School \(AGS\)](#). Tel: +96823320592. Website: <https://www.agssalalah.edu.om/>

Working at Dhofar University



Academic Advising

Academic advising is an integral part of academic staff duties. As such, all staff members are required to dedicate office hours at least three times a week to meet the students. One important aspect of academic advising at DU is guiding students in registering for courses at the beginning of each semester. This arrangement aims at strengthening the relationship between the students and their advisors and ensuring that students are taking correct courses, according to their programs of study. The key components in the process are the Program of Study (POS) for each degree and the individual POS for each student that shows the progress of the student on the degree's POS.

Academic Integrity

It is expected that all staff at DU shall have high moral and ethical values so as to set an example before students. Any act of academic misconduct on the part of faculty shall be investigated by the College Academic Council (CAC). The College Dean is authorized to take necessary action, based on the recommendations of the CAC and as per the DU Personnel Bylaws. The penalty may vary from a written warning to termination of contract, depending on the severity of the academic misconduct.

Attendance

All full-time staff members are expected to be present during the regular working hours of the University, except for official holidays and while on approved leave.

Working hours

The teaching-schedule varies, depending on the type of program, regular and/or evening courses. Regular program courses are offered in the morning/afternoon and evening classes start in the late afternoon.

Vacations and Leave

Academic personnel at Dhofar University are entitled to an annual leave of 60 calendar days during July and August every year. In addition to the annual leave, there are a number of leaves that all require prior approval of the immediate superior.

Working at Dhofar University



Teaching Load

In the regular academic programs at colleges, the teaching load is 12 credit hours per semester for Full Professors and Associate Professors, 15 Credit hours for Assistant Professors and 18 credit hours per semester for Lecturers. The teaching load in the CPS is 20 contact hours. Staff members who have administrative responsibilities, like chairing a department or directing a center, get load reduction. For the summer term, which is optional, the maximum teaching load for all staff members is set at 6 credit hours.

Research

Research is emphasized in the University Mission and Strategic Plan and is accounted for when considering staff promotion and annual merit increments. As such, the University supports efforts directed toward conducting research by staff and encourages commercial development and applications of research outcomes, subject always to protecting the University's rights.

Community Service

The University fosters cooperation with local and national organizations in various sectors, such as industry, commerce and education. In this regard, the University encourages volunteer work by its students and staff.

Smoking Policy

Smoking inside all buildings on campus is prohibited. Any student or staff member who violates this policy shall be subjected to appropriate disciplinary action, in accordance with University rules and regulations.

Cultural Sensitivity and Conduct

In their day-to-day classroom interaction and contact with students, staff members must exercise cultural sensitivity and show respect for the Omanis' traditions and values. Staff members need to be aware of societal norms, values and linguistic factors that determine, shape and affect student involvement and attitude. Misunderstood cultural assumptions can cause frustration, disappointment, lack of motivation, anger and even disputes with students and the local community.

Working at Dhofar University



Thus, staff members must avoid:

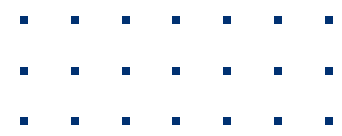
- Speaking or acting in a manner that impinges upon religious beliefs, or smears the reputation of Dhofar University or that of the Sultanate of Oman.
- Expressing cultural disrespect when discussing ideas and concepts inside and outside the classroom.
- Possessing or showing pictures, movies or other communication media that violate the Islamic morals and/or those of the Omani society.

It is also forbidden for staff members to be involved in the following:

1. Divulgence of confidential information known to the staff by virtue of his/her position;
2. Exploitation of his/her position to gain favors for self and/or others;
3. Acceptance of any gift from an individual or party if that would impact his/her work;
4. Spreading rumors that could damage the University interests, public interests or the interests of others;
5. Interruption of work without an authorized leave of absence.

Any violation of University rules and regulations and/or the laws of the Sultanate may be subject to disciplinary measures commensurate with such violations.

Teaching and Learning Support



Deanship of Admission, Registration and Student Affairs

There are three departments under the Deanship of Admission, Registration and Student Affairs (DARSA). These are: Department of Admission and Registration (DAR), Department of Student Affairs (DSA) and Department of Female Students' Residency (DFSR). Each of these departments is headed by a Director who has a set of authorities and responsibilities that enables him/her achieving the objectives of his/her department.

1. Department of Admission & Registration

The Department of Admission and Registration provides services in regard to admitting students to the University, registering students, keeping students' records and checking their eligibility for graduation. It provides information and assistance to prospective students and processes student applications for transfer. DAR also coordinates the admission activities with the Higher Education Admission Center (HEAC) in regard to the maximum number of students that DU can accommodate in various disciplines. It also processes various requests by students, such as withdrawal from courses, dropping and adding courses, postponing semesters, transferring from other institutions etc., according to defined regulations that appear in the University catalogue.

For more information, contact DAR at:

Office Location: 018A (Main Admin Building, Ground Floor)

Ms. Salama Al Mashani - Director DAR; Email: s2_almashani@du.edu.om ; EXT.: 7040

2. Department of Student Affairs

The Department of Student Affairs is responsible for overseeing all student affairs at the University by providing guidance, counselling and various services to students at different levels. It also organizes and supports student activities. The office works with student groups to develop and carry out a wide variety of community service

Teaching and Learning Support

projects throughout the year. The office can also assist students in planning and arranging their own functions on and off-campus.

For more information, contact DSA at:

Office Location: Student Activities Building: Room 213A

Mr. Hassan Kashoob- Director of DSA; Email: hassan@du.edu.om ;EXT.: 7120, 7122

3. Department of Female Students' Residency

DU Hostel is under the supervision of the Director of Female Students' Residency. It has four on-campus buildings for female students who come from distant places to study at DU. DU provides them with free furnished accommodation and local transportation. The University also provides security service and supervision of students through female supervisors and security guards working 24 hours. Male students who are not from Salalah are also assisted in finding appropriate accommodation.

For more information, contact DFSR at:

Office Location: Student Activities Building: Room 214A

Mrs. Fatima Ahmed Al Baraami - Director of DFSR;

Email: fatimaal@du.edu.om; EXT.: 7113

Department of Public Relations and Information

The Department of Public Relations and Information serves as a link between the University and the external community. It arranges the publishing of materials about various aspects of the University and organizes cultural and social events within the University.

For more information, contact Public Relations Staff at:

1) Dhofar University number: 23237000

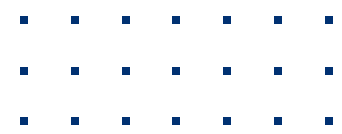
2) Abdul Rahman Ba Omar - Director of Public Relations & Information.

Email: Ab_baomar@du.edu.om; EXT.: 7010; Mobile No: 99484842.

3) Hamid Ramdan Bait sabeeh - Public Relations Agent.

Email: h_alsobaih@du.edu.om; EXT.: 7014; Mobile No: 96241555.

Teaching and Learning Support



Department of Human Resources

The Department Of Human Resources (HRD) implements personnel policies and procedures and coordinates with:

- Academic departments on issues of recruitment, compensation and benefits
- Administrative departments on issues of recruitment, staff development and training, performance appraisal and compensation and benefits.

For more information, contact HR at:

Office Location: Admin Building Room 101A,

Mr. Musallem Kashoob - Director of HR; Email:: m_kashoob@du.edu.om; EXT.: 7030

Center for Teaching and Learning

The Center for Teaching and Learning (CTL) was established in 2008 to provide a host of teaching resources and services for staff members throughout the University. The Center conducts workshops and discussion groups, provides electronic resources, generates teaching tips, issues newsletters, and is available for private, confidential consultations and classroom visits, if you wish. CTL seeks help from the Department of Research, Community Service & Continuous Education Center and external experts. The annual schedule of professional development activities by the CTL is available on the DU website.

For more information, contact CTL at:

Office Location: CAAS, Dean's office

Dr Khalid Al Mashikhi- Director of CTL; Email: Khalid@du.edu.om ; EXT: 7200

Computing and Networking Center

Computing and Networking Center (CNC) provides an integrated environment of information technology networks that support and enhance the academic activities of students, academic staff, non-academic staff and administration.

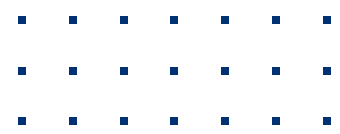
Academic computing capability is provided by numerous laboratories. All laboratories are networked and include access to local and remote servers, as well as the Internet. E-mail services are available to all staff and students.

For technology support and troubleshooting, contact CNC at:

Office Location: Admin Building

Mr. Mohammad Dimachkieh - Director of CNC; Email: cnsdirector@du.edu.om, EXT.: 7070

Teaching and Learning Support



Community Service and Continuing Education Center

The Community Service and Continuing Education Center (CSCEC) at Dhofar University (DU) provides participants access to the educational resources of the University and offers quality educational programs to meet the ongoing professional and personal needs of Oman and Dhofar's community as a whole. It is dedicated to developing stimulating training modules that serve individuals in the private and public sectors in new and innovative ways. It offers solutions to training needs and provides courses in Arabic, English, French, IELTS preparation courses, administrative and financial programs, accounting, engineering, legal and IT courses in addition to other areas.

CSCEC also aspires to assist the Omani in general and Dhofar community to solve challenges and local issues, and aims to link the University with all of its resources and expertise with the needs of the community, it partners with public and private organizations to support positive initiatives in the local community.

For more information, contact CSCEC at:

Office Location: Admin Building Room 214B

Mr. Omar Al Shahri- Director of CSCEC; Email: oalshahri@du.edu.om ; EXT. 7160

Library

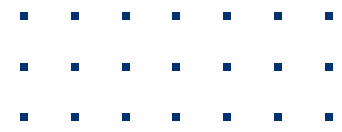
The library is located behind and to the right of the main Administration building. It serves internal stakeholders and is open for members of the community outside the University by special arrangement. The current printed sources collection consists of over (34,000) Thirty-four thousand books and references, more than (410,000) four hundred and ten thousand of electronic books, and (125,000) one hundred and twenty-five thousands of electronic university theses.

For more information, contact the library at:

Office Location: Library Building, Room 104A

Mr. Ali Al Awaid - Director of Library; Email: a_alawaid@du.edu.om; EXT.: 7090, 7099

Teaching and Learning Support



Center for Entrepreneurship

The Centre of Entrepreneurship at Dhofar University was established in October 2014 as the first center which belongs to a higher institutional institute in Oman. It came into existence by realizing the need and potential for the economy to be self-sustainable and less dependable on the oil, with the aim of creating business leaders for tomorrow with innovative ideas and products. The Centre for Entrepreneurship has been constituted with the goal of fostering the innovation environment between students and in the society to leverage the synergies with all related entities to meet the needs of entrepreneurs, students & alumni.

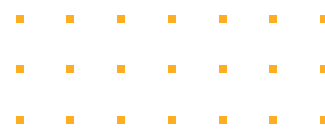
For more information, contact the Centre of Entrepreneurship at:

Office Location: CCBA, Room 216 B

Ms. Shahrazad Al Marhoon- Chairperson of Centre of Entrepreneurship;

Email: salmarhoon@du.edu.om ; EXT. 7453

Performance Appraisal



Performance Appraisal of the New Staff

The new staff member, both academic and non-academic, is on probation for three months from the date of reporting to work at DU. There will be a class observation of the new academic staff, 15 days before the ending of the probation period, on the basis of which they will be evaluated. The continuation of new staff depends on their satisfactory performance during the probation period. If the performance of the staff-member is found unsatisfactory, his/her services are terminated before the end of the probation period, upon the recommendation from the direct supervisor.

Performance Appraisal of Academic Staff

As per the Faculty Appraisal Policy, the faculty-member is appraised by students, peers and his/her immediate superior. In addition, appraisal also includes self-evaluation. This makes it a complete 360-degree appraisal system. The three main criteria used for faculty evaluation are:

- Teaching and Learning
- Research and Scholarly Achievements
- University and Community Service

These criteria ensure that evaluation is based on the overall contribution of faculty towards the accomplishment of the DU Mission.

Performance Appraisal of non-academic staff

All non-academic staff who have completed at least nine months of service are subjected to a performance appraisal. The performance of staff is evaluated every year by his/her direct supervisor in the month of May. Performance appraisal criteria are made available to the staff by the direct supervisor well in advance.

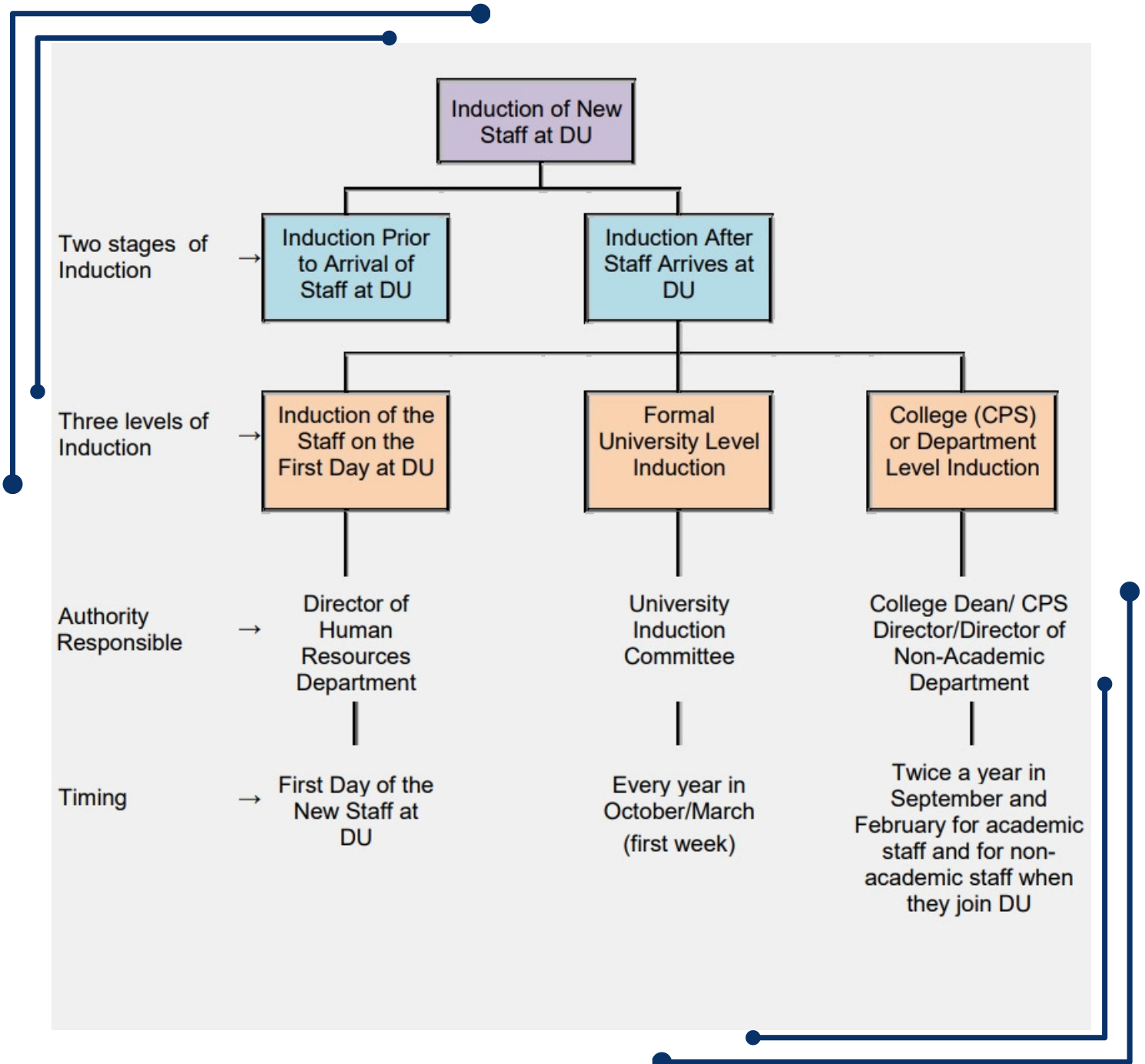
Whenever a staff-member has a weak performance, the supervisor informs him/her in writing about his/her weaknesses during the year and he/she is provided with an opportunity to improve his/her performance by way of training programs.

Staff Severance

Three months prior to the expiration date of the employment contract, the University will inform the staff member concerned of its decision to renew or not renew her/his contract. The same obligation applies to the staff member who does not wish to renew the contract. The staff member should inform the chairperson of the department of her/his decision at least three months prior to the end of the contract.

An academic staff member cannot resign her/his position during the academic year unless it is due to extreme circumstances acceptable to the University.

Staff Induction Process at Dhofar University



Sultanate of Oman Map

