

Human Resources	
Purpose:	The Human Resources Committee (HRC) is responsible to support Human Resources & Professional development department in workforce planning, employee development, conduct performance management, and policy compliance, thereby enhancing the overall employee experience.
Composition	
<p>Chair: Director Human Resources & Professional development</p> <p>Members: Acting Head of the Department of Institutional Research and Quality Assurance Director Finance Department 1 Faculty from Business & Economics Department 1 Staff Human Resources & Professional development Staff 1 Staff IT Department Staff</p>	
<p>Quorum One-third of the members should be present.</p>	
Responsibilities and Duties	
<ul style="list-style-type: none"> • Recommend the development and reviewing, HR policies to ensure compliance with the national labor laws, best practices, and institutional standards. • Sanction the implementation of major HR initiatives such as the Performance Management System (PMS) and Institutional Job Descriptions. • Support HR departments in strategic initiatives to attract, hire, and retain qualified staff and faculty, including the development of recruitment strategies, onboarding programs, and employee retention plans. • Monitor all faculty/staff related matrices such as, satisfaction rate, turnover rate, retention rate...etc. • Recommend activities related to spreading awareness on topics related ethics and codes of conduct. • Oversee the performance appraisal process to ensure fairness, transparency and consistency. • Review Periodically the effectiveness of performance evaluation tools and recommending improvements. • Approve annually the departments professional training needs, in terms of development programs, workshops, seminars and other courses. • Suggest initiatives to encourage a positive work culture, including employee wellness programs, team-building activities, and staff recognition initiatives. • Ensure that all HR related policies and practices in the college support diversity, equity, and inclusion, creating a workplace where all employees feel valued and respected. 	



<ul style="list-style-type: none">• Support HR department in addressing ethical concerns, grievances, and disputes to ensure a fair resolution.• Supporting long-term strategic planning for workforce needs, including succession planning, talent management, and addressing skill gaps.
Authority/Decision-Making
<ul style="list-style-type: none">• Approve Salary Structure• Approve the appraisal results• Approve the hire/appoint of Department Heads• Decided on matters related to grievances cases, and disputes
Meetings/Schedule
Sub-Committee (if any)