

English Exam Waiver For Special Grant Positions

Policy Statement

All Principle Investigators "PIs" seek to hire talented staff in certain positions to help them achieve the grants' objectives and meet the donors' requirements. These grant-funded positions often require persons with specialized talents and field experience. In some cases, these positions require candidates to be a resident in other Egyptian governorates such as Qena, Menoufeya, Luxor...etc. in order to conduct field research and to be close to their target audience. As the specialized talents required for such positions largely pertain to working in the field and/or in labs, many candidates lack English proficiency and knowledge; since their employment heavily depends on the scarcity of their technical knowledge and skills, they never developed the English speaking skills that AUC normally requires for grant-funded positions.

Based on the above, it is requested to waive the English exam requirement for such positions.

Reason for Policy/Purpose

During the past two years, there has been more than six grant recruitment cases where the positions required specific set of technical skills without the need for English language knowledge, and waiver requests were sent separately to EVP for Administration and Finance.

Since this has become an increasingly prevalent issue, it is recommended to put a policy in place which will allow the Human Resources Office to issue English language waivers without obtaining special approvals.

Who Approved This Policy

AVP for Human Resources: Sarah Refaat

Date: 12-12-2017

EVP for Administration and Finance: Dr. M. Dougal

Date: December 13, 2017

Who Needs to Know This Policy

Provost, Principle Investigators, Office of Sponsored Programs and Grant offices/centers within the AUC community.

Web Address for this Policy

TBA

Contacts

Responsible University Official: AVP for Human Resources, Ms. Sarah Refaat

Responsible University Office: Human Resources Office

Points of Contact for inquiries related to HR Operations Policy for English Exam Waivers for Special Grant Positions:

- Mona Esmail: 02 2615-1991, Email: mona.esmail@aucegypt.edu
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Definitions

Term	Definition as it relates to this policy
PI	Principle Investigator (Grant Administrator, as per Award Summary)

Policy/Procedures

The hiring department/PI needs to submit a written justification along with a detailed job description to clarify that the position in question does not require the use of English language to perform the essential assigned tasks and responsibilities of such position. Human Resources Office is the authorized office to receive waiver request(s), to validate and confirm whether such position falls under the waiver policy or not on case-by-case basis.

Positions that fall under this policy are mainly concerned with the following:

- Availability of scarce and specialized skills
- Mobility in work environment, not only AUC premises, but different technical labs and/or field visits in other governorates
- English language knowledge is not necessary, as the position holders will be either working on specialized equipment in the labs or field, conducting field research in Arabic and/or writing research reports in Arabic and dealing with only Arabic-speaking audience/community.

Hence, Arabic proficiency and technical knowledge are the cornerstone for the fulfillment of such positions' tasks and responsibilities.

Forms/Instructions

Not applicable

Related Information

Not applicable

Appendices (optional)

Not applicable

History/Revision Dates

Origination Date: September, 25, 2017

Last Amended Date: December, 6, 2017

Next Review Date: Month, Day, Year