

# Policies and Procedures Guide

<b>Procedure Name: Terminating the assignment of a team member's work on an international project</b>	<b>Procedure Number: PR-ER-01-04</b>	
<b>Procedure Approval Decision Number: 10/7/17/2</b>	<b>Approving Body: Quality Assurance Implementation and Follow-up Committee</b>	
<b>Procedure Approval Date: 11/1/2024</b>	<b>Release Number: #1</b>	<b>Revision date: _____</b>

## 1. Objectives:

Defining the procedures for terminating the assignment of a team member working on an international project.

## 2. Terms and Expressions:

**Project:** Any project that is supported by an international funding agency outside the Hashemite Kingdom of Jordan, in addition to any projects assigned to the International Projects Office by the President.

**Principal Investigator (PI):** The person employed at the university and assigned with the duties of project coordinator and responsible for managing the project from the stage of initiation until project closure.

## 3. Scope:

This procedure applies to any team member whose assignment on an international project is to be terminated as requested by the principal investigator.

## 4. Responsibility:

- University President
- International Projects Office
- Presidency and Councils' Affairs Department
- Human Resources Department
- Principal Investigator (PI)

- The Project Team Member whose assignment is to be terminated

## 5. Implementation Steps:

1. The principal investigator shall submit a request to the International Projects Office to terminate the assignment of a member of the project team, stating the reason.
2. The International Projects Office shall review the request in accordance with the applicable regulations and shall send a letter to the President for approval.
3. The International Projects Office shall act in accordance with the President's response to the request and shall inform the Principal Investigator of it.
4. If the request is approved by the President, the Presidency and Councils' Affairs Department shall send a copy of it to the Human Resources Department, who shall in turn issue the assignment termination decision and send it to the President for signature and shall proceed with terminating the contract with the assigned member as detailed in the request.

## 6. Required Forms:

None.