

**Computer Center  
Regulations  
at  
Philadelphia University**

**Article 1: These regulations are referred to as “The Computer Center Regulations of 2004 at Philadelphia University” and were first implemented on September 18<sup>th</sup>, 2020.**

**Article 2: The following items, included in the Computer Center’s regulations, have particular indications, unless there is a presumption of the opposite.**

<b>University:</b>	<b>Philadelphia University</b>
<b>Center:</b>	<b>Computer Center</b>
<b>President:</b>	<b>University President</b>
<b>Council:</b>	<b>Computer Center Council</b>
<b>Director:</b>	<b>Center Director</b>
<b>Services:</b>	<b>Computer Center Services</b>

**Article (3): Computer Center is one of the University and is administratively linked to the President.**

**Article (4): Computer Center aims to achieve the following objectives through computer use:**

- A. Providing students, administrative staff members and Faculty members with all available and required computer services, through supplying them with computing hardware and developing and maintaining software and other operating supplies.**
- B. Providing researchers at the University with computer services, through the supply of computing hardware and other operating supplies, and training them on making use of these services, with the aim of supporting scientific research and postgraduate studies at the University.**
- C. Computerizing administrative processes at the University faculties, centers and departments.**
- D. Providing training opportunities on computer uses and applications for individuals, within the University or outside it, in accordance with regulations established by the Computer Council.**

- E. Organizing, managing, implementing and following up with general advisory services, provided via computer, to public and private institutions, as long as they do not interfere with technical work and studies implemented at the Computer Center. In return, the University President sets payments for the Computer Center's employees, who render these services, upon a recommendation made by the Computer Center Council.**
- F. Supervising and following up with all information technology projects, carried out by other parties, upon agreements made by the University.**
- G. Supervising processes of organizing and improving the University Website.**

**Article (5): In order to achieve its objectives, the Computer Center carries out a variety of tasks and missions that are determined by the Center Director, In the light of the University and Jordanian society's needs.**

**Article (6): A board called the "Computer Center Council" is established with five members appointed by the Board of Deans for two renewable years. Moreover, the Board of Deans selects one of the members as the Head of the Council.**

**Article (7): The Council shall exercise the following powers and functions:**

- A. Proposing appointing staff members to the University President.**
- B. Suggesting the Center budget to the University President to be duly approved.**
- C. Reconsidering the organizational structure of the Center when needed and informing the President about modifications to be officially approved.**
- D. Providing electronic examinations of paper-based procedures as well as plans and strategies for automation at the University, upon the request of the Center Director who proposes them to the Council to get approval.**
- E. Following up with a report prepared to assess the Center's performance, in terms of implementing assigned plans and projects, and sharing it with the University President.**
- F. Giving an opinion on other topics offered by the Center's director and relevant to the Center's objectives.**

**Article (8): The Center has a director, appointed by the University President, who holds the responsibility of the Center's administration appropriately, in accordance with the University's regulations and instructions as well as the Center's guidelines. The Director is particularly responsible for the following:**

**A. Proposing the work programs at the Center.**

**B. Proposing the Center's budget to the Council.**

**C. Submitting periodical and annual reports to the Council about the activities and achievements of the Center.**

**D. Any other tasks assigned by the Council.**

**Article (9): Staff members' employment is subject to the University regulations and instructions.**

**Article (10): Computer Center operations are conducted by:**

**A. Staff members with professional competence in terms of analysis, programming and computer operations.**

**B. Academic staff members, research assistants and committed lecturers who are assigned to work at the Center as full-time or part-time instructors.**

**C. Proficient or experienced people who are not University members and are kindly asked to provide the Computer Center with assistance. Hence, the Center partially or fully contracts with them upon specific needs.**

**Article 11: The University President and the Computer Center Director are both responsible for implementing these regulations.**

**Modified upon the Board of Deans' Decision #43/ 2018 on September 18<sup>th</sup>, 2018.**