

Employment Practices for Air University

1. Equal Employment Opportunity

As an equal opportunity employer, Air University is dedicated to giving all applicants fair consideration for job opportunities regardless of their race, colour, religion, sex, national origin, age, handicap, genetic information, or any other characteristic that may be legally protected. Fairness, diversity, and inclusion are guaranteed by the university's hiring procedures at all organisational levels.

2. Recruitment and Selection

- a) **Job Advertisements and Vacancies:** At Air University, all job postings are openly advertised along with the position's responsibilities, requirements, and credentials. Job advertisements are actively disseminated to attract a wide range of qualified candidates.
- b) **Selection Criteria:** Candidates are selected for positions based on their qualifications, experience, and ability to further the purpose and goals of the university. There is no discrimination against applicants based on their protected features.
- c) **Diversity Considerations:** The university encourages diversity in its workforce and will consider diversity and inclusion factors during the selection process.

3. Employee Benefits and Compensation

- a) **Benefits:** Air University offers competitive benefit packages to its staff members, including health insurance, retirement plans, and chances for professional growth.
- b) **Compensation:** The amount of money an employee receives will depend on their performance, qualifications, and job duties. As part of its commitment to achieving pay equity, the institution periodically evaluate its compensation policies in order to spot and correct any inequities.

4. Professional Development

- a. **Training and Growth:** The opportunity to get training will be available to employees, improving their knowledge, abilities, and potential for advancement.

5. Performance Evaluation

- a) **Fair and objective:** performance evaluations are based on specific, quantifiable standards. Evaluations shall be unbiased, fair, and will emphasize work-related performance.
- b) **Constructive Feedback:** In order to help employees thrive in their responsibilities, employees usually get constructive feedback and any areas for development are communicated.

6. Workplace Environment

- a) Inclusive Culture: A warm, inclusive, and courteous workplace culture that encourages cooperation and teamwork is something that Air University is dedicated to upholding.
- b) Discrimination and Harassment: Any form of harassment or discrimination will not be accepted. Any reported events will be quickly addressed by the university, and the necessary corrective measures will be taken.

7. Grievance processes

To resolve any issues about hiring practises, the institution set up straightforward and easily accessible grievance procedures. These channels are made available to employees so they may use them to solve any problems they may have.

8. Termination and Discontinuance

- a) Termination Procedure: All applicable rules and regulations are to be followed when terminating an employee's employment. Termination decisions are not to be made because of discrimination but rather on behavior and performance at work.
- b) Exit interviews: It will be carried out in order to gather feedback from departing employees and aid the university in improving its hiring practises.

10. Compliance

The commitment of Air University is to abide by all applicable employment laws, rules, and policies. To guarantee compliance and compatibility with industry best practices, the institution will evaluate and update its employment practices on a regular basis.

Training Session for Program Coordinators

Air University is committed to fostering a culture of excellence and ensuring the success of our coordinators. To further enhance their skills and capabilities, we conducted a specialized training session designed exclusively for coordinators. This session was aimed to provide valuable insights, practical tools, and strategies to enhance coordination abilities, streamline processes, and contribute to the overall success of our institution. Join us as we empower coordinators and strengthen their impact at Air University.

Conflict Resolution and Problem-Solving: Coordinators often face challenges that require quick and effective problem solving. This session focused on developing conflict resolution skills, problem-solving techniques, Turnitin Problems, data submission issues, communication barriers and decision-making abilities to navigate complex situations with ease and professionalism.



New Faculty Orientation

Air University's comprehensive new faculty training program equips educators with the necessary skills and knowledge to excel in their teaching roles. This training focuses on pedagogical strategies, innovative teaching methods, and

effective classroom management, fostering an environment of academic excellence and student engagement.



Training Sessions Conducted by Continuous professional Development CPD

Continuous professional training is a cornerstone of personal and career development. It empowers individuals to enhance their knowledge, skills, and capabilities, ensuring they stay at the forefront of their respective fields. By actively engaging in ongoing learning opportunities, professionals can adapt to evolving trends, embrace new technologies, and broaden their expertise, ultimately fostering personal growth and success.