

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-03
		Effective Date	01-Sep-2014
	Subject Faculty Responsibilities	Most Recent Review Date	01-Dec-2013
		Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC for Academic Affairs	Pages of these Procedures	1 of 2

Procedures of Policy No. (3) - Faculty Responsibilities

1. Teaching

- a) Faculty members are expected to maintain an educational environment that best supports students' learning. In order to achieve this, they will develop course syllabi and instructional methods to professional standards, use appropriate educational technology, coordinate with others where appropriate, and adhere to the assessment criteria required to ensure that students have achieved the learning outcomes at a level commensurate with UAEU's academic standards.
- b) Faculty members are responsible for the development and review of curriculum and the assessment of students' learning at the course, program and institutional levels.
- c) Faculty members are required to schedule and post weekly office hours, distributed fairly between males and females, and based on the number of sections and number of students they teach. The minimum commitment is six hours per week. Colleges may determine additional requirements.
- d) Faculty members should maintain attendance records for all class and laboratory sessions. Any discrepancy between the actual class list of attendees and the official register must be brought to the attention of the Office of the Registrar.
- e) Faculty members should fulfill their teaching commitments according to the teaching workload Policy. They must adhere to official schedule of classes and office hours.
- f) The University may schedule make-up classes in order to compensate for class meetings lost to public holidays or changes to the academic calendar.
- g) Faculty members must schedule final examinations as set by the Registrar unless extraordinary permission has been given to reschedule a final exam. Rescheduled final exams must fall within the final examination period and must follow the UAEU Policy in this regard.

2. Research

- a) Faculty members are expected to produce scholarship of a standard commensurate with a research-intensive world-class university. They should maintain an active research agenda that targets contributions of the highest quality, that strives to involve students, that achieves publication in peer-reviewed journals of international repute and other forms of scholarly outcomes, that draws on external research funding, engages in and generates international collaboration, and observes the Code of Professional Ethics.
- b) Associate Professors and Professors are expected to provide leadership in research, supporting the development of new researchers and colleagues. Their productivity and achievements in research will be assessed at a higher standard to those at the rank of Assistant Professor or with less experience.

3. Service

- a) Faculty members are expected to attend events scheduled by their academic department, College and University that contribute to the well-being of the UAEU community, including but not exclusive to departmental and college meetings and events, Annual Convocation, and Graduation.

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- b) Faculty members are expected to contribute to the external and internal service mission of the University. External service is viewed as an extension of the knowledge and skills of the faculty, which are made available to the community at large. Internal service includes student advising and mentoring and participation in University governance.
- c) Faculty members may be assigned duties that fall within their expertise and role and contribute to the service mission of the University. Such duties may be assigned to faculty members by the senior administration of the UAEU.
- d) Faculty members may only engage in a professional service activity leading to financial gain outside their contracted duties to the University with the prior permission according to the Signatory Authority.
- e) A faculty member who provides, or whose family (parents, children, siblings, spouse or spouse's parents) provides goods or services to the University must disclose this relationship to the Office of the Secretary General prior to their procurement by the University.