



جامعة الإمارات العربية المتحدة
United Arab Emirates University

UAEU

FACULTY HANDBOOK

2016-2017



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HANDBOOK
2016-2017

This handbook contains information that was considered accurate at the time of printing but should not be construed as a legal and binding publication. The University's website will always have the most current University policies and procedures in their entirety, and faculty should consider the University's website an additional and reliable source of information.

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A MESSAGE FROM THE CHANCELLOR

The United Arab Emirates University takes pride in its achievements and prestigious position at both regional and global levels. Due to the unstinting support of the National Leadership, education has always been a strategic priority for the United Arab Emirates.

The University strives to meet the expectations and aspirations of the nation and society by adhering to the highest institutional principles, which includes respect for diverse values, national heritage, cultural diversity, integrity, transparency, teamwork, leadership, learning and effective decision-making and communication.

UAEU's strategic plan is derived from a vision of achieving, "leadership and innovation in higher education and scientific research and community service at local and international levels." Its mission is to, "make a positive contribution to the progress of the United Arab Emirates through the provision of academic programs of international standards in both undergraduate and graduate studies, and to build local and international partnerships that promote the widespread dissemination of knowledge that provides support to the momentum of national development."

The University plays an important role in many aspects of teaching, scientific research and community service. It is committed to qualifying graduates with highly developed skills and necessary knowledge to be both creative and innovative with an ability to compete in the labor market and take pride in their national identity.

In order to maintain the status and reputation of the University, UAEU is continuously reviewing and refining its programs, whether at Bachelor's, Master's or Doctoral levels. External evaluation of these programs at international standards ensure quality control of these courses. The development of teaching and learning methodologies, the use of smart devices in classrooms, the support of scientific research and development has all helped UAEU in obtaining global academic accreditation for its many programs and diverse colleges. UAEU seeks to maintain and expand the international institutional accreditation that has already been established.

To achieve quality control and optimum performance, the University is keen in attracting talented faculty and researchers. To this end, UAEU has provided special support for UAE nationals who wish to join its team. UAEU also delivers administrative and technical services of the highest quality, seeks partnerships at local, regional and global levels in order to contribute to a knowledgeable economy, achieves sustainable development, and builds a society based on the dissemination of knowledge and innovative ideas.

Dr. Ali Rashid Al Noaimi

Chancellor
United Arab Emirates University



A MESSAGE FROM THE VICE CHANCELLOR

The United Arab Emirates University strives to provide the best learning environment in order to achieve international standards and provide accredited academic programs. These higher education and graduate programs must keep pace with rapid changes in society and the labor market which needs national graduates capable of taking on responsibility. As such, we need to continue to develop in terms of scientific research. The university has already started on a radical shake up in various fields in order to reach international standards of excellence in its scientific and research practices.

UAEU has made innovation a strategic priority and seeks to encourage creativity and innovation that can contribute to strengthening sustainable development and the development of a knowledge economy at local and international levels. Through promoting creativity and innovation, the university has established a competitive spirit throughout the scientific research community. This is in line with the national leadership's ambitious vision of striving for continued excellence and leadership.

The university prepares students by developing skills, abilities and talents. This prepares graduates for the labor market. The continuous assessment of the teaching and learning process reflects the university's desire to prepare students for the labor market.

UAEU is improving in terms of employee and administrative efficiency. This, in turn, lays the foundations to support business development, teamwork, innovation and efficiency. There are also ongoing periodical revisions of internal regulations, policies and procedures which benefit the university community and our strategic partners.

The high ranking of UAEU as a leading scientific institution in higher education in the UAE is the result of sustained efforts towards creativity, innovation and scientific research, while still safeguarding the societal values and principles promoted by the national leadership.

Professor Mohamed Albaili

Vice Chancellor
United Arab Emirates University

UAE University Academic Calendar 2016/2017*

Fall Semester (2016)

Day	Date	Event
Sun	14 Aug	Returning Faculty and Academic Administrators report to work
Sun - Thu	14 Aug - 18 Aug	Placement Exams, New Student Orientation, Advising, Registration
Sun	21 Aug	Classes Begin, add/drop begins
Thu	25 Aug	Last day to add courses
Tue	20 Sep	Last day to withdraw/drop without failure
Thu	29 Sep	Deadline for temporary withdrawal requests
Sun	09 Oct	Beginning of traditional mid-term examination period
Thu	20 Oct	End of traditional mid-term examination period
Sun	30 Oct	Academic Advising period
Sun	13 Nov	Registration for Spring Semester
Sun	27 Nov	Application for inter-college transfer
Thu	08 Dec	Last day of classes
Thu	08 Dec	Deadline for inter-college transfer
Sat - Thu	10 Dec - 15 Dec	Final Examinations
Sun	18 Dec	Grades due to Registrar's Office
Mon	19 Dec	Grades announced
Tue - Tue	20 Dec - 05 Jan	Spring Break

Spring Semester (2017)


Day	Date	Event
Sun	08 Jan	Returning Faculty and Academic Administrators report to work
Sun - Thu	08 Jan - 12 Jan	New Student Orientation, Advising, Testing, and Registration
Sun	15 Jan	Classes Begin, add/drop begins
Thu	19 Jan	Last day to add courses
Thu	09 Feb	Last day to withdraw/drop without failure
Thu	23 Feb	Deadline for temporary withdrawal requests
Sun	26 Feb	Beginning of traditional mid-term examination period
Thu	09 Mar	End of traditional mid-term examination period
Sun - Thu	26 Mar - 06 Apr	Winter Break
Sun	09 Apr	Academic Advising period
Mon	24 Apr	Registration for Fall Semester
Sun	30 Apr	Application for inter-college transfer
Thu	11 May	Deadline for inter-college transfer
Sun	14 May	Last day of classes
Tue	23 May	Grades due to Registrar's Office
Wed	24 May	Grades announced
Thu	25 May	Summer break

Summer Semester (2017)

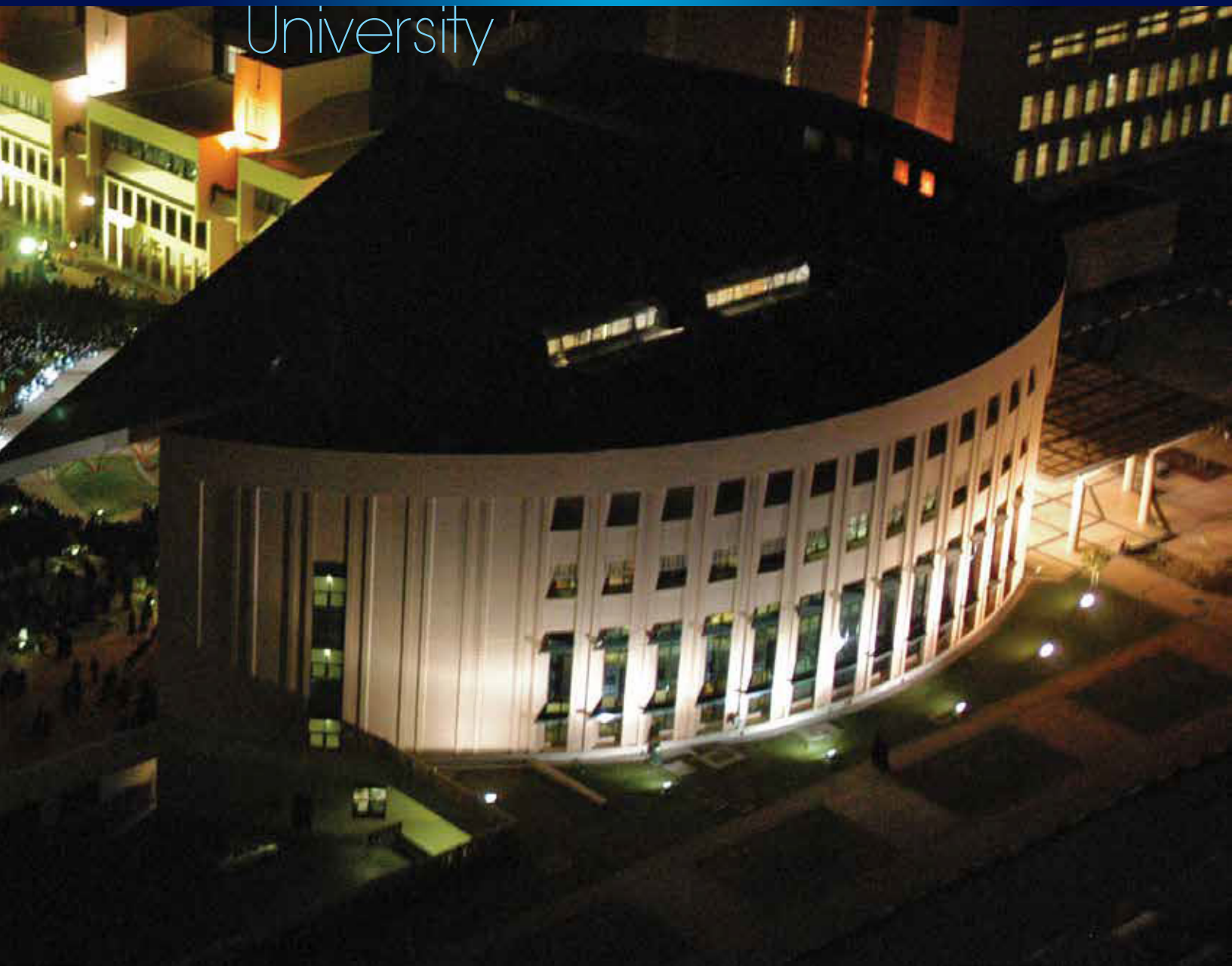
Day	Date	Event
Sun - Thu	07 May - 11 May	Advising and registration
Sun - Wed	28 May - 05 Jul	Semester Start and End Dates
Sun	28 May	Classes Begin, add/drop begins
Mon	29 May	Last day to add courses
Thu	01 Jun	Last day to withdraw/drop without failure
Sun	11 Jun	Beginning of traditional mid-term examination period
Sun	11 Jun	Mid Term Exam Dates
Sun - Tue	11 Jun - 13 Jun	Mid Term Exam Confirmation
Tue	13 Jun	End of traditional mid-term examination period
Thu	29 Jun	Last day of classes
Sat - Sun	01 Jul - 02 Jul	Final Examinations
Sat - Sun	01 Jul - 02 Jul	Final Exam Completion Confirmation
Sat - Sun	01 Jul - 02 Jul	Final Exam Dates
Tue	04 Jul	Grades due to Registrar's Office
Wed	05 Jul	Grades announced

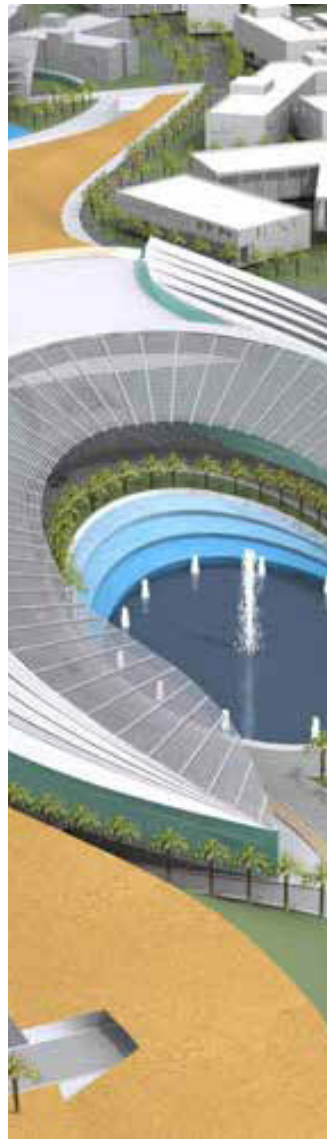
*Note: Islamic holidays may result in amended dates
The academic year starts on August 1st and ends on July 31st





The
United Arab Emirates
University







1. THE UNITED ARAB EMIRATES UNIVERSITY

1.1 THE UNIVERSITY

The UAEU is the first and foremost comprehensive national university in the United Arab Emirates. It aspires to become a comprehensive, research-intensive university and currently enrolls approximately 14,000 Emirati and international students. As the UAE's flagship university, UAEU offers a full range of accredited, high-quality graduate and undergraduate programs through nine Colleges: Business and Economics; Education; Engineering; Food and Agriculture; Humanities and Social Sciences; IT; Law; Medicine and Health Sciences; and Science. In addition, the College of Graduate Studies was established in 2013 to oversee all graduate programs that are offered by different Colleges at the University level. With a distinguished international faculty, state-of-the-art new campus, and full range of student support services, UAEU offers a living-learning environment that is unmatched in the UAE.

In its drive to achieve international research stature, UAEU works with its partners in industry to provide research solutions to challenges faced by the nation, the region, and the world. The University has established research centers of strategic importance to the country and the region which are advancing knowledge in critical areas ranging from water resources to cancer treatments. UAEU is currently ranked among the top research universities in the GCC and the Arab World, and among the top 25% globally.

UAEU's academic programs have been developed in partnership with employers, so our graduates are in high demand. UAEU alumni hold key positions in industry, commerce, and government throughout the region. Our continuing investments in facilities, services, and staff ensure that UAEU will continue to serve as a model of innovation and excellence.

VISION

Leadership and excellence in higher education and scientific research at the regional and international levels.

MISSION

Make a positive contribution to the advancement of United Arab Emirates by preparing graduates for future leadership, providing quality education that meets international standards, developing research solutions in areas strategic to the nation, and collaborating effectively with other organizations to promote knowledge in the society.



VALUES

Although the Vision and Mission of the University may change over time, we are guided by a set of core principles and values:

1. **Respect Values, Heritage and Cultural Diversity:** We respect the deep-rooted values and the rich heritage of UAE and seek to sustain them. We also respect diversity in cultures and opinions.
2. **Integrity and Transparency:** We adhere to the highest ethical principles and pledge to work with integrity and transparency in order to achieve justice and promote institutional trust, credibility and accountability.
3. **Spirit of Teamwork:** We support one another at work through cooperation and teamwork, and value the rewarding and creative environment that this produces.
4. **Leadership and Life-long Learning:** We foster and support innovation, initiative, excellence and striving for international best practice; we value a focus on student success, life-long learning and sharing of knowledge.
5. **Effectiveness in Decision-making:** We are committed to basing our decisions and plans on evidence and analysis, and adopting efficient systems and procedures.
6. **Effective Communication:** We are committed to effective communication, through a variety of communication methods, with all our stakeholders (staff, students, partners, vendors, and the local and international communities).

GOALS

1. Prepare graduates to be pioneers and leaders in their areas of specialization.
2. Develop scientific research capacity and innovation in areas of regional and national importance.
3. Achieve academic excellence in accordance with academic accreditation and institutional accreditation standards.
4. Promote the University's role in the transfer of knowledge and skills to serve the society.
5. Ensure that administrative services are provided with a high standard of quality, efficiency and transparency.

UAEU First

- Based on the QS World University Rankings, the University is ranked first in terms of diversity of faculty members (about 65 nationalities).
- College of Business and Economics is the first business school in the Middle East to be accredited by the Association to Advance Collegiate Schools of Business (AACSB), the American professional body to accredit schools of business.
- Zayed Library was the first UAE library to have an American Studies Corner.
- In 2005, the College of Education became the first college outside the United States to be granted international recognition by the Center for Quality Assurance in International Education in conjunction with the National Council for Accreditation of Teacher Education.





Important Facts

- The main university is located in the city of Al Ain.
- The undergraduate classes are run separately for male and female students. No segregation at the graduate level.
- Some of the graduate programs are offered in Abu Dhabi.
- The University has offices in Abu Dhabi and Dubai.
- In addition to UAE national students, the University admits international students who meet certain criteria. Currently about one-third of the students' population are non-national.
- All students reside in university accommodations, except those who are living with their families in, or close to, Al Ain.

Historical Facts about UAE University

- A federal institution established in 1976 by Federal Law number "4", based on an initiative of His Highness Sheikh Zayed Bin Sultan Al Nahayan, late President of the UAE;
- First university in the UAE;
- Offers free education, transportation, and accommodation for undergraduate students. In 2016, the University allocated a limited number of seats of fee-based education to accept distinguished international students at the undergraduate level.
- Started in Fall 1977 with 4 colleges (Arts, Science, Education, and Business and Economics);
- Other colleges established later: Shari'ah and Law 1978; Food and Agriculture 1980; Engineering 1980; Medicine and Health Sciences 1986; University General Requirements Unit (UGRU) 1994; Information Technology 2000, and Graduate Studies in 2013. In 2007, the College of Sharia and Law was replaced by the College of Law.
- First master's program offered by College of Science in 1991 in Environmental Sciences. The Ph.D. Program commenced in 2011. Currently, the University offers more than 35 graduate programs.

Accreditation

- College of Engineering: All the programs were accredited for a period of -6years by the Accreditation Board for Engineering & Technology (ABET) in 2011. Renewal of ABET accreditation is scheduled in 2017. Prior to that the programs received Substantial Equivalency from the same organization for two -6years accreditation periods; 2005-1999, and 2011-2005.
- College of Business and Economics: Accredited by the Association to Advance Collegiate Schools of Business (AACSB).
- College of Education: Recipient of International Recognition for 2010-2005 through recognition from Center for Quality Assurance in International Education (CQAIE) using National Council for Accreditation of Teacher Education (NCATE).



Student Statistics 2016/2017

College	Male	Female	Total	National	Children of National Mother	Other Countries
Enrollment (Undergraduates)	2154	10683	12837	10367	128	2342
Enrollment, Graduates (Doctorate Professional Doctor of Pharmacy)	61	101	162	83		79
Enrollment, Graduates (Masters)	237	409	646	342	3	301
Graduated (Undergraduate) 2016/2015	360	1450	1810	1293	71	446
(Masters) Graduated (Graduate) 2016/2015	103	154	257	146		111
Graduated (Graduate) Doctorate PharmD 2016/2015	8	13	21	10		11

Faculty/Staff Statistics 2016/2017

	Male	Female	Citizens	Other Countries	Total
Faculty Members	512	124	143	493	636
Instructors	68	28	4	92	96
(UGRU) Lecturers	124	74	1	197	198
Teaching Assistants	36	29	65	0	65
Non Academic Staff	753	642	622	773	1395

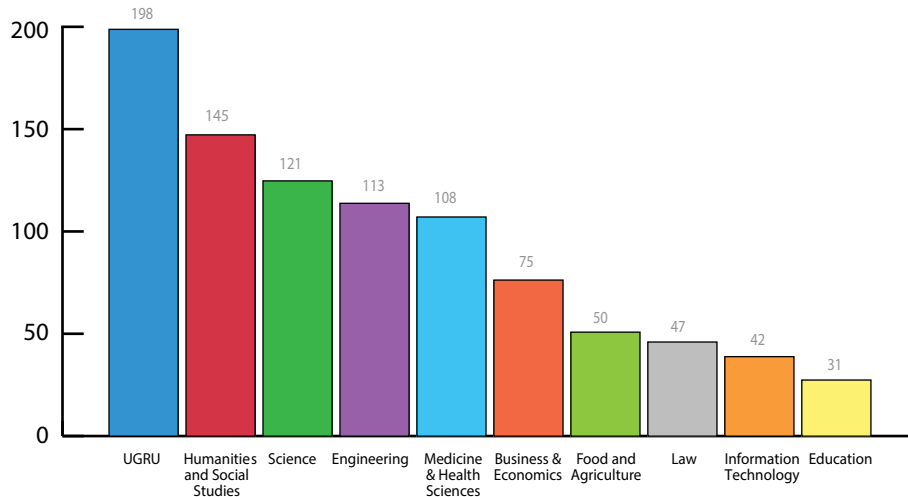


Figure 1 presents the total number of faculty members and instructors in the different colleges.





1.2 ORGANIZATION OF UAE University

The organizational structure of the UAE University is designed to ensure that all operations and activities at the various levels are conducted in an efficient and timely manner. The Vice Chancellor has four Deputies in the areas of academic affairs, research and graduate studies, finance and administration affairs, and students' affairs and enrollment. The Deputy Vice Chancellor for Academic Affairs (Provost) is responsible of all academic issues including undergraduate curricula and programs, academic personnel, and academic units. Issues related to graduate college and graduate students, research centers, library, funded projects and consultation services are handled by the Deputy Vice Chancellor for Research and Graduate Studies. Other issues, related to human resources, budget, financial affairs, procurement services and general services fall under the responsibility of the Deputy Vice Chancellor for Finance and Administration Affairs (Secretary General). The Deputy Vice Chancellor for Students Affairs and Enrollment supervises all activities related to students' enrollment and registration as well all employment and alumni.

Funding of the university is mainly provided by the country's federal government through the Ministry of Finance and Industry (MOFI) based on the number of students served by the university. In addition, external funding is awarded by various organizations and agencies partnering or contracting with the university in support of its education and research missions.





Employment







2. EMPLOYMENT

2.1 RECRUITMENT

Recruitment of new faculty normally begins at the department and college who request authorization to recruit from the Provost Office. The initiating department takes responsibility for conducting the search and recommending candidates to the dean. The department chair and the dean recommend to the Provost Office the shortlist of candidates to start the interview process. Based on the results of the interviews and the review of the Provost Office, an offer of employment is extended to the preferred candidate through the Human Resources Department, to be signed and returned within a certain time frame. Specific procedures are then sent to the candidates to facilitate their joining the University.

2.2 APPOINTMENTS

The UAE University has established criteria and standards to guide the appointment of new faculty. The University uses a system similar to the American system in assigning faculty titles and in appointing them to various positions.

Assistant Professors

An assistant professor must have a Ph.D. or its equivalent from an accredited university, be qualified as an able teacher, and exhibit other qualifications as may be stipulated by individual colleges.

Associate Professors

An associate professor must be a PhD holder who has written and published original academic research or produced some equivalent form of scholarship while an assistant professor. He/she should have carried out distinguished activities in teaching, scholarship or service and should have spent at least four years as a full-time faculty member at the rank of assistant professor.

Individuals without university work experience may be hired if they are PhD holders who have undertaken post-doctoral research in their specialization and have carried out distinguished scholarly activities therein for a minimum period of six years after their PhD, provided that they are well qualified to teach at the United Arab Emirates University in a way that meets individual college standards.

Professors

A professor must be a PhD holders who has conducted and published original research in his/her specialization while an associate professor. He/she should have conducted distinguished activities in teaching, scholarship or service, with an experience in supervision of Master's or PhD theses, and should have spent at least five years as a full-time faculty member at the rank of associate professor.





Individuals without university work experience may be hired if they are a PhD holder who have published post-doctoral research in their own field of specialization or achieved distinction through other accomplishments and continued research for a minimum period of twelve years after the PhD, provided that they are well qualified to teach at the United Arab Emirates University in a way that meets individual college standards.

Visiting Faculty

Individuals from other universities may be appointed as visiting faculty, for one semester or one academic year, at a rank (assistant professor, associate professor, or professor) that commensurate with experience and rank at their home universities.

Instructors

Instructors must have a Master's degree or equivalent from an accredited university and have either demonstrated teaching effectiveness in previous appointments or provided evidence of probable success as an effective teacher. Instructors are considered as non-faculty academic staff.

Adjunct Positions

These are individuals whose primary employment is external to the University and whose special expertise or professional qualifications make them uniquely qualified to render assistance to specific academic areas. There are three ranks of adjunct appointments: adjunct assistant professor, adjunct associate professor and adjunct professor. Adjunct professors may teach up to a maximum of 6 credit hours per semester.

Joint Appointments

In order to enrich the educational and research activities in the University, a faculty member with interdisciplinary experience may be given a joint appointment in more than one academic department, program, or college. This joint appointment is for a limited period that could be renewed when deemed necessary, after which the faculty member returns to his/her main department/ program. At appointment, the main department to which the faculty member will belong is determined based on a recommendation from the college dean if the joint appointment is in the departments or programs of his/her college. If the joint appointment is in different colleges, the main department will be determined based on recommendations from the deans of all concerned colleges.





2.3 CONTRACTS

The employment contract or letter of offer establishes the terms and conditions applicable to the appointment. The contract or offer terms comply with the Human Resources policies for the category and type of appointment.

Full-time expatriate faculty contracts will contain terms of employment with the University. This section summarizes normal contract terms of appointment, termination, and end of service.

Regular Faculty and Instructors (Full-time expatriate members)

Length of term: 4 years
Probation: 2 years (may be confirmed after one year in some cases)
Renewal: up to 4 years, renewable for other terms based on performance
Highly performing full professors may be given a -4year rolling contract

Visiting Faculty

Normally appointed for one or two semesters and their assignment might be renewed.

Adjunct/Part time Faculty

Appointed to teach one or two courses with a maximum of 6 cr. hr. The appointment might be renewed based on the needs.

Seconded Faculty

These regulations apply to faculty members seconded from other universities, provided that they are not contradicting the policies governing periods of secondment in effect at their original universities. In all cases, secondment may be extended upon the request of the University, and the contract of a seconded faculty member expires automatically at the end of his/her secondment period.

Salary Assessment

A faculty's salary is based on an assessment according to the Faculty and Staff Classification, Pay and Benefits policy in effect upon being hired. The factors of assessment are experience, education, previous salary, market conditions, internal equity and any other competitive factors.

Contract Termination before Expiration Date

A faculty's contract can be terminated by him/her or by the University according to the following:





Faculty Member

A faculty member who wants to terminate his/her contract should submit his/her resignation six months prior to the date it takes effect. Normally, the end date should coincide with the end of the semester. In case the faculty member insists on resigning without giving the minimum six-month notice, related human resources policies will be applicable.

The University

A faculty member who wants to terminate his/her contract should submit his/her resignation six months prior to the date it takes effect. Normally, the end date should coincide with the end of the semester. In case the faculty member insists on resigning without giving the minimum six-month notice, related human resources policies will be applicable.

- The faculty member's resignation is accepted.
- Cancellation of the position, in which case the faculty member is recompensed with a full six-month salary or will be paid to the end of his/her contract, whichever is less unless he is given the legal notice.
- Permanent physical disability.
- Penal dismissal.
- Court sentence on the faculty member related to immoral behavior or breach of trust.
- Reaching the age of 65, unless an approval to extend his/her service is issued in accordance with the rules in effect.

End of Service

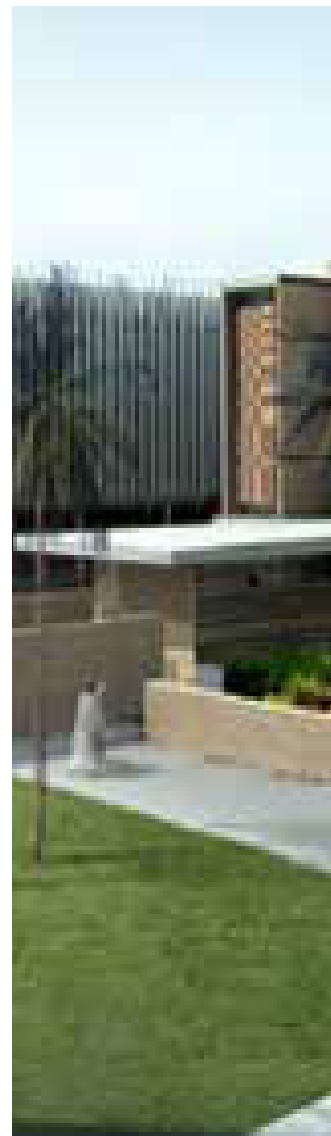
In addition to the above mentioned conditions, a faculty member's service ends in the case of death, or in the case of absence exceeding one month without consent.

Reaching age of Retirement

A faculty member's service ends when he/she reaches the age of 65. If this happens during the academic year, he/she remains in service until the end of the academic year, retaining all his/her rights and administrative titles. His/her service may be extended annually with the approval of the Vice Chancellor.

Absence

It will be considered a resignation if a faculty member absents himself/herself for more than 4 days without prior consent. Under special conditions, the Vice Chancellor may consider this period of absence as an unpaid leave.





2.4 BENEFITS

Benefits in this section are for faculty hired in 2006 or later (excluding Faculty of Medicine & Health Sciences). The expected salary for the different academic ranks may differ from one specialty to another not only among the different Colleges and Departments but also among the different areas within the same Department. The monthly salary includes an adjusted salary and a complementary allowance. The average range of the salary for the different ranks is given hereafter.

Rank	Adjusted Salary Range*	Complementary Allowance	Total Monthly Salary Range
Professor	22,000 – 27,000	8,125	30,125 – 35,125
Associate Professor	20,000 – 23,000	6,525	26,525 – 29,525
Assistant Professor	18,000 – 20,000	5,100	23,100 – 25,100
Instructor	10,000 – 16,000	2,925	12,925 – 18,925

In addition to the monthly salary faculty members are entitled to receive other benefits as provided in the following table.

Benefit	Professor	Associate Professor	Assistant Professor	Instructor
Vacation Tickets (Economy class except for Deans who are entitled to business class)	Employee & Dependents (Spouse and up to three children).			
Furniture Allowance (For expatriates with unfurnished house)	Married: 40,000 Single: 35,000		Married: 30,000 Single: 25,000	
Educational Fees	%15 of the employee's gross annual salary, for a Max of three children (conditions apply)			
Accommodation	Eligible			
Repatriation Expenses	AED 3,000			
Vacation Leave	Inter-semester, summer vacation, religious and national holidays			
Medical Insurance	%100 employer paid. Coverage is provided for employee, spouse and up to three eligible children up to the age of 18.			
Moving Expenses	AED 2,000 after completing one year of employment			
End of Service Benefit	One month's salary for each full year of service, pro-rated			
Sick Leave	Employees are entitled to sick leave with full pay for up to 15 working days and with half pay for up to additional 15 working days per contract year for personal illness or attendance upon ill immediate family member, either in or out of the UAE. Sick leave for work-related injuries may be extended for up to six months with full pay.			
Maternity Leave	For female employees for 60 calendar days			
Bereavement Leave	5 working days with provisions			





Accommodation

Employees are entitled to this benefit as indicated on the Faculty and Staff Pay Grade and Benefits Chart. The University shall provide unfurnished accommodation or allowance for faculty members, provided that there is no duplication of benefits for an employee and his/her spouse.

Furniture Allowance

Employees who are provided with unfurnished accommodation may receive a furniture allowance as per the Faculty and Staff Pay Grade and Benefits Chart. This furniture shall be deemed the property of the employee following the lapse of three years of service, which will be calculated from the date of payment of the allowance. Should an employee leave before the end of three years, he/she will be required to reimburse the University a pro-rated amount of the furniture allowance.

Medical Insurance

The University shall provide faculty members and their families access to a health insurance scheme, which is funded by the University as indicated in the Faculty and Staff Pay Grade and Benefits Chart. Coverage is provided for faculty, spouse and up to three eligible children up to the age of 18. The faculty may secure coverage for additional children by paying the additional premium.

Educational Fees

Educational fees faculty may be reimbursed as noted on the Faculty and Staff Pay Grade and Benefits Chart for up to three eligible children, up to the age of eighteen, attending up through high school, not inclusive of kindergarten, pre-school, special education or child care.

Vacation Tickets

The University provides air tickets to employees hired on external contracts for commencement of employment with the United Arab Emirates University and at the end of employment if the employee is repatriating to his/her home country. Employees who are eligible for vacation air tickets as indicated on the Faculty and Staff Pay Grade Chart will receive annually the cash equivalent of the cost of the tickets to the University. Employees may choose to travel or not, as they wish. The country and city of residence shall be specified in the contract of employment and shall be determined by the passport on which the employee's UAE resident visa is stamped.





Moving Expenses

The University provides 2,000 AED as assistance in moving faculty from their home country to the University.

Repatriation Expenses

The University provides 3,000 AED as assistance in repatriating faculty to their home country as indicated on the Faculty and Staff Pay Grade and Benefits Chart.

End-of-Service Benefits

Faculty members are eligible for an end-of-service payment upon leaving the employment of the University, after having completed at least one full year of employment. This payment will be at the rate of one month's salary for each full year of service (i.e., 365 days) plus a pro-rated amount for any partial year. Salary for this purpose is the salary applicable in the final month of each contract.

Vacation Leave

Vacation days are paid days off and are provided to faculty as per the Faculty and Staff Pay Grade and Benefits Chart. For faculty members, the vacation days are summer vacation, religious and national holidays and any other vacations that might be specified in the academic calendar. During the period of mid-semester and final exams, the faculty members involved in the exam process are expected to run exams even during regular holidays.

Pay in Lieu of Vacation

In special cases, and on the recommendation of the Dean and approval of the Deputy Vice Chancellor for Academic Affairs, where vacation days will be lost due to work requirements, a faculty may receive payment equivalent to his/her salary for the lost vacation days.

Sick Leave

Employees are entitled to sick leave with full pay for up to 15 working days and with half pay for up to an additional 15 working days per contract year for personal illness or attendance upon an ill immediate family member, either in or out of the UAE. If all sick leave days have been used, the employee may use annual vacation leave. Under special circumstances, an employee may be granted up to an additional 30 days of sick leave without pay. If, however, an employee does not recover, his/her employment may be terminated due to unfitness for duty.



Sick leave may be taken for employee injuries, including work related injuries. An employee may be required to provide a doctor's statement for any sick leave taken. Sick leave for work-related injuries may be extended for up to six months with full pay. The University may require the employee to provide a written medical report from a physician of the University's choice.

Maternity Leave

Female faculty members employed on a full-time basis are entitled to maternity leave for a period of sixty calendar days with full pay. Additional maternity leaves without pay, to a maximum of thirty days, may be approved by the Provost. Maternity leave will normally apply from the date of delivery. Should the faculty need to take sick leave prior to delivery, a doctor's certificate must be presented.

Bereavement Leave

With the approval of the Director of Human Resources, an employee may be granted bereavement leave with pay for a period not exceeding five working days for compassionate reasons related to the death of an immediate family member. A Muslim female faculty will be granted a bereavement leave with full pay for a period of four months and ten days in the event of the death of her husband.

Unpaid Special Leave

Unpaid leave may be granted to an employee upon approval of appropriate University authorities for a period not to exceed thirty days. Granting of unpaid leave will be considered in the event the employee does not have unused vacation leave. Unpaid leave will be deducted from the next month's salary. For leaves in excess of thirty days, the employee will not be eligible to accrue vacation leave for this period.

Hajj Leave

The University may provide a paid leave for up to twenty calendar days to Muslim faculty who are attending their very first Hajj, while employed at the University.

Salary Increase

The University will establish procedures which may provide an annual salary increase or an annual merit increase programs. These programs will be developed in conjunction with the faculty performance and annual operating budget. Procedures for equity salary adjustments will also be developed.





Duplication of Benefits

Duplication of benefits may occur when a UAE University employee receives benefits and his or her spouse also receives benefits from another UAE government or partly owned UAE government entity. The UAEU employee must inform the University when his/her spouse works for a UAE government entity or one of its agencies. If duplication of benefits is determined, the University will:

- If both spouses are employed by the University, grant the benefits to the spouse earning the higher salary.
- If one spouse works for another government office or agency, restrict University benefits to those that the spouse does not receive from the other government or its agency.

Death or Disability of an Employee or Death of an Immediate Family Member

Salary and End-of-Service Benefits: In the event of the death of an employee, the dependent family members, or legal beneficiaries of the employee as specified in the employment contract, receive the salary for the month during which death occurred, a payment equivalent to six additional months' salary, and the end-of-service benefits. These benefits are in addition to the compensation specified in the respective UAE Cabinet Decision.

Repatriation: The University pays the cost of embalming and repatriating the body of the employee in addition to repatriating the employee's family and their personal effects.

Employee payments due to the University: The University may waive any requirement for the repayment of certain amounts owing to the University by the deceased employee.

Disability: In the event of total or partial disability resulting from accidents at work, the compensation shall be determined in accordance with the appropriate Cabinet Decisions applied by the Civil Service regulations in the UAE on a case-by-case basis. In the event of total incapacity of the employee, the employee may be exempted from repayment of the furniture allowance.

2.5 Rights and Responsibilities

It is the duty of the University leadership to promote and maintain an academic environment in which the faculty can be successful. In the meantime, it is incumbent upon faculty to be active, diligent and energetic in the pursuit of the University's goals. It is also the responsibility of faculty to adhere to University policies, and respect and protect the University's assets and image.



Professional Code of Ethics

Faculty members are scholars, educators, and members of a scholarly community. They are committed to integrity, honesty, fairness, collegiality and entitlement to scholarly enquiry free of constraints. They share and respect responsibilities and standards of conduct that give effect to these commitments.

Faculty, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them, which include:

- Seeking and stating the truth as they see it, in their subject.
- Devoting their energies to developing and improving their scholarly competence.
- Accepting the obligation to exercise critical self-discipline and judgment in using, extending and transmitting knowledge.
- Practicing intellectual honesty.
- Avoiding subsidiary interests to seriously hamper or compromise their freedom of enquiry.

As Teachers: Faculty encourage the free pursuit of learning in their students.

- They hold before them the best scholarly and ethical standards of their discipline.
- Faculty demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors.
- Faculty make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit.
- They respect the confidential nature of the relationship between faculty and student.
- They avoid any exploitation, harassment or discriminatory treatment of students.
- They acknowledge significant academic or scholarly assistance from them.
- They protect their academic freedom.

As Colleagues: Faculty have obligations that derive from common membership in the community of scholars.

- Faculty do not discriminate against or harass colleagues.
- They respect and defend the free enquiry of associates.
- In the exchange of criticism and ideas, faculty show due respect for the opinions of others.
- Faculty acknowledge academic debt and strive to be objective in their professional judgment of colleagues.
- Faculty accept their share of faculty responsibilities for the governance of their institution.





As Members of an Academic Institution: Faculty seek above all to be effective teachers and scholars.

- Although faculty observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision.
- Faculty give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it.
- When considering the interruption or termination of their service, faculty recognize the effect of their action upon the program of the institution and give due notice of their intentions.

As Members of Their Community: Faculty have rights and obligations towards other UAE residents.

- Faculty measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession and to their institution.
- When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university.
- As individuals engaged in a profession that depends upon freedom for its health and integrity, faculty have a particular obligation to promote conditions of free enquiry and to further understanding of academic freedom.

Academic Freedom

The University is committed to principles of freedom for teaching and intellectual enquiry and to the ethical and reasoned conduct of research, publication of findings, and expression of ideas and beliefs. The United Arab Emirates University recognizes that it operates within the context of the culture, mores and laws of the United Arab Emirates. Any questions or concerns with issues of academic freedom at the United Arab Emirates University should be addressed through academic channels, beginning with the Department Head, proceeding to the Dean and then to the Academic Personnel Office.

Faculty members are encouraged to review the HR policies on Code of Conduct which is applicable to all employees at UAE University and Academic Personnel Policies on Faculty Code of Professional Ethics.

Responsibilities

Teaching: All faculty members with teaching responsibilities are expected to be effective teachers commensurate with their rank and experience. They are to contribute to the overall effectiveness of the academic programs to which they have been assigned.



All faculty are expected to create and maintain an educational environment that facilitates and supports student learning. Faculty are expected to:

- Develop course syllabi
- Design lectures, tutorials or labs with care
- Coordinate their instruction and assessment with others, so that students experience an integrated, cohesive program of study.

Classroom pedagogy should reflect best professional practices and the utilization of appropriate technology to enhance teaching and learning. Faculty are responsible for:

- The assessment of each student's academic work by assigning grades that reflect individual student progress
- The use of grading standards and evaluations to ensure that students have achieved learning outcomes at a level commensurate with the University's high academic standards

Faculty (excluding the College of Medicine and Health Sciences) should expect teaching load assignments each semester as follows:

- **Instructors:** 15 credit hours (weekly) or its equivalent of contact hours.
- **Faculty:** 12 credit hours (weekly) of undergraduate courses or 9 credit hours (weekly) of graduate courses or pro-rata for faculty teaching a mix of undergraduate and graduate courses.

Faculty are required to schedule and post at least four office hours weekly (two hours for each campus, male and female). University College instructors must give time for office hours and committee service as set by the Dean of University College and approved by the Provost.

Scholarship: All faculty members having the rank of assistant professor, associate professor and professor are expected to develop and maintain a program of scholarship that is appropriate to their appointment, discipline and area of specialization. Full professors and associate professors are expected to be more productive in research.

Research Active Faculty

While research activities in different disciplines need to be measured in different ways, the UAEU's expectation is that all its faculty members are engaged in active research. Research active faculty are those who publish their findings in internationally peer-reviewed journals that are at the top of their fields, acquire internal and external research funding, and train undergraduate and graduate students. Therefore, it is expected that Department Chair and senior faculty members within each Department and College will mentor the newly recruited faculty members so that they can establish their independent research programs. The expectations from senior faculty members are much higher than those faculty members who are at junior ranks in their academic career. In line with these measures (publication track record and securing research grants) for each faculty member are already being used during their annual performance evaluation and promotion.





It is widely recognized that there are variations in the research culture and publication trends of various disciplines with medicine and life sciences for example publishing and referencing articles at a much higher rate than in Math and Education. Also, funding for Engineering and the Applied Sciences is typically higher than for Social Sciences or Humanities. Thus, evidence for research activity and targets for research activity will vary depending on the discipline. The Office of DVC for Research and Graduate Studies plans to engage in a dialogue with the colleges to work out relevant targets for research productivity in each College which would reflect on the respective faculty members in each discipline.

In general, full-time faculty members are expected to strive for scholarly leadership in their fields and maintain continuity by publishing on average at least two original research papers annually in leading indexed journals and scientific conferences.

Service: All faculty members are expected to contribute to the service mission of the University in a manner appropriate to their rank, length of service and discipline. The service mission includes activities both internal and external to the University.

- External service is an extension of the knowledge and skills of the faculty, which are made available to the various s of the institution.
- Internal service includes student advising and mentoring and various activities related to University governance.

Conflict of Interest

The University considers any business or professional activity by an employee outside the University a potential conflict of interest. Employees of the University must avoid conflicts of interest especially when it may potentially harm the integrity or mission of the University. In all circumstances, such activities must not interfere with assigned University responsibilities and should advance the University mission.

An employee of the University who provides, or whose family (parents, children, brothers or sisters, spouse and spouse's parents) provides goods or services to the University must disclose this relationship to the Office of the Secretary General prior to offering the goods or services.

Faculty and professional staff may engage in consulting, service or other activities for pay only after receiving written approval from their dean, director or authorized University official. University property, equipment and facilities shall not be used to support outside employment unless approved in writing by the dean, director or another authorized official.



2.6 Workload

As per "Faculty Responsibilities" Policy, a full-time faculty should be engaged in teaching, research and service. The balance among the particular components of a faculty member's responsibilities may vary over time with one component outweighing the other at a particular juncture. Nevertheless, over their careers, faculty members are expected to make a balanced and significant contribution in all three areas.

The faculty members of a Program, Department, or College, as pertinent, are collectively responsible for carrying out the teaching load for offered courses and instructional activities as published in the University Time Schedule. Program Coordinators and Department Chairs are responsible to promote equity in workload assigned to Program or Department faculty members. Assignment of the teaching load of individual faculty members should take into consideration the balance of expected outcomes in teaching, research, and service over time. The Dean is responsible to ensure that faculty workload assignments across the Departments and/or Programs are generally well balanced.

Under unexpected circumstances, where a faculty member is unable to fulfill his teaching duties due to illness or other situations, the Department Chair, in consultation with the Dean, should reassign his teaching load to other qualified faculty members.

Reductions in the teaching workload may be made by the Dean to faculty members for a specific period of time and specific reasons. Faculty members and instructors may be compensated for taking a teaching overload according to UAEU approved rates.

Workload assignments include the entire range of a faculty member's responsibilities, such as instructions, advising, committee work, thesis supervision, guidance of students' organizations, research, service, and curriculum development. Assignments take into account the number of course preparations, levels of courses taught, student enrollments, subject matter, support from clerical and other staff or teaching assistants, and administrative responsibilities.

The maximum teaching load for regular faculty members is 24 credit hours, or equivalent, per academic year. Ideally teaching is divided equally between fall and spring semesters. Consequently, faculty members who have high teaching load assignments in the fall may request a reduction in their spring teaching load. The maximum teaching load for instructors is 30 credit hours (equivalent to 36 contact hours) per academic year. The maximum teaching load for faculty only teaching in graduate programs is 18 credit hours, or equivalent, per academic year, or pro-rata for faculty teaching a mix of undergraduate and graduate courses.





The minimum teaching load for faculty members with a load reduction for extraordinary research activities or other administrative duties is six credit hours per semester for faculty members and 9 credit hours (equivalent to 12 contact hours) per semester for instructors. In special cases and with the approval of the Provost, the minimum teaching load for faculty members might be reduced to 3 cr. hr. per semester.

The targeted teaching load for faculty, distinguished in research or heavily involved in teaching graduate courses, is 18 credit hours per academic year. In exceptional circumstances where teaching overloads are inevitable, teaching overload compensation is made for every credit hour taught above the maximum teaching load requirement with a maximum of 6 cr. hr. per semester. The compensation for any teaching load that exceeds or falls short of a credit hour is made pro rata.

The Dean may reduce, up to a maximum of three credit hours (per semester), the teaching load of faculty members who are heavily involved in research, or teaching graduate courses, or providing outstanding university and community service, or conducting specific assignments that are beyond the normal duties of faculty members. No teaching load reduction is given for minor administrative or service duties.

Faculty without administrative contracts may be granted a maximum of six credit hours' reduction for additional administrative duties in the service of the University. New faculty members who are at the outset of their academic careers may be awarded a reduced teaching assignment of three credit hours during their first semester at the University. Such faculty will not normally be assigned committee service or student advising.

Faculty members may be entitled to buy-out their teaching with income deriving from external research grants or consultancy. Approvals are granted by the Dean in consultation with the Department Chair. A faculty member may request the buy-out of a minimum of two and a maximum of six credit hours in any semester where one credit hour is worth 24/1 of the total value of the faculty member's annual compensation package. Faculty members must inform the Department Chair and the Dean of their intention to buy-out their time so that proper arrangement can be made to appoint a visiting/adjunct professor to cover the teaching load.

Conflict of Interest

Reassignment from teaching to other duties will be authorized when faculty are needed for assignments that cannot be accomplished within the normal range of workload activities. These reassignments may be to administrative responsibilities, research and scholarship, and service and outreach. Approvals of departmental reassignments are made by the dean, while those of college reassignments are made by the Deputy Vice Chancellor for Academic Affairs.



2.7 Student Evaluation of Teaching

Towards the end of each semester, students are given a questionnaire on each course they took. The results of these questionnaires become a part of the faculty member's performance report and will be considered in performance evaluations used for promotion. Faculty members and instructors should consider the student evaluation of teaching as a good indicator for their performance in teaching. They should identify their own areas of strengths and weaknesses and hence strive to improve their performance in teaching through attending relevant faculty development programs.

2.8 Faculty Performance Review

The Faculty Performance Review process is based on the academic values of collegiality, peer review, and collective critique. It requires the application of the academic skills of critical reasoning and impartial judgment based on available evidence.

The performance of all faculty members in Teaching, Scholarship and University and Community service is continuously assessed at the Department and College levels through the on-line faculty evaluation system. The factors taken into consideration include productivity and accomplishments in these three areas of competency. Peer Evaluation of Teaching (PET), consisting of a series of classroom visits, is another effective mechanism to evaluate faculty teaching performance, and to guide the professional development of faculty in the area of teaching and instructional effectiveness.

The Peer Evaluation Teaching does not have to be conducted annually. However, it should be conducted for newly appointed faculty during their first year of service, and for faculty applying for promotion. For all other faculty, the evaluation is conducted every 3-2 years. Both faculty performance evaluation and peer evaluation of teaching provide useful mechanism to guide the professional development of faculty and for decisions pertaining to promotion and renewal of contract of faculty members.

Frequency of the Performance Review

The faculty performance is reviewed annually by the Department Chair and every other year by the Department Performance Review Committee and the Dean. For a typical faculty member, the process will start in the first year of joining the University through the preparation of an -18month work/activity plan starting from the date of initial appointment. The interim review will take place before the end of the first academic year. The self-evaluation report will be prepared by the end of March of the following academic year and the review process should be completed before the end of the second semester of that academic year.

If the faculty member successfully completes the probationary period, the same process will be repeated in the third year and fourth years of appointment. Faculty members with rolling contracts will be subject to the same process.





Timeline

The following timeline should be considered in the planning and review of faculty performance.

Activity	Deadline*		Responsibility
	Start	Completed	
Year One			
Preparation of faculty work plan	Last week of August	Mid-September	Faculty
Chair reviews annual plan with faculty	Early October	Mid-October	Chair
Submission of interim achievement	Last week of April	First week of May	
Interim review	First week of May	Mid- May	Chair
Year Two			
Self-study evaluation on performance	Early-March (following AY)	Mid-March (following AY)	Faculty
Departmental review committee report	Mid-March	Mid-April	Committee
Chair review	Mid-April	Third of April	Chair
Report sent to individual faculty		Third week of April	Chair
Individual faculty response on report	Last week of April	End of April	Faculty
Dean's review and evaluation	Early May	Mid-May	Dean

*Note: The exact dates are updated routinely and given in the Academic Affairs Calendar:
http://www.uaeu.ac.ae/en/dvcaa/academic_personnel/

Preparation of the Work Plan

At the beginning of the academic year, each College holds a workshop that focuses on the College strategic plan and discusses how Department plans dovetail with the College plan. The workshop sets the context for the faculty members' planning and review process. Each Department's plan sets out directions and standards for faculty members in the areas of teaching, scholarship and service. The balance of contributions will depend on individual circumstances, such as rank and length of service. A Department Plan is established by the Department Chair in consultation with the faculty in the Department and should be considered a collegial activity and shared commitment.

Faculty members draft their goals for a period of 18 months in the context of the Department Plan. Goals should be specific, measurable, achievable, relevant and timed. They may contain short-term objectives that are steps towards the achievement of a longer-range goal. Dependencies, where the individual 'depends' on someone else or something to achieve a set goal, should be identified within the goal setting process. The Department Chair reviews the draft plan. Once agreed upon, it is submitted to the Dean.





Interim Review

At any point within the second semester of the academic year and before May 31, the Department Chair should call for a formal interim review meeting with each faculty member to discuss progress towards achieving goals on the work/activity plan. Discussion will include issues requiring resolution and the failure of dependencies. Goals set at the outset of the 18-month period might be revised as a consequence of the discussion. The Department Chair should give feedback to the faculty member on the qualities of his/her

Self-Study

Each faculty member prepares the self-study. It should be an open, frank and reflective account of performance against the activity/work plan. It should explain the conditions that facilitated or prevented successful achievement of goals. It is the responsibility of each individual faculty member to ensure that the best available evidence related to his or her performance is submitted together with the self-study to the Department Chair by the deadline.

Performance Assessment

A Departmental Review Committee is appointed by the Dean in consultation with the Department Chair. Nominated members should identify any potential conflict of interest with the faculty member being evaluated. In such cases, the Dean will decide if they should be permitted to serve in the Committee or not.

The review process of faculty performance and its outcomes are confidential to the and the members of the Department Review Committee are responsible for ensuring confidentiality, collegiality, impartiality and absence of external interference in the process. The Committee will use the self-study and the available evidence to form reasonable and justifiable conclusion that will be set out in the form of a narrative. The narrative should indicate:

- I. the performance level in the three areas and the extent to which goals have been met or not;
- II. mitigating factors affecting faculty performance over the planned period, e.g. failure of dependencies, illness, etc.;
- III. support, resource and development needs; and
- IV. suggestions for goals for the forthcoming cycle of planning and review.

Decisions are made by consensus or a majority vote in the case of failure to agree. The Chair of the Department Review Committee will notify the Department Chair of such disagreement and document this within the review report. The Review Committee Chair finalizes the report and submits it to the Department Chair.





The Department Chair should write a response to the Review Committee's report on each faculty member. The response should, at minimum, comment on the collegiality of the faculty member and give recommendations for goals and other actions for the subsequent work plan.

The Department Chair will send the combined report to the faculty member, who may write a response and send it back to the Department Chair by an agreed deadline. All reports and responses are sent to the Dean for final review and evaluation.

The Dean reviews all reports in the evaluation of the performance of faculty members and comments from the Departmental Review Committee, the Department Chair, and the faculty member's response. He has the final decision in all matters pertaining to the planning and review process, including management of any grievances.

Grievance

Where a faculty member has a grievance over the operation or outcomes of the planning and review process, the faculty member must provide a written account directly to the Dean. The Dean should respond to such cases within ten working days of receiving the complaint.

2.9 Academic Promotions

The United Arab Emirates University has established appropriate standards and criteria for promotion in rank and a comprehensive process for the review of applications for promotion. An adequate length of service is necessary to provide an opportunity for faculty members to establish a convincing record of teaching, scholarship, and service. Although individuals may differ in the emphasis they give to these three areas of performance, some level of accomplishment is expected in all three areas.

Time Line for Promotion Review

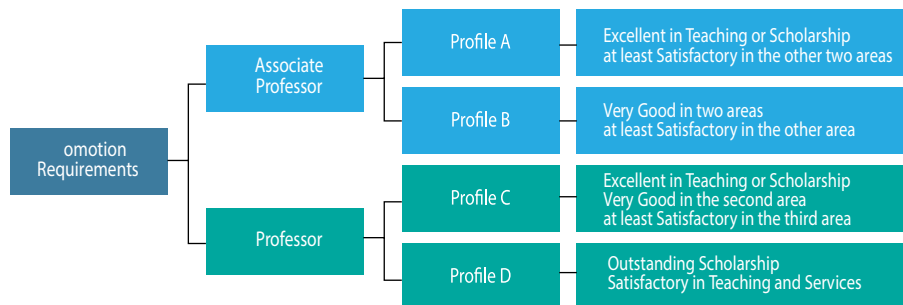
Promotion file due to Department Chair or Program Coordinator	No later than mid-September
Department's Promotion Review	Begins mid-September and ends no later than mid-January
Dean's Promotion Review	Begins no later than mid-January and ends no later than first week of February
College Promotion Review	Begins no later than second week of February and ends no later than Last week of February
University Promotion Review	Begins no later first week of March and ends no later than Mid-April
Provost's Recommendation	End of April
Vice Chancellor's Decision	Mid-May
Appointment in the new rank for promoted faculty	September 1st of the next academic year



The portfolio: The faculty should have three portfolios: one each for teaching, scholarship and service. The portfolios will constitute the bulk of the evidence in support of a faculty member's application for promotion. External evaluations of the candidate's scholarship through letters from peers provide additional evidence of the quality of scholarship. Peer Evaluation in Teaching provides additional evidence of the quality of teaching.

Requirements for promotion: Minimum performance standards for promotion are set forth in the "Faculty Promotion Procedure." Each college and/or academic department/program within the University may establish additional standards to reflect the characteristics of the discipline or profession. However, these additional standards cannot be lower than the minimum standards identified in the University's promotion criteria. Such standards must be approved by the Dean in the case of departmental requirements and by the Deputy Vice Chancellor for Academic Affairs in the case of college requirements.

Faculty seeking promotion to levels of Associate Professor or Professor must meet the applicable profile shown in the following Figure.



Profile Summaries for Promotion to Higher Levels of Academic Ranks

Specific requirements that the faculty will have to pursue for each of the performance areas are as follows:

- 1. Teaching:** A candidate must present convincing and the appropriate level of evidence of performance in teaching effectiveness and related activities; each candidate's record must be judged sufficient in quality to demonstrate the potential for continuing performance at a satisfactory level.
- 2. Scholarship:** A candidate must present a strong and convincing record and the appropriate level of evidence of performance in productive research, publication, creative activity and continuous scholarly achievement, including work that is carried out at UAE University, appropriate to his/her discipline or profession and fields of specialization; each candidate's record must be judged sufficient in quality to demonstrate the potential for continuing performance at a satisfactory level.





1. **Teaching:** A candidate must present convincing and the appropriate level of evidence of performance in teaching effectiveness and related activities; each candidate's record must be judged sufficient in quality to demonstrate the potential for continuing performance at a satisfactory level.
2. **Scholarship:** A candidate must present a strong and convincing record and the appropriate level of evidence of performance in productive research, publication, creative activity and continuous scholarly achievement, including work that is carried out at UAE University, appropriate to his/her discipline or profession and fields of specialization; each candidate's record must be judged sufficient in quality to demonstrate the potential for continuing performance at a satisfactory level.
3. **Service:** A candidate must present a convincing record of satisfactory service to the University, community and discipline or profession; each candidate's record must be judged sufficient in quality to demonstrate the potential for continuing performance at a satisfactory level.
4. On the basis of scholarship alone, the candidate will be expected to:
 - Produce a consistent and convincing record of research, publication, creative activity and scholarly achievement beyond the typical excellent level of performance;
 - Achieve a sustained record of success in securing external funding; and
 - Obtain external evaluations from scholars in the field that document excellent performance in scholarship.

Evaluation of Collegiality: The department chair must include in his "Appraisal Report and Recommendation" for the candidate's promotion case a statement concerning collegiality of the candidate. In addition, the Dean is required to write an assessment of the collegial nature of the candidate as part of his own appraisal of the application for promotion. Furthermore, each year the Chair is required to attest that the faculty member does or does not understand the nature of membership in a community of scholars, adheres to high standards of integrity and professional ethics, has the ability and desire to work as a member of a group while retaining all rights of individual expression, and exhibits a sense of responsibility for the well-being of the United Arab Emirates University and a commitment to work for the accomplishment of its goals.

2.10 Faculty Development

Faculty are eligible to attend two conferences during the academic year; one may be paid for by the University, subject to budget availability, while the second is at the faculty's expense. Proposals to attend conferences are submitted to the Department Chair, reviewed and approved by the Dean of the College. In addition, the Center of Excellence in Teaching and Learning, CETL, organizes advanced workshops and training sessions to enhance the skills of faculty members at the University level. Faculty members are encouraged to consult with the staff of CETL for more information related to faculty development programs.



2.11 Faculty Recognition Awards

The United Arab Emirates University, in establishing university awards, seeks to recognize in a tangible way the truly outstanding accomplishments and exceptional individual achievements of its faculty. The awards are designed to honor those faculty members who exemplify the highest levels of excellence in the pursuit of the university's mission and goals. College & university-level awards are granted to those outstanding faculty members whose performance clearly distinguishes them.

The faculty awards are:

- College Best Performance Award for Excellence in Teaching
- College Best Performance Award for Excellence in Scholarship
- College Best Performance Award for Excellence in Service
- University Recognition Award for Excellence in Teaching
- University Recognition Award for Excellence in Scholarship
- University Recognition Award for Excellence in Service
- Distinguished Faculty Recognition Award

The recipients of the Faculty Recognition Awards are announced before the end of the academic year. As a way of recognizing the contributions of the recipients and of reaffirming the University's dedication to excellence in its activities, the awards are conferred at a formal ceremony in coordination with the annual University Convocation Meeting.

Eligibility

Faculty members are eligible to apply for all awards categories. Instructors are eligible to apply for teaching and service awards at the College and University levels. Nominations for any award may be made by Deans, Department Chairs, Program Coordinators/Directors, individual faculty members, and students. Faculty members may nominate themselves.

Applicants to College Excellence Awards must have at least two years of service at UAEU before applying. Applicants to University Excellence Awards must have at least three years of service at UAEU before applying. Applicants to the Distinguished Faculty Award must have at least five years of service at UAEU before applying.

No more than two nominations per award may be presented by any Department within a College for the College Awards and no more than two nominations per award may be submitted by any College for all other awards. On the other hand, nominations must be for recognition of work done at UAEU and no faculty member may be nominated for more than one award at a time.





2.12 Research Opportunities

The University promotes scientific research and provides funding for approved research projects. The Office of the Deputy Vice Chancellor for Research and Graduate Studies is responsible for managing the University's funded research efforts. Grants and contracts are competitively awarded to faculty individuals, groups within a department, or groups within colleges through a peer evaluation process. Faculty are encouraged to pursue both internally funded grants from the University and externally funded grants from other organizations.

Internally funded grants may be awarded at 30,000 Dirham for a one-year period. Inter-disciplinary grants can be awarded for a maximum of 200,000 Dirham for a period of one to three years.

2.13 Faculty Discipline and Grievance

Actions or behavior in contravention of the UAEU Code of Professional Conduct and its Policy on Faculty Responsibilities, or other actions and behavior deemed to have impaired the proper functions and reputation of the UAEU, constitute a breach in the standards expected of faculty by the UAEU. Any such breach will be subject to disciplinary procedures and may result in sanctions.

The due process includes:

- a) Written notice of the alleged breach of conduct;
- b) Opportunity to respond to the charge(s) in writing;
- c) A hearing before a committee unless the faculty member waives this right or otherwise settles the dispute;
- d) A right to be represented by a lawyer;
- e) A written decision giving evidence that the facts as alleged do or do not constitute breach of conduct with grounds for disciplinary sanctions; and
- f) Opportunity for appeal.

The applicable sanctions include

- a) Verbal warning;
- b) Written warning maintained in the faculty member's personnel file;
- c) Admonition with partial suspension of salary for a period not exceeding one week;
- d) Admonition with suspension of payment of all or part of the salary for a period not less than one week and not exceeding six months;
- e) Revocation of academic rank (appropriate only if the misconduct is relevant to the academic promotion of the faculty member);
- f) Termination of services without prejudice to payment of any remuneration and benefits due; or
- g) Termination of services with no payment of all or part of the remuneration and benefits that would otherwise have been due.



Grievance is an expression of dissatisfaction when a faculty member believes that a rule, procedure, or policy has been applied in an unfair or inequitable manner or that there has been unfair or improper treatment by a person or persons.

Faculty members have resort to prompt resolution of a personal/professional grievance and that resolution will be accomplished under orderly procedures. The grievance process shall be used as due process by a faculty member who believes that: 1) a rule, procedure, or policy has not been followed; 2) a rule, procedure or policy has been applied in an inequitable manner, or 3) there has been unfair or improper treatment by a person or persons. Grievance of decisions involving promotion or discipline may be filed according to their specific related Procedures.

For more information, faculty members are advised to review the Academic Personnel Policy and Procedure related to faculty discipline and grievance.









Curriculum and Instructions







3. CURRICULUM AND INSTRUCTIONS

3.1 THE ACADEMIC SYSTEM

Credit Hours

The University applies the credit hour system for all its academic programs except the Bachelor Degree Program in Medicine and Surgery, where special bylaws apply.

Semesters

Courses are offered in two semesters; fall and spring, each lasting 16 weeks. The University may offer a summer session of eight weeks with a minimum of 15 contact lecture hours corresponding to each credit hour.

Curriculum

The curriculum is organized in such a way that the minimum credit hours required for obtaining a bachelor degree is 120 credit hours, with the exception of College of Engineering (147), College of Law (136), College of Information Technology (130), College of Education (126) and College of Medicine and Health Science (different system). In addition, the students have to take a number of courses from the General Education Program through selection of one course from each of the different clusters.

Duration of Studies

Students need to complete their studies in the number of semesters as follows (except for the Faculty of Medicine and health Sciences):

College	Minimum	Maximum
Engineering, Education, and IT	9 semesters, or 8 semesters plus 2 Summer Semesters	16 semesters
All other colleges	7 semesters, or 6 semesters plus 2 Summer Semesters	14 semesters

Language of Instruction

The language of instruction is generally English. However, some classes are taught in Arabic such as courses in the College of Shari'a and Law.

Academic Advising

Every student in the UAEU is assigned a faculty member as his/her academic advisor. Students register for their classes each semester using the University web registration system (BANNER) and their personal advising plan of courses coordinated with their Academic Advisor.





The undergraduate education system in the UAEU accepts only full-time students who may register for twelve to nineteen credit hours, except in certain cases where a student can register for up to twenty-one credits hours if they meet University requirements defined in registration policy.

Examinations

Examinations may be given either in writing, orally, on-line or in a practical setting. Weekly classes do not stop during the mid-semester examination period but it stops completely during the final examination period. Final examinations cannot be given before the start of the examination period without prior approval of the Associate Provost and Chief Academic Officer.

3.2 Academic Programs

New Academic Programs

New academic programs may be developed and implemented. Academic Affairs has the responsibility for coordinating all new initiatives in order to ensure that they are consistent with mission statement and strategic priorities and that they are consistent with the efficient and effective use of the resources of the UAEU.

Course, Program and Curriculum Changes

Since the strength of any university lies in its academic programs, keeping these programs current is essential to the educational mission of the University. Course, Program and Curriculum Changes may be initiated, recommended and then approved by the Curriculum Committees at the Department, the College, and the University levels after filling the required forms.

Program Review

In order to ensure the quality, vitality and relevance of the University academic programs, it is a policy of the UAEU that all academic programs go for review on a periodic basis. A program review is performed by an external advisory board and is based on a self-study evaluation and a site visit. The action plan for program improvement or even deletion is based on the external reviewers' recommendations and report, response of the College, and the final assessment by the Academic Affairs.





Assessment of Educational Outcomes of a Program

The University has started an ambitious plan for assessing its educational outcomes systematically and continuously since the academic year 1999/1998. During the last few years, the assessment plan ranked up as a top priority for the Division of the Academic Affairs. All University programs have successfully defined their main educational goals and their learning outcomes. Capstone courses were taught by all academic programs and tests for the major have also been developed. Objectives and educational outcomes of the compulsory courses were reviewed for all the university programs and courses outcomes were mapped to content.

3.3 Elements Course Syllabi

A master course syllabus should be available for each course in the approved course inventory of the University. Each course syllabus should include:

- Course title and course code/number, credit hours (or equivalent), prerequisites (if any), co-prerequisites (if any);
- Name and contact information of the instructor;
- Brief course description (as in the catalog);
- Intended learning outcomes of the course;
- Course topics and contents on a week-by-week basis;
- Scheduling of laboratory and other non-lecture sessions, including on-line sessions, as appropriate;
- Information on out-of-class assignments with due dates for submission;
- Methods and dates of examinations and other student assessments, including the relative weight of various assessment elements in determining the course grade;
- Teaching and learning methodologies, including any use of on-line instructions;
- Course texts, recommended readings, instructional material and learning resources;
- A statement as to academic honesty expected of students, and behaviors characteristic of the course which could lead to academic dishonesty.

Faculty members are responsible for providing to each student in their classes a copy of the class syllabus during the first week of the semester, preferably in the first class session. Department Chairs should review the course syllabus and may authorize an instructor to consider minor modifications to improve the learning outcomes. Significant modifications must be reviewed and approved by the concerning committees at the different levels.

In addition, the instructor should add for each section taught: instructor name, instructor accessibility to students (such as office hours, office location, telephone number, and/or e-mail address).



3.4 Instruction Technology and Support Services

The University provides technology resources to enhance instruction. This includes personal computers and/or laptops, information networks, video conferencing, smart classrooms and Blackboard Learning System. BANNER system (SIS) provides online service for both students and instructors.

3.5 Grading System

Students' performance is assessed throughout the entire semester. The course grade is divided into three parts; semester course activities, mid-semester examination and final examination.

Course Grades

The following course grading system is applied throughout the University (with the exception of the College of Medicine and Health Sciences). The graduate courses have different grading system. Additional information on the grading system for the College of Medicine and Health Science and Graduate Studies might be reviewed in related policies and procedures.

At the end of each academic semester a student's performance in each course shall be given a grade on the basis of numerical values representing the cumulative performance over all assessment tasks in the course. The numerical score for the course is converted to and recorded as a letter grade as defined below. The following are authorized as final course grades/marks with associated Quality Points (QP) for GPA calculation (Grades with QP denoted as "Excl" are not included in a student's GPA calculation):

Performance	Grade	Score	Quality Points
Excellent	A	1000	4.00
Excellent-	A-	8987	3.70
Very Good +	B+	8684	3.30
Very Good	B	8380	3.00
Very Good-	B-	77- 79	2.70
Good +	C+	74 – 76	2.30
Good	C	70 – 73	2.00
Good-	C-	67 – 69	1.70
Pass +	D+	64 –66	1.30
Pass	D	60 – 63	1.00
Fail	F	0 – 59	0.00
Failure for Absence	FA	0.0	0.00
Incomplete	I		-
Pass (in pass/fail courses only)	P	60 and more	Excl
Not Passing (no credit awarded)	NP	0 - 59	Excl
Continuing (satisfactory progress in a continuing course)	CC	-	Excl
Passing grade via proficiency or challenge exam	CX	-	Excl
Satisfactory	S	-	Excl
Administrative Withdrawal	AW	-	Excl
Withdrawal	W	-	Excl

Course Ratings for undergraduate students:





Grade Point Averages

- a) The Grade Point Average (GPA) is a calculated value summarizing the student's academic performance over a specified time period. The University calculates, records, and reports a Term GPA and a Cumulative GPA (CGPA) for each student at the end of each academic semester.
- b) The GPA is a numerical average of the value of the student's final grades for the specific semester (Term GPA) or all semesters including the most recent one for which grades have been assigned (Cumulative GPA). The GPA is a 4.00 quality point (QP) scale weighted to reflect the credit hours assigned to each course and reported to two (2) decimal places. Grades in courses that do not carry University degree credit or are transfer credits from other universities are not included in the GPA calculation.
 - (i) The Term GPA is the sum of quality points (credit hours x quality points corresponding to the letter grades assigned) for each course taken during the semester divided by the total number of credit hours attempted during the semester.
 - (ii) The Cumulative GPA is the sum of quality points (credit hours x quality points corresponding to the letter grade assigned) for all courses taken at the University inclusive of the current academic semester divided by the total number of graded credit hours attempted for all degree-credit courses taken at the University inclusive of the current academic semester. The Cumulative GPA is calculated starting from the first semester of enrollment.
- c) The final GPA for an undergraduate degree does not impact on the Term or Cumulative GPA for subsequent programs of study. Both Term and Cumulative GPAs may be affected by the exclusion of certain grades as provided under University Policy. Grades excluded from GPA calculations are designated as such in the student's academic record and on all transcripts.
- d) All grades earned by the student in his/her undergraduate career in all degree-credit courses will be recorded, and only the courses applicable on the student study plan will be included in the GPA calculations. If a student changes his or her academic program/specialization, grades earned in courses that do not count in the new academic program/specialization will be excluded from the student's Cumulative GPA.
- e) Grades (and credit hours) earned in courses taken at other institutions and transferred to the University are not included in any GPA calculations.

Academic Recognition – Dean's List

Undergraduate students who have earned 36 or more-degree credit hours, and have a Term GPA of 3.60 or higher, qualify for inclusion on the "Dean's List" for the College for that academic semester.



Grades in Foundation-Level Courses

- a) Grades in Foundation-level courses are reported on "Pass-No Pass" basis only (P and NP), do not carry academic credits, and are not included in the student's Grade Point Average.
- b) Academic performance equivalent to a grade of (%60) is required for a passing grade in a Foundation-level course.

Incomplete Grades

- a) Students must sit for the final exam for the course that he/she registered otherwise he/she will get a failing grade in that course.
- b) A student who is eligible to take the final examination in a course but is not present in the examination may be assigned a grade of Incomplete (I) pending review of the circumstances.
 - (i) If the reasons for missing the final examination are substantiated as legitimate, the "I" grade will be recorded, and the student will be permitted to take an appropriate final examination no later than the end of the next regular academic semester, and the "I" grade will be replaced with the final grade earned. If the student does not remove the "I" grade within the period allowed, the "I" grade will be replaced with a failing grade.
 - (ii) If the reasons for missing the final examination are not substantiated as legitimate, the instructor will assign a final grade of (0) for the course and the student's transcript will show F for that course.
- c) It is the student's responsibility to provide necessary substantiation and documentation of the circumstances for the failure to take the final exam within one month from grade announcement. If substantiated and grade of 'I' recorded, the College will arrange for the student to take the exam.
- d) Courses with an "I" grade are not included in the calculation of the student's Term or Cumulative GPA.
- e) A student receiving an "I" grade should not re-register in the course in the following semester. However, the student may be allowed to attend classes in the course in the subsequent academic semester.
- f) No student may graduate with a grade of "I" (Incomplete) on his/her academic record.

Grades in Repeated Courses

- a) A student must repeat the compulsory courses that he/she fails.
- b) A student must repeat the elective courses that he/she fails or substitute them with other elective courses in his/her curriculum.





- c) If a student fails a course and repeats it successfully, the failing grade is not taken into consideration in calculating the Grade Point Average and the passing grade is recorded. If he/she fails a course more than once and repeats it successfully, all failing grades will be excluded and he/she gets the passing grade earned or a grade of "C", whichever less. In all cases, all courses and grades earned are recorded, and the eliminated failing grades will be marked.
- d) No undergraduate student may register in the same Foundation-level course more than three (3) times.
- e) An undergraduate student may repeat a degree-credit course in which he/she has earned a grade of C- or below and have that grade excluded from his/her GPA subject to the following conditions:
 - (i) The student CGPA is less than 2.00
 - (ii) The student can repeat a maximum of two courses in a semester.
 - (iii) The student should repeat the same course.
 - (iv) The student can repeat the course only once.
 - (v) Foundation courses are not included.
 - (vi) The repeated courses will be included in the students' study load.
 - (vii) Higher grade for the course after repetition will be counted for student CGPA
- f) No undergraduate student may repeat a course in which he/she earned a grade of C or higher.
- g) Regardless of whether a grade is excluded from the student's GPA calculation, all final course grades will be recorded in all transcripts.

Grades for Placement Examinations and Challenge

- a) Undergraduate students may earn credit for degree-applicable courses through proficiency and challenge examinations recognized or sponsored by the University.
- b) Undergraduate students may earn credit for degree applicable courses or other degree requirements on the basis of examination scores on internationally recognized college entrance examinations, and advanced placement and other enhanced instructional programs in secondary schools, subject to the approval of the Dean of the student's College.
- c) Such examinations must demonstrate that the student has mastered the established student learning outcomes for the course at a satisfactory level.
- d) The maximum number of credit hours from proficiency, challenge and advanced placement examinations a student may apply to his or her degree program is %15 of the total credit hours required in the degree program, subject to the approval of the Dean of the student's College.
- e) Credits earned through proficiency, challenge, and advanced placement examinations are not included in the GPA, but are recorded in the student's academic record and all transcripts.



Grades for Courses Transferred from Other Institutions

- a) Credit hours earned in Bachelor's Degree credit courses completed at other accredited institutions may be transferred and accepted for degree credit at UAEU subject to transfer conditions.
- b) Courses and credit hours earned elsewhere and accepted for transfer to the University will be listed on the student's transcript. However, grades in such courses will not be included in the student's Grade Point Average.

Grade Submission

- a) The Instructor of the course is responsible for determining and submitting final course grades for all students in the course according to criteria set out on their course syllabus and the procedures and official schedule for grading announced by the University.
- b) Course grades are to be submitted directly to the University's official student record system by the individual faculty member according to the instructions provided for the academic semester.
- c) Final course grades should be submitted within 48 hours of the examination day for classes with 60 or less students registered and within 72 hours for classes with more than 60 students registered.
- d) The detailed records and composition and distribution of the final grades of the course, including class work, quizzes, lab work and assessments, mid-term exam and others should be submitted progressively through the semester and completed before the start of final grade submission.
- e) Final grades in part-of-semester courses may be submitted before the normal grade submission period at the end of the academic semester.

Incomplete Grades

Faculty may give a student who misses the final examination of a course a failing grade in that course. If the student has a legitimate excuse, which has been accepted by the Dean, and if he/she has satisfactory scores in the semester activities and the mid-semester examination (not less than %60), he/she receives a grade of incomplete.

Failing A Course

Students must repeat a required course that they fail. A student must repeat a failed elective course or substitute it with a different elective course in the curriculum. The maximum grade a student can attain for successfully repeating the course more than once is C. If a student repeats it successfully, the failing grade is not included in the GPA. As a general rule, all courses taken, and grades achieved by students are recorded in their transcripts. However, courses with fail grades are marked by a special notation on the transcript.





Appeal of a Course Grade

Under special circumstances, and as stated in the University Policies, a student may request a review of his/her final course grade by submitting a written appeal to the college or unit dean in which the course was taken.

3.6 Student's Academic Code of Conduct

The Student Handbook refers to many student-related regulations that they are responsible for knowing and observing. Violations of many of these regulations could incur disciplinary action by the University.

Academic Dishonesty

Academic dishonesty is not tolerated at all at the UAE University. Academic dishonesty includes cheating, plagiarism or any other attempt to gain an academic advantage in a dishonest or unfair manner.

Attendance and Absence

Students are required to attend all classes, practical sessions, seminars and examinations related to the courses in which they are registered. Consequences differ based on the number of cumulative classes missed for a course. A percentage of the total course is the criteria.

- 5%: student receives a warning from the chair of the department
- 10%: student receives a second warning from the dean of the college
- 15%: student receives a failing grade for the course

Legitimate reasons for excessive absences need to be approved by the dean during the semester when the absences occurred. Upon approval, the student will be allowed to satisfactorily withdraw from the course.

3.7 Class Field Trips

Instructionally-related off-campus student work experiences, field trips, activities and research projects are permitted. Faculty members can organize such activities with prior approval of the department Chair and the college Dean. Female students' parents or guardians must give authorization for the student to participate in off-campus activities.



3.8 Entering Hostels

Faculty are often invited to give presentations to the students in the Social Hall of the student hostels. Out of courtesy to those who are responsible for looking after students in the female hostel, faculty should phone to let the Manager know of any visit, so that she or one of her staff can advise the Guard and the Reception staff. The Guard is responsible for permitting only authorized UAEU staff and faculty members into the hostel, so he cannot let employees in unless he has been authorized to do so by the hostel management.

Strict procedures to gain entrance to female hostels are arranged in advance through the Hostel Manager. Male faculty must be accompanied by a Hostel staff member of the female hostel to enter the female hostels.

3.9 Student Clubs and Organizations

Each College has its own Scientific Association organized by students. Each Association has a faculty advisor from the College and a Student Activities staff member who provide support for the Association's activities. The Creativity Club supports students who want to set up and run a host of clubs. These clubs are generally open to all students and are not necessarily linked to any one particular college. Oftentimes, faculties are advisors to these clubs.

3.10 Academic Misconduct

- (i) After receiving a case report from the concerned faculty or staff member, or a complaint from a student, the College Dean will establish a hearing committee of three from among disinterested College faculty members to conduct a preliminary investigation. If the preliminary investigation concludes that the allegation has sufficient substance to warrant formal investigation, the Dean shall forward the Committee's report to the Provost who may decide to forward the case to the Student Disciplinary Board to carry out the formal investigation.
- (ii) The Student Disciplinary Board is formed at the discretion of the Vice Chancellor, after consultation with the Provost. The Board shall include three faculty members, among which at least one from the College of Law. Another faculty member will be from the College where the student belongs.
- (iii) The Student Disciplinary Board will set a date for a formal investigation and will inform the student of the allegation(s) and the date of the session at least ten working days prior to the session.
- (iv) Within ten working days of the completion of the formal investigation, the Student Disciplinary Board shall submit a formal report to the Provost.
- (v) The Provost shall inform the Vice Chancellor of the Board's findings and, if the Board has found that the violation occurred, recommend what, if any, disciplinary sanctions shall be imposed.





- (vi) The Vice Chancellor shall inform the student in writing, within ten working days of receiving the Provost's recommendations, of the decision and of the academic sanctions, if any, to be imposed.
- (vii) The student may submit a written appeal to the Chancellor within ten working days from the date on which the student is notified of the outcome. The decision of the Chancellor will be communicated to the student in writing and the decision is final.
- (viii) In cases where academic misconduct has been found, the Registrar shall be notified of the disciplinary decision for purposes of recording the decision on the student's record.

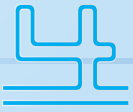
Based on the violation, the disciplinary decision may vary from warning to final dismissal from the University. Detailed information on the Students Disciplinary Procedures and Sanctions is given in the Federal Law No. 4 of 1976 related to the establishment and organization of UAE University.

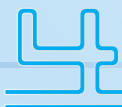




Administration







4. ADMINISTRATION

4.1 UNIVERSITY PROPERTY

Faculty need to be aware of how University property is to be requested and maintained. This includes facilities, equipment, supplies, and intellectual property.

University employees must sign the appropriate documents for any University property that is given or assigned to them, permanently or temporarily. This will include computers, projectors, library books, etc. Before an employee leaves the University upon resignation or termination, he/she will be accountable for all signed-out property, through a clearance procedure.

Employee Electronic Identification Card

After an employee obtains his/her employment visa, the University issues the employees their University identification (ID) card. The ID card is the property of the University. The employee should retain the ID in his/her possession at all times as proof of employment by the University. The employee must return the ID card to the University by his/her final day of employment with the University.

All University employees must have their IDs visible at all times while they are in campus. The ID will also be needed to pass through all electronic external gates, internal secured doors and the shared labs.

Facilities

University personnel and non-University personnel may be permitted to use University facilities for other purposes including non-University purposes. Non-University uses must be sponsored by a University dean, director or an individual above the level of a dean or director. The agreement must identify the respective rights, responsibilities, obligations and liabilities of all parties.

Keys

In addition to the ID cards, each department may issue office and other keys as relevant. Employees should report any lost or missing keys to their department secretary.

Loss or Theft of Property, Reporting

Any loss or theft of University property must be reported immediately to the Secretary General.





Medical Insurance Card

The University issues a medical insurance card to employees who qualify for the University provided medical insurance. The card is issued shortly after the employee begins his/her contract with the University and is the property of the University. The card should be presented to any medical facility that will accept the card as evidence of medical insurance coverage. The employee must return the card to the University before his/her last day of employment.

Parking Permit/Gate Passes

Faculty who wish to park their cars in the restricted areas of the University will require a gate pass. The pass is not transferable from one vehicle to another. The approvals of the department manager and General Services are required to obtain a pass. Temporary Purpose pass is given to temporary University employees, including visiting faculty and teaching assistants with access limited to specific locations.

Telephones

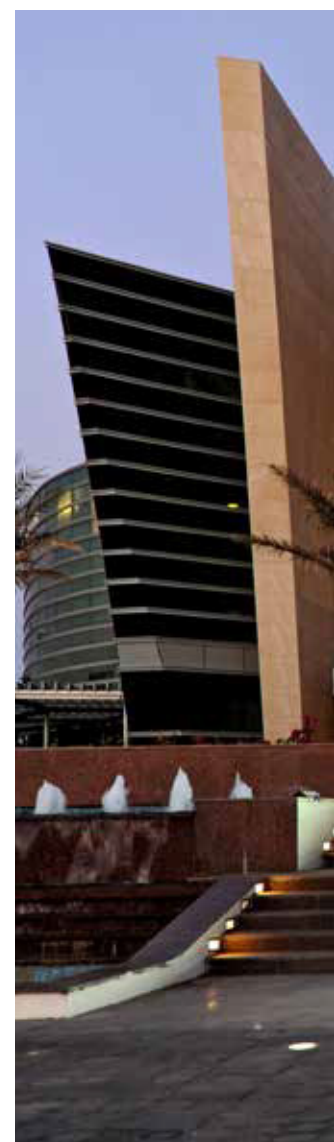
The University telecommunication systems are intended for business purposes only. This includes calls through the switchboard, fax equipment, mobile phones, direct lines and video lines. Personal calls should be made only in the event of urgent necessity and shall be reimbursed to the University, as appropriate.

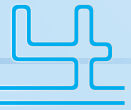
Textbooks

The University provides the faculty with all the textbooks assigned for every course he/she teaches. Books are picked up from the Book Distribution Center located at the various campus locations.

Transportation

The University provides inter- and intra-city business transportation service for faculty and staff for University business transactions in Al Ain and in cities across the UAE. Business transportation services are administered centrally by the Director of General Services to ensure optimum use of University vehicles and to avoid wasting University resources.





University Name and Logo

University faculty, staff and students are encouraged to use the University letterhead and the University's name/logo in identifying their affiliation in scholarly and research activities and in conducting official University business. University faculty, staff and students may not use the University name/logo or letterhead and may not imply University endorsement when engaged in private activities, personal business or advocacy. Correct usage of the University logo and logotype font is detailed in the Graphic Standards Manual, available from the publications Department.

4.2 BUSINESS CARDS

With the dean's approval, faculty may request a University business card through their department secretary. The standard University design for both business cards and letterheads promotes the corporate identity. The University's publications Department has additional information about University stationary and can design and print the stationary for the faculty member.

4.3 BUSINESS TRAVEL

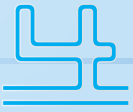
Approved business travel and expenses will be reimbursed. Some business and travel expenses may be paid through travel advances, per diem, reimbursement or direct payment to a vendor. International business travel is permitted with Dean's approval.

Faculty are permitted to attend two professional conferences each academic year with the Dean's approval. One may be paid for by the University; the other is at the expense of the faculty. In all cases, travel should not be during the final examination periods.

4.4 INFORMATION TECHNOLOGY

Access to sources of information encourages the free exchange of ideas and is a privilege. It must be treated with the highest standard of ethics. Information technology resources include, but are not limited to, computers, software, networks, telecommunications technologies, and data, whether owned, contracted, leased or otherwise provided by the University.

The University expects these resources to be used in a responsible manner, respecting the trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, all pertinent laws and University policies and standards.



Appropriate Use of Computing and Information Technology Resources

- All computing and information technology resources are the property of the University and shall be protected against theft, malicious damage, unauthorized access or disclosure, tampering or loss.
- University computing and information technology resources will be used for authorized University activities as defined by the administration.
- Access to and use of information resources are restricted to appropriately identified, validated and authorized users.

E-Mail

The University provides every faculty with a University e-mail account directly after being employed. One method to access e-mail anytime, anywhere is through the University's Webmail at <http://webmail.uaeu.ac.ae>.

Remote Access (RAS)

UITS can provide free internet access from the employee's home or other non-University location. A RAS request form is available from the University IT Services (UITS) website, <http://www.uaeu.ac.ae/uits/>.

Software Library

The University supports a suite of software that includes: Microsoft Windows XP Professional, Microsoft Office 2003 Professional (Word-Excel-Access-Project Manager-Publisher), Adobe Photoshop, Norton Anti-Virus, Adobe Acrobat, and Statistical Package for Social Science (SPSS). Check UITS website for current listing of software. Some software may require the department to purchase a license. For more information, check with the college's IT support person.

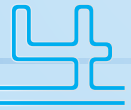
4.5 MEDIA

Any information about the University, a University hosted or sponsored event, or one of the University's members is handled by the Director of Media Relations in the Provost Office. All media inquiries must be referred to the Director of Media Relations to ensure the University is appropriately represented.

4.6 ACCOMMODATION MAINTENANCE AND CHANGES

Many University employees who live in University leased property can address maintenance problems or concerns directly with the management firm responsible for the property. However, when there is not anyone responsible for the maintenance, the employee can submit a Housing Maintenance Request directly to Human Resources Housing staff.





University employees can change their accommodation after living in their homes for four years. Requests are made to the Housing Committee by completing the House Transfer Request form and submitting it to the Human Resources Department. The employee needs to list their reasons for their request to change their home. The Housing Committee makes the final decision regarding transfers.

4.7 FAMILY SPONSORSHIP

Faculty are eligible to sponsor their immediate family members including spouse, dependent children (males under 18 years of age; no age limit for females), and parents (with proof of non-working status). Sponsorship is only allowed after the faculty member has received his/her UAE resident visa. The Human Resources Department will assist you in obtaining your sponsorship visas.

Sponsorship of the family requires authenticated certificates (marriage for spouse/birth for children), medical exam for spouse and children (over 18 years) and fees for medical exam and resident visa. Faculty must take steps to obtain their families' sponsorship/resident visas within thirty days of UAE entry to avoid 25 dirhams per day penalty. Visas are normally valid for three years.

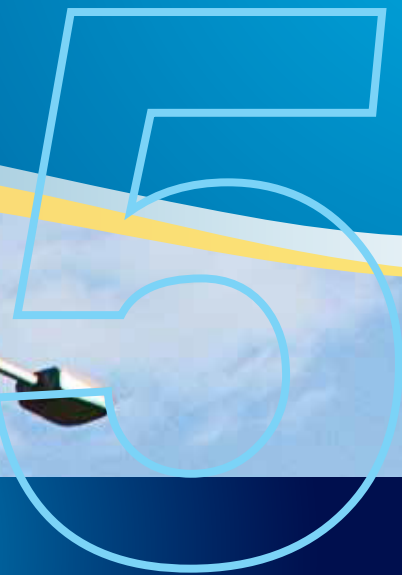
4.8 VISA RENEWALS

The Human Resources Department will assist faculty in visa renewals for the faculty members and their sponsored family members.

4.9 CLEARANCE PROCEDURE

Upon learning of an employee's separation from the university, and in order to ensure a smooth separation for employees and allow sufficient time for appropriate areas of the University to reconcile accounts or collect materials and property, the employee is responsible for the prompt completion of the appended "Clearance Form" and for obtaining the signatures of the individuals listed in the various departments on the form.





Other Aspect of The UAEU







5. OTHER ASPECTS OF THE UAEU

5.1 CONTINUING EDUCATION

Faculty, staff and their family members are eligible to enroll in extended education courses offered by the Continuing Education Center (CEC), based on seat availability. University employees get a %15 discount for classes. Current course offerings are posted on CEC's website at <http://CEC.uaeu.ac.ae/>. CEC also has Abu Dhabi and Dubai locations offering professional development courses to the business community.

5.2 AL MULTAQQA

Al Multaqa, the University Social Club, was established in March 1999. The main objective of the Social Club is to strengthen social ties and to have a convenient outlet for the skills, social, cultural, scientific and sports activities.

Al Multaqa sponsors many activities such as: marathons, tournaments, trips to UAE malls and parks, lectures on different fields (finance, health, culture, heritage, and science), ICDL classes, children's activities and programs, international festival, and language classes. Al Multaqa also offers memberships to the four local hotels' recreational clubs and facilities at a discounted rate for individuals, couples, and families. In addition, Al Multaqa facilities are available to the University faculty and staff for socializing and hosting personal events for a service fee.

Al Multaqa info is as follows:

Office Phone Number:	1155-755-03
E-mail:	multaqa@uaeu.ac.ae
Location:	Islamic Institute
Office hours:	7:30 am – 5:30 pm, Saturday through Wednesday
Open hours:	7:30 am – 10:00 pm, Saturday through Thursday 2:00 pm – 10:00 pm, Friday

5.3 SPECIAL UAEU EVENTS AND CONFERENCES

The University sponsors many activities and conferences. The Community Relations Department broadcasts the announcements of events to the University Community's University email addresses. Major current events are often posted on the University's website or at <http://www.uaeu.ac.ae/news/>. Faculty and staff can volunteer or be nominated to help organize many of these events.



The
United Arab Emirates
University

