

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Policies Manual	Policy Number	AP-04
		Effective Date	02-Mar-2014
	Subject	Most Recent Review Date	01-Dec-2013
	Teaching Workload	Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC for Academic Affairs	Pages of this Policy	1 of 1

4. Workload

Overview

Covers policies and procedures relating to workload expectations, workload reporting and monitoring, summer session teaching, guidelines for teaching loads, workload reduction for administrative duties, and pay scale, buyout time, and teaching overload compensation

Scope

Applies to regular faculty members and instructors except for the College of Medicine and Health Sciences.

Objective

Creates a viable and productive work environment, sets out principles of fairness between faculty members and prescribes how workloads are determined, calculated, monitored, and reported for compliance.

Policy

1. 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.
2. 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.
3. 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.
4. Reductions in the teaching workload may be made by the Dean to faculty members for a specific period of time and specific reasons.
5. Faculty members and instructors may be compensated for taking a teaching overload according to UAEU approved rates.
6. Any additional teaching/workload guidelines developed within Colleges shall give effect to the spirit of this policy and must be approved by the Signatory Authority.