


 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Teaching Assistants Policies Manual	Policy Number	TA-02
		Effective Date	02-Mar-2014
	Subject Signatory Authority	Most Recent Review Date	01-Dec-2013
	Responsible Office: DVC for Academic Affairs	Due Date for Next Review	01-Sep-2016
		Pages of this Policy	1 of 2

2. Signatory Authority - Teaching Assistants

Action	Authority to be Delegated	Signatory Authority Level				
		Dean	TA Office	Provost	Vice Chancellor	Chancellor
Appointment	Appointment of TAs through advertisement or recruitment					X
	Teaching Assistants delay to report to work			X		
Change of Specialization and Inter-College Transfer	Change of Specialization or Transfer of a TA from one College to another			X		
	Terminating the service of the TA during the probation period or if he failed to secure admission or if he refused to execute what has been decided for him.					X
Extending the residency period	Extending a TA's residency in all Colleges for a term not exceeding six months				X	
	Travel of a TA to participate in academic/qualification programs or foreign language training programs in preparation for admission to graduate programs				X	
Travel	Travel of a TA to pursue graduate studies				X	
	Terminating the "Scholarship" status of a TA to be "Resident TA"				X	
	Approval to change the University in which a TA is studying Master or PhD, or changing the major.			X		
	Approval to change the University in which a TA is studying for his/her degree or for English Language		X			
	Approval to grant extension of the period of study for a maximum period of 2 years. One year for each extension				X	
	Waiving a period of time during the scholarship period specified for a TA to receive a degree, should convincing reasons arise				X	
	Deferral of an action to be taken on the employment status of a TA who could not get the degree within the time limitation (and extension), with suspension of salary				X	
Rights	Granting special leave with pay for up to two weeks, and another leave without pay for up to two weeks.	X				
	Granting special leave without pay for up to one year			X		
	Granting special leave with pay for up to 2 months to accompany first degree relatives for medical treatment			X		
	TA compensation for the purchase of a computer for up to AED 10000		X			

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Teaching Assistants Policies Manual	Policy Number	TA-02
		Effective Date	02-Mar-2014
	Subject	Most Recent Review Date	01-Dec-2013
	Signatory Authority	Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC for Academic Affairs	Pages of this Policy	2 of 2

Action	Authority to be Delegated	Signatory Authority Level				
		Dean	TA Office	Provost	Vice Chancellor	Chancellor
	Approval of a resident TA to participate in scientific events or training, qualification programs, sit for interviews or follow-up admission procedures.			X		
	Approval of authorizing the TA to subscribe in four (4) periodical or journals or subscribe in entities issuing periodical or journals for each degree.		X			
	Approval of authorizing the TA to purchase four (4) textbooks for each degree		X			
	Approval of payment of tuition and fees for nine (9) applications, qualifying exams, or courses required for admission of a scholarship TA, and fees of extracting any documents needed, visas and SEVIS fees.		X			
	Approval of a scholarship TA to participate in extracurricular complementary studies			X		
	Reimbursement of a scholarship TA for laboratory fees and use of equipment in the host university			X		
	Approval of scholarship TA attendance of conferences, training and other related activities (2 times for each degree)			X		
	Granting a salary bonus to a scholarship TA for early completion of PhD degree or for completing the degree with distinction, excellence, honor, or equivalent				X	
	Approval of considering the period of absence from work or study for more than 30 days and less than 60 days as a leave without pay if there are acceptable reasons.				X	
	Termination of the TA who does not report to work after receiving his terminal degree within 60 days a period of time.					X
	Approval of leaving the place of study for emergency reasons			X		
Termination of Service	Termination of TA services due to academic stumbling					X
Appointing the TA in Assistant Prof. Position	Appointing the TA who has received the terminal degree as an Assistant Professor				X	
	Granting the TA a post doctorate paid leave immediately after completion of his terminal degree for a maximum of two years				X	
Resignation	Approval of resignation				X	
Exemption	Exempting a scholarship TA from paying back the expenses incurred during the period of study					X