

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Policies Manual	Policy Number	AP-10
		Effective Date	12-Aug-2018
	Subject National Faculty Professional Development	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
	Responsible Office: DVC for Academic Affairs	Page Number	1 of 1

10. National Faculty Professional Development

Overview

Describes professional development for UAE national faculty members and details the benefits and opportunities.

Scope

Applies to all UAEU national faculty members.

Objective

The UAE University seeks to advance the academic skills, expertise and experience of all faculty members so that they make effective contributions to the teaching and research missions of the institution and its administration. The National Faculty Professional Development Program (NFPDP) was established to provide additional opportunities for national Faculty Members to enhance their professional development. The NFPDP Policy identifies the mechanisms and resources in place to enable eligible faculty members to achieve such professional development.

Policy

1. The NFPDP provides mechanisms and resources to enable national faculty members holding the ranks of Assistant Professor, Associate Professor or Professor to advance their scholarship, teaching and/or administrative expertise and thereby better contribute to, and enhance the, mission of the UAE University.
2. Awards of the NFPDP shall be granted only, subject to budget availability, on the basis of a proposal of planned activities designed to improve the professional performance of the applicant and benefit the institution.
3. Assessment of each proposal is made according to criteria published in the Procedures related to this policy.
4. Financial support for approved proposals are granted according to the guidelines published in the Procedures related to this Policy.
5. Individual recipients of NFPDP awards should submit written reports including their accomplished activities to the Chairs of their Departments. The recipient will further share the outcomes with the UAEU academic community at a juncture appropriate to the nature of the activities.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-10
		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
	National Faculty Professional Development	Due Date for Next Review	01-Sep-2021
	Responsible Office: DVC for Academic Affairs	Page Number	1 of 2

Procedures of Policy No. (10) - National Faculty Professional Development

1. Applicant is requested to complete a Professional Development Form and submit it, through the Department Chair and the Dean, to the Committee of the National Faculty Professional Development Program (NFPDP) for review and evaluation.
2. The recommendation of the committee is communicated to the Provost.
3. The Provost makes the Final decision.
 - a) The application should include the following:
 - (i) The Professional Development Form including name of faculty, Banner ID, College, Department, academic rank, service in the rank and contact information.
 - (ii) Title of the activity, duration and location, and website.
 - (iii) Nature of the activity: scientific, teaching, administrative, or others.
 - (iv) A detailed plan for the proposed activity (if applicable).
 - (v) An updated Curriculum Vitae
 - (vi) Supporting documents (formal invitation, letter of acceptance, scientific visit plan, course contents ...etc.)
 - b) **Approval Process**
 - (i) Faculty members must sign and date the application.
 - (ii) Department Chairs and Deans must sign and date confirming their approval of the application. The Dean directs all documents to the NFPDP.
 - (iii) The NFPDP Committee will review all applications on a monthly basis and send its recommendations to the Provost for approval.
 - (iv) The Director of the NFPDP confirms to the College Dean if the application has been approved or not.

c) Timeline

Table (10.1) Timeline for the “National Faculty Professional Development Program”

Action	Deadline
Applications submitted to Department Chair	Any time during the academic year
Department Chair and Dean recommendations	7 working days after initial submission
Submission to the Director of the NFPDP	10 working days after initial submission
Review of applications by the NFPDP Committee	Last week of each month during the academic year
Notice to faculty member, Department Chair and Dean	first week of the following month
Faculty member report to Department Chair	Within two weeks after attending the activity, or as agreed upon.

4. Evaluation of Application

The NFPDP Committee will review the applications based on the following:

- a) Seek, or lead to, production of scholarly output;
- b) Relate to the applicant’s academic discipline or administrative role;
- c) Appear to provide a solid contribution to the promotion prospects of the applicant;
- d) Are well planned;
- e) Are cost effective and within the NFPDP’s budget; and
- f) Fall within the guidelines published herein.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual	Related Policy	AP-10
		Effective Date	12-Aug-2018
	Subject	Most Recent Review Date	15-Apr-2018
	National Faculty Professional Development	Due Date for Next Review	01-Sep-2021
	Responsible Office: DVC for Academic Affairs	Page Number	2 of 2

Other factors that may affect the decision to grant NFPDP award include:

- g) Active-rather-than passive participation (submission of papers, etc.); and
- h) Applicant's rank and years of service in rank.
- i) Evaluation of previous participation in the Program.

5. Guidelines for Eligible Activities

- a) Activities will normally take the form of conference participation; academic visits to universities, archives, libraries or research institutes, training programs, and on line courses.
- b) Faculty members are permitted to attend a maximum of three activities within an academic year, of which at least two must involve active participation (oral presentation or poster paper).
- c) Assistant Professors are eligible to attend two conferences, without having accepted papers.
- d) Language training is limited to a maximum of one per year and two within an academic rank.
- e) Faculty members are not allowed to travel during the first week of classes, and final exam period until the announcement of grades.
- f) The total travel time within each academic year should not exceed 10 working days.
- g) During the school days, travel time is limited to one week, and maybe longer outside these days, provided that it does not exceed the limit mentioned above.

6. Funding is provided as follows:

- a) Conferences
 - (i) Economy return air ticket and Visa fees
 - (ii) Registration fees
 - (iii) Per diem at University-published rates for a maximum of five days. If the registration fees include accommodation, the applicant may receive half of the allocated per diem.
- b) Other Activities
 - (i) Economy return air ticket and Visa fees
 - (ii) Registration fees
 - (iii) Fees required for use of host institution's facilities
 - (iv) Living expenses as follows:
 - Lump sum of AED 10,000 if the academic visit ranges between one to two weeks.
 - Lump sum of 18,000 AED if the academic visit is more than two weeks.

7. Faculty members on secondment to other institutions or having a sabbatical leave are not eligible to apply.

8. Applicants may appeal to the Provost within two weeks of the rejection of their applications.

9. Activities that are cancelled because of illness or other unplanned circumstances may be substituted with other activities in the same academic year assuming budget availability and after obtaining the College approval.

10. Solid justifications must be provided for any unattended activities that have already been approved by the Provost. In such cases, all received benefits should be credited back to UAEU account.