12. Merit Allowance

Overview

Outlines the standards and process by which applications for the merit allowance are submitted and assessed.

Scope

The Merit Allowance applies to all regular faculty members at the UAEU.

Objective

To recognize outstanding faculty members whose exemplary research, teaching, and services have made them leaders in their disciplines.

Policy

1. UAE University provides a merit allowance to encourage and recognize faculty members who are distinguished in scholarship, teaching and university and community service, and hence are contributing effectively to the achievement of the University vision and mission.

2. A monthly allowance is provided for a duration of one year for distinguished faculty.

3. Applications for the merit allowance are reviewed based on the standards provided in the related procedures.

Procedures of Policy No. (12)- Merit Allowance

1. Eligibility to Apply

Current faculty members are eligible to apply for the Merit Allowance (a monthly payment for one year), if they have completed at least five consecutive years of service as full-time faculty at UAEU, and have been granted "Excellent" in two of the three areas, Research, Teaching, and Service; research must be one of them and at least "Very Good" in the third area for the last four years (two consecutive Performance Evaluation cycles.)

2. Application Dossier

Application submitted by existing faculty members should include:

a) A nomination/supporting letter from the Department Chair and/or the Dean of the College.

b) An updated CV of the nominated faculty.

c) A four-page achievement report highlighting the candidate's achievements in Research, Teaching, and Service since joining the UAEU. More focus should be devoted to the quality, quantity, and impact of the applicant's research during the last 4 years.

d) The most recent two consecutive Performance Evaluation reports.

3. Procedure

a) Applications are submitted to the Dean.

b) The Dean evaluates and selects the nominees based on the identified criteria. This could be done in consultation with the College Academic Administrators as applicable. The Dean as needed can request evidence of achievements.

c) The Dean identifies the possible source of funding to cover the proposed Merit Allowance (if applicable). The Dean might propose the amount of the allowance.

d) The Dean submits the nomination to the Provost Office to ensure eligibility and availability of funds.

e) The Provost forms a University "Merit Allowance" Committee whose composition, Chair, and mandate are at his/her discretion

f) The Provost Office directs all applications to the University Merit Allowance Committee for review.

g) The corresponding college representative may present applications from each college to the committee. The college representative does not participate in the voting process for applications from his/her corresponding college.

h) The committee reviews the achievement of the candidate in the three areas. Special focus should be devoted to students' evaluations, comments, research quality, and impact measured in terms of number of citations, h-index, i-10 index and others during the last four years. The Committee recommends to the Provost whether the application should be accepted or not. The recommendation is made with high, medium, low priority, and not accepted.

	Academic Personnel Procedures Manual	Related Policy	AP-12
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	Merit Allowance	Due Date for Next Review	01-Sep-2021
	Responsible Office: DVC for Academic Affairs	Page Number	2 of 3

i) The University Merit Allowance Committee provides its recommendation to the Provost.

j) The Provost provides his recommendations to Vice Chancellor.

k) The Vice Chancellor provides his recommendations to the Chancellor. The final decision is at the discretion of the Chancellor.

l) The Provost informs the Dean and HR of the final decision.

4. Timeline for Application

a) **Faculty**

Applications are accepted based on the following deadlines:

Table (12.1) Timeline for Merit Allowance Applications

Activity	Deadline for submission
Application submission	end of January
Dean's selection/nomination	third week of February
Committee recommendation	end of March
Provost recommendation	mid of April
Vice Chancellor recommendation	end of April
Chancellor decision	mid of May
Effective Date of Implementation	September 1st

b) **Direct Nomination by the Provost**

The Provost may directly recommend awarding a Merit Allowance to faculty members who have provided an outstanding service to the University or the Community as well as to new outstanding candidates nominated for faculty positions. The Vice Chancellor who would present such cases to the Chancellor reviews the recommendation of the Provost. The Chancellor makes the final decision. In such cases, the merit might be granted permanently.

5. Research Evaluation Criteria
The criteria for research should consider the following:
a) Quality and quantity of publications in top ranked journals in the candidate's discipline.
b) Number of citations and research impact during the last 4 years.
c) Current externally funded research projects (national and international.)
d) Supervision of graduate students.
e) Patents.
f) Research awards and recognition during the last 4 years.
g) Author of a book in the respective research area of the faculty (not an edited book.)
h) Evidence of collaboration with other national or international institutions.

6. Teaching Evaluation Criteria
The criteria for teaching should consider the following:
a) Student Evaluations (should be significantly above the Department/College average for the past four years).

b) Peer Evaluation of Teaching.
c) Evidence of interaction with students.
d) Ability to stimulate students' learning: extracurricular activities, undergraduate research activities, etc.
e) Development of new courses or revitalization of existing ones.
f) Curricula development.
g) Publications in recognized education journals or international educational conferences.
h) Impact on peers through teaching workshops.
i) Author of a textbook.
j) Teaching awards/grants.

7. Service Evaluation Criteria

The criteria for service should consider the following:
a) Holding an administrative position.
b) Main organizer of major college/university events.
c) Organizing conferences.
d) Service to the profession (Program Committee of International Conferences, Editorial Board, Chairing workshops, etc.)
e) Significant service to students.
f) Recognized contribution to UAE community such as advisory board, major consultancy, etc.
g) Noticeable College and University Committee Services (Chairing the Educational Outcomes Assessment/Accreditation committee, Graduate Program coordinators, Chairing Promotion Committees, University Curriculum Committee, etc.)
h) Awards related to University and Community Services.