
 جامعة الإمارات العربية المتحدة United Arab Emirates University  	<b>Academic Personnel Policies Manual</b>	Policy Number	AP-01
		Effective Date	12-Aug-2018
	<b>Subject</b> Academic Appointments	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
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## 1. Academic Appointments

### Overview

Covers policies and procedures related to qualifications of faculty members and instructors, types of appointments, types of faculty/instructor contracts, recruitment, compensation, faculty/instructor absence, and contract renewal and termination.

### Scope



Applies to all faculty members and instructors at the UAEU.

### Objective

Ensures consistency of approach in the recruitment, appointment and contract management of faculty members and instructors. Clarifies the caliber of personnel expected, duties assigned, and contracted relationship for each rank.

### Policy

1. The University values diversity of its faculty members and instructors and is committed to equal opportunity, non-discrimination, and non-preferential treatment. Women, under-represented, and members of all groups are encouraged to join the University.
2. Faculty ranks are: Assistant Professor, Associate Professor and Professor.
3. Instructors might be appointed to perform academic duties.
4. Additional ranks may be approved by the Signatory Authority.

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## Procedures of Policy No. (1) - Academic Appointments

### 1. Qualifications of Instructors and Faculty Members<sup>1</sup>

#### a) Instructor

An instructor will normally hold a Master's qualification awarded by a university recognized by the UAE Ministry of Education, or its equivalent in a professional field. He/she should demonstrate teaching proficiency within his field. The College may require additional qualifications and experience.

#### b) Assistant Professor

- (i) An Assistant Professor will normally hold a PhD awarded by a university recognized by the UAE Ministry of Education. Colleges may require additional qualifications and/or experience.
- (ii) Exceptional appointments may be made in cases where the terminal degree in the field is not a PhD with the approval according to the Signatory Authority.



#### c) Associate Professor

- (i) An Associate Professor will normally hold a PhD awarded by a university recognized by the UAE Ministry of Education and will have held a full-time academic appointment as Assistant Professor for at least four years. Individuals appointed to the rank of Associate Professor must have achieved scholarly performance commensurate with the UAEU requirements for promotion to the rank of Associate Professor. They will normally have been promoted to the rank through a peer-review process. In addition, Colleges may require evidences of teaching experience.
- (ii) Applicants holding PhD degrees and working in the industry with no or limited academic experience are normally appointed at the rank of Assistant Professor. In exceptional cases, where they have outstanding research records, and with the recommendation of the College Promotion Committee and the Dean of the College, and approval of the Provost, they may be appointed at the rank of Associate Professor.
- (iii) Exceptional appointments may be made in cases where the terminal degree in the field is not a PhD with the approval according to the Signatory Authority. Such appointed individuals must have a substantial record of professional contribution equivalent to the scholarly output expected of Associate Professors. In addition, Colleges may require evidences of teaching experience.

#### d) Professor

- (i) A Professor will normally hold a PhD awarded by a university recognized by the UAE Ministry of Education and will have held a full time academic appointment as Associate Professor for at least four years. Individuals appointed to the rank of Professor must have achieved scholarly performance commensurate with the UAEU

<sup>1</sup> For clinical appointments at the College of Medicine and Health Sciences, the candidates should hold a medical degree such as an MD, MBBS, or equivalent qualification; and a certificate of completion of clinical specialization such as the American Board, or GMC (UK) registration as a specialist or equivalent from a recognized institution. In addition, the candidates should fulfill the specific requirements by the concerned Health Authorities to be appointed at a consultant level

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requirements for promotion to the rank of Professor. They will normally have been promoted to the rank through a peer-review process. In addition, Colleges may require evidences of teaching experience.

- (ii) Exceptional appointments may be made in cases where the terminal degree in the field is not a PhD with the approval according to the Signatory Authority. Such appointed individuals must have a substantial record of professional contribution equivalent to the scholarly output expected of Professors. In addition, Colleges may require evidence of teaching experience.

## 2. Experience in Rank

The experience in the rank is counted based on the number of years after holding the rank in a university or an academic institution recognized by the Ministry of Education. Each two years of experience in a research institution or the industry will be counted as one year of experience in the rank.



## 3. Types of Appointments

### a) Regular Faculty and Instructors

- (i) Regular faculty members and instructors are appointed either in one of the Colleges or the University College, based on the signatory authority, for a period as identified in the contract and for the duties defined under “Responsibilities”. While faculty members and instructors are normally assigned to one College (or to University College), those with interdisciplinary experiences may be appointed jointly by more than one organizational unit of the University for specified, renewable period.
- (ii) A selection committee from the concerned College reviews applications for regular faculty and instructor positions. The selection committee interviews candidates and the final nominees for the available positions are identified based on their qualifications, credentials and results of the interviews. No appointment shall be made except with the recommendation of the selection committee.

### b) Visiting Faculty/Instructor

- (i) Visiting faculty members and instructors are appointed for a defined purpose and a limited period (normally one or two semesters); their contract may be renewed.
- (ii) Appointments to academic ranks relate to the qualifications and experience of the individual.
- (iii) The teaching load of visiting faculty is normally 12 credit hours per semester, while that of visiting instructors is normally 15 credit hours per semester.
- (iv) Visiting faculty members and instructors receive a monthly compensation, furnished accommodation, economy class return air-ticket (if applicable) and health insurance. The University is not liable for the spouse or other dependents of the visiting faculty/instructor.
- (v) Visiting faculty might be appointed to conduct research for a specific period. Appointments might be renewed based on the needs.

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### c) Adjunct Faculty

- (i) Adjunct faculty members have their primary employment outside UAEU. An adjunct faculty is a part-time faculty member who is hired on a contractual basis and does not usually have an individual office. An adjunct faculty may be appointed to teach or to conduct research and is not usually required to participate in administrative responsibilities.
- (ii) The teaching load of an adjunct teaching faculty is normally between three and six credit hours per semester. The compensation package of an adjunct teaching faculty comprises an hourly rate payment, or exceptionally, an agreed lump sum.



### d) Honorary Designations

- (i) Emeritus  
Emeritus status is given to Emirati faculty, upon retirement, who are deemed to have provided exemplary service to the UAEU. Specifics related to duration of assignment, duties and benefits are identified in the contract.
- (ii) Honorary Professor  
“Honorary Professor” title is given to individuals who are not members of the United Arab Emirates University, in recognition of their contribution to the advancement of science. Specifics related to duration of assignment, duties and benefits are identified in the contract.
- (iii) Distinguished Faculty  
Distinguished faculty status is given to faculty members who are deemed to have achieved excellence in scholarship. They should have produced a substantial body of internationally recognized scholarship that has clearly advanced their discipline. Compensation packages are determined on appointment and identified in the contracts.
- (iv) Endowed Chair/Professor  
An endowed chair/professor is a title awarded to a distinguished scholar employed by the University in recognition of financial support by an individual or organization external to the University. An endowed chair/professor appointment is normally for a prescribed period, or as otherwise described in the terms of the gift that established the position.

### e) Academic Administrative Appointments

This category of appointments includes:

- (i) Dean  
The Dean is the chief academic and operating officer of the College with responsibility for the academic, administrative and financial management of the College and compliance with UAEU Policies and Procedures. The Dean is appointed by the Signatory Authority, normally for a three-year renewable period or as agreed upon in the contract. The Dean reports to the Provost.
- (ii) Vice Dean  
With authority to act on behalf of the Dean in his/her absence, the Vice Dean is appointed by the Signatory Authority for a renewable period of two years, to fulfill administrative duties assigned by the Dean. The Vice Dean reports to the Dean.

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(iii) Assistant Dean

The Assistant Dean is appointed by the Signatory Authority for a renewable period of two years to fulfill administrative duties assigned by the Dean. The Assistant Dean reports to the Dean.

(iv) Department Chair

The Department Chair is responsible for the academic, administrative and financial management of the Department, ensuring compliance with UAEU Policies and Procedures, maintaining a collegial environment, and securing equitable distribution of workload among faculty members. The Chair is appointed by the Signatory Authority for a renewable period, normally two years. Following completion of the term of office the Department Chair returns to his/her status as a regular faculty in the Department. The Department Chair reports to the Dean.

(v) Coordinator of Graduate Programs

The Coordinator of a Graduate Program is responsible for scheduling of classes and course offering and for communication with Department Chairs and faculty members to assign instructors for the different courses. He/she should implement the University regulations related to graduate studies and maintain the quality of the programs through monitoring learning outcomes assessment and periodic reviews to ensure the continuous improvement of the programs. The Coordinators of Graduate Programs are nominated by the Deans, and approved by the Provost and the Vice Chancellor, according to the Signatory Authority. The normal term of assignment is two-year renewable.

(vi) Other Administrative Appointments

Regular faculty members may be assigned additional administrative duties by the Chancellor, the Vice Chancellor, the Provost, or the Dean, and are appointed by the Signatory Authority for an appropriate term, normally one to two years, renewable. They report to a University authority according to their terms of appointment.

#### 4. Types of Faculty and Instructor Contracts



a) **Standard Contracts:** offered to the following academic ranks:

- Instructor
- Assistant Professor
- Associate Professor
- Professor

(i) The Chancellor appoints faculty members based on the nomination of the College Council and the approval of the Vice Chancellor.

(ii) The Vice Chancellor appoints instructors based on the nomination of the Dean and approval of the Provost.

(iii) Contracts for faculty and instructors are normally up to four years with an inclusive two-year probation period in their first contract term. Subject to successful performance, contracts can be renewed for further terms.

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- (iv) Faculty members and instructors will be notified if they have not successfully completed the probation period, at least, six months before its end. If no notification is provided, a successful completion is assumed.
- (v) The contract terminates automatically at the end of its duration unless the University gives a notice of retention or new contract.
- (vi) Subject to successful performance, appointments to the Assistant Professor rank are usually renewed once, for an additional four-year period. The Assistant Professor must achieve successful promotion to the rank of Associate Professor by the end of the seventh year of service at UAEU. Failure to achieve promotion results in the automatic termination of the contract at the end of the renewal period.

### **Faculty Designation/Streams**

- (i) Based on their performance evaluation and the Dean's recommendation, faculty members may, at the time of their contract renewal, continue without a specific designation (general stream) or request to receive one of the following designations/streams within their current rank:
- Associate Professor (Teaching stream/focus)
  - Associate Professor (Research stream/focus)
  - Professor (Research stream/focus)
- (ii) Normally, Research Stream Faculty are not expected to hold academic administrative positions. The duties and responsibilities of faculty under the above classifications are given in the policies and procedures related to Responsibilities and Workload.



Note: The words "stream" and "focus" are used interchangeably throughout the document. They have the same meaning.

### **b) Rolling Contracts**

- (i) Rolling contracts are normally given to highly performing Professors.
- (ii) Rolling contracts are four years in duration and renewed annually, subject to successful annual evaluation, such that the duration of the contract is always four years.
- (iii) Newly appointed Professors may be offered a rolling contract based on their excellent performance in areas of teaching, research, and service during the initial four-year contract.
- (iv) A rolling contract may not be renewed if the annual evaluation does not meet the expectations, if the faculty member reaches retirement age before or at the end of the current four-year term, or if the position is eliminated, in which case the faculty member may serve the remaining contracted period.

### **c) Special Contracts**

A special contract may be offered to faculty members and instructors to carry out specific tasks. The terms of the contract are agreed upon between the candidate and the University.



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**d) Academic Administrative Contracts – “Secondary Position Contracts”**

- (i) Regular faculty members may be contracted to full- or part-time administrative positions in addition to their contract as faculty members. Such appointments are recommended by the Dean and approved by the Signatory Authority. On fulfillment of the term of the administrative contract, the faculty member returns to regular faculty status.
- (ii) Individuals with academic ranks, and not having faculty contracts, may be contracted to academic administrative positions for a defined, renewable, period.

**5. Recruitment**

- a) The HR Department is responsible for opening new positions or confirming existing positions on request by the College and subject to budget availability.
- b) All positions should have allocated budget. Creation of a new position requires the approval of the Vice-Chancellor and upon its presentation to the Chancellor.
- c) The University shall adopt fair and consistent methods for recruitment and selection to choose the most appropriate candidates who satisfy the job requirements. Within the scope of the cultural and legislative framework of UAE, selection methods and employment shall not be subject to any discrimination.
- d) When equally qualified candidates are being considered, the University shall give priority to hire UAE nationals over other candidates.
- e) The Human Resources Department is the entity authorized to issue employment offers and Employment Contracts in accordance with approved templates according to the signature authority matrix.
- f) The Human Resources Department shall coordinate the recruitment process, while the selection of the candidates shall be made on recommendation by the hiring department and Dean of the college, subject to the approval of the signature authority.
- g) No candidate shall be employed without being interviewed by the concerned Committee. Personal interviews with the candidates are preferred, but AV or telephone conference means may be used as well. The University shall bear the costs arising from the invitation of the candidates from abroad, including an economy return air ticket and accommodation for a maximum of two days in a hotel or the costs of using AV or telephone means for the personal interview.
- h) The selection of candidates is based on the recommendations from the academic department and the dean, with the approval according to the signatory authority, and based on the followed HR Procedures.
- i) The interview committee consists of the Dean of the College, Department Chair, and two or more faculty members from the department. It is allowed for other people to participate in the committee based on the approval of the Dean.
- j) Re-employment: Faculty members/Instructors who have left their jobs at the University may be re-employed if there are vacant jobs and if the Employee has a satisfactory record at the University, subject to the approval according to the signature authority, and after following the Procedures mentioned above.

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- k) Employment of Immediate Relatives: In no circumstances, a faculty/instructor may work in a department or in the same organizational unit under the direct supervision of a relative up to the second degree. New faculty members/Instructors are required to disclose any potential conflict during the recruitment process.
- l) Offer of Employment
- (i) Based on the request of the department/college, the Human Resources Department shall issue the Employment offer for the candidate, subject to the approval of respective signatory authority, including any other benefits.
  - (ii) The proposed salary of the candidate shall be as per the salary scale for the position, proposed by the hiring department and approved by the respective appointing authority. The budget at the concerned department shall be available for all job offers.
  - (iii) When a candidate signs the employment offer, the Human Resources Department shall issue the Employment Contract for signature by the respective authority and the candidate.
  - (iv) The Human Resources Department shall be responsible to coordinate with the hiring department to determine the commencement date of employment of the new faculty/instructor based on the academic calendar.
- m) Faculty members/Instructors may be transferred from their department to another department/ research center inside the university or any other job at a ministry or another federal or local entity. The entity to which the faculty/instructor is transferred shall bear all related expenses, including the differences in the pension schemes contributions.
- n) Other appointments:
- (i) The appointment of teaching assistants shall be governed by the policies and procedures of the teaching assistants affairs.
  - (ii) Experts and consultants may be appointed for no more than a two-year renewable period, subject to the approval of the signatory authority. The contract shall determine the remuneration and other benefits and the compensations granted to them.
  - (iii) Experts and consultants may be invited for no more than a three-month period (renewable), subject to the approval of the Vice Chancellor. The contract shall determine the remuneration and other benefits and the compensations granted to them.

## 6. Compensation



### a) Salary

Faculty members, instructors, and visiting faculty are compensated with a package of salary, allowances and benefits based on the salary scale and benefits at the University. Excellence allowance may be provided to faculty members and academic administrators (in the special cases and for rare specialties), and with a maximum of 100% of the adjusted salary and with approval based on the signatory authority.

### b) Air Tickets to UAE

The University shall bear the cost of air tickets from the city of departure to UAE on the Commencement Date of employment (business class for Deans and economy class for faculty members and instructors). The air tickets shall be provided to the wife/husband of the faculty/instructor and up to three dependents upon obtaining



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residence visas as sponsored by the faculty/instructor. The University shall arrange to book the air tickets for the faculty/instructor, or he/she may personally make his/her own travel arrangements. In such case, the University shall reimburse the Employee according to the actual costs of the tickets or the costs to be borne by the University in the event of providing the air tickets by the University, whichever is less.

**c) Relocation Allowance Upon Arrival**

Faculty members and instructors shall be entitled to AED 2,000 as relocation allowance on the commencement date of the employment.

**d) Hotel Accommodation**

Upon arrival in the UAE and commencement of employment, the University shall provide faculty member/instructor and his/her spouse and eligible children a maximum of six-night hotel accommodation with meals. The Secretary General may extend such accommodation as necessary.

**e) Medical Examination and Visa Costs**

Upon starting the recruitment process, the University shall bear the costs of entry and residence visa fees, medical examination and accommodation expenses of the faculty member/instructor in the UAE.

**f) Annual Air Tickets (*Cash in lieu of annual tickets*)**



(i) Faculty members/instructors, their spouses and a maximum of three dependent children between 18-23 years old, who are studying on a full-time basis and up to the end of the University stage inside the UAE, shall be entitled to cash in lieu for annual economy-class air tickets for each academic/contractual year (from UAE to the country of residence). In all events, it is conditional for the payment of the cash in lieu of the annual air tickets to have a valid residence in UAE. Deans, their spouses, and a maximum of three dependent children are compensated based on the cost of the business class tickets.

(ii) The country of residence is determined based on the nationality of the candidate. The city of residence is usually determined as the city where the candidate was residing prior to joining UAE University.

(iii) The University shall annually obtain the prices of air tickets from the travel agencies in UAE. Faculty members/instructors shall be granted the corresponding prices for the cities of their residence in the states which reflect their citizenship. The Employee shall be entitled to such annual air tickets during the contractual year. Entitlement to the cash in lieu of the air tickets shall lapse in the event of not claiming it upon the expiry of the relevant year.

**g) Repatriation Air Tickets/ Cash in Lieu of the Air Tickets**

Faculty members and instructors who leave the UAE, whether due to the expiry of their term of employment or terminating their services for non-disciplinary reasons, shall be entitled to air tickets or cash in lieu of the repatriation air tickets (for them and their spouse and three supported children) as part of the final settlement provided that the residence visas are cancelled for departure.

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**h) Relocation Allowance Upon Final Departure**

Faculty members and instructors who leave the United Arab Emirates, whether due to the expiry of the term of the Employment Contract or the termination of their services but not for disciplinary reasons, shall be entitled to repatriation allowance upon final departure, at the rate of AED 3,000 as part of the final settlement as provided in the employment contract.

**i) Education Allowance**

Faculty members and instructors shall be entitled to an education allowance in consideration of the actual costs of tuition fees for their dependent children at school at UAE from year one in primary school until the end of the secondary school, according to the applicable system in UAE. This excludes the study expenses at the kindergartens and nurseries. The allowance paid shall be within the limit of 15% (fifteen percent) of the Employee annual adjusted salary.

**j) Telephone Allowance**



Deans shall be entitled to a monthly allowance of AED 750.

**k) Medical Insurance**

- (i) Faculty members/instructors and their spouse and three dependent children, with valid residency in the UAE shall be entitled to a paid medical insurance scheme coverage.
- (ii) Other children and relatives of the first degree may be added to the insurance scheme optionally, at the cost of the faculty/instructor and in accordance with such conditions as set out in the contract of the insurance company.
- (iii) Faculty members/instructors shall be responsible for reporting to the Human Resources Department of any changes on his/her family members' residency.

**l) Death Benefits**

- (i) In the event of death of a faculty member/instructor, the supported members of his/her family shall be entitled to the salary of the month of death plus the total salary for three additional months, and it shall be paid to the legal beneficiaries if there are no supported family members.
- (ii) The pension/ end of service gratuity shall be paid to the legal beneficiaries of the UAE employees and to the GCC employees in accordance with the related policies.
- (iii) The end of service gratuity shall be paid to the legal beneficiaries of employees other than UAE and GCC nationals in accordance with the policy related to the end service.
- (iv) The University shall bear the required preparation and transportation costs of the body of the deceased and the repatriation air tickets of the supported members of his/her family and their luggage carriage costs to his/her country. The University shall bear the return air ticket for one person to accompany the deceased.
- (v) In the event of death of a member of the employee's family (wife/husband or a dependent child), the University shall bear the required preparation and transportation costs of the body of the deceased and the return air ticket of one person to accompany the deceased.

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**m) Accommodation and Furniture Allowance**

The University shall provide such appropriate accommodation or an accommodation allowance to the deans, faculty members/instructors as follow:

- (i) National Faculty Members:
  - Dean: Accommodation or accommodation allowance of 9166.66 AED per month.
  - Faculty member: Accommodation or accommodation allowance of 7500 AED per month.
  - Instructor: Accommodation or accommodation allowance of 6666.66 AED per month.
  - Accommodation allowance may be paid as a lump sum, upon approval by the Secretary General.
- (ii) Non-National Faculty Members (Deans, faculty and instructors): Suitable accommodation.
  - In all cases, deans shall evacuate their accommodations within one month from the expiry of the employment contract, and within one month from the end of the semester examinations for faculty members and instructors. In the event of terminating the service, the faculty member/instructor shall vacate the accommodation on such date as determined by the Human Resources Department, according to the signature authority matrix.
- (iii) Deans, faculty members/instructors shall be entitled to a furniture Allowance once only, as follows:
  - Non-national Deans: 50000 AED for married and 45000 AED for unmarried.
  - National faculty members/instructors: 50000 AED.
  - Non-national faculty members: 40000 AED for married and 35000 AED for unmarried.
  - Non-national instructors: 30000 AED for married and 25000 for unmarried.
- (iv) Upon termination of service of an employee by resignation or for disciplinary reasons or ceasing to work during the first three years, the employee shall repay the balance amount of the furniture allowance to the University. The depreciation rate is equally distributed over a period of three years.

**n) Child Allowance**

National faculty members and instructors shall be granted other governmental benefits such as the children allowance as per the valid laws.



**o) Cost of Renew the Residence Visa**

The University shall bear the cost of renewing the residence visa for the faculty member/instructor and his/her supported family members.

**p) End of Service Gratuity / Pension on Retirement**

All Deans, faculty members/instructors receive end of service gratuity or the pension on retirement as follow:

- (i) Nationals of UAE and other GCC Deans and faculty members/instructors shall be entitled to a pension on retirement or an end of service gratuity in accordance with the regulation of the General Authority for Pensions and Social Securities and the regulation of extending insurance protection to the GCC nationals.
- (ii) All Deans, faculty members/instructors with other nationalities (not UAE or GCC nationals) shall be entitled to the end of service gratuity at the rate of the adjusted

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salary of one month per complete contractual/academic year and based on the adjusted salary of the last month in service. Upon completion of the first year, the employee shall be entitled to the end of service gratuity for any term of service less than one full year, pro rata to the number of working days of such employee during the year. Any absence or leave without pay shall not be calculated in the term of service.

- (iii) Any amounts owed to the University shall be deducted from the end of service gratuity.
- (iv) A Dean, faculty member/instructor commencing his work at the University within one month from the date of the beginning of the academic semester calendar shall be considered to have commenced from the beginning of the academic semester.

**q) Special Additional Benefits**



Consistent with the job, faculty members/instructors might be granted other benefits, according to the Signature Authority Matrix.

**r) Duplication of Benefits**

- (i) Benefits may not be granted to the faculty member/instructor if his spouse obtains similar benefits from his/her employer at the federal government. This provision shall not apply to the accommodation allowance if the place of work of the spouse is over 100 kilometers from the place of work of his/her spouse.
- (ii) It is the employee obligation to inform the Human Resources Department of any duplication of benefits or allowances obtained by him/her or by his/her spouse from another governmental establishment. Failure to disclose such duplication shall entitle the University to recover any amounts paid accordingly with a retroactive effect, in addition to disciplinary action.

**s) Other Benefits and Allowances**

- (i) Academic Promotion  
Following successful academic promotion, a faculty member's adjusted salary and complimentary allowance will be changed according to the University rules and regulations.
- (ii) Administrative and Special Allowance  
Unless stated in the employment contract, a monthly allowance may be paid to a faculty member who is assigned to an administrative responsibility according to the prevailing rules and regulations. Duplication of allowances is not permitted.
- (iii) Teaching Overload  
Faculty members and instructors who are assigned additional teaching duties above the maximum teaching load based on their ranks and designation (stream/focus) are entitled to financial compensation according to related University regulations.
- (iv) Commissioned Work  
Faculty members and instructors commissioned to additional duties by the UAEU may be compensated by a lump sum amount agreed upon -according to the University regulations- and approved according to the Signatory Authority.

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(v) Contracted Research and Consultancy

After approval for contracting the research or consultancy, faculty members and instructors may provide the services to parties external to the UAEU and receive compensation provided that:

- there is no conflict of interest with their appointment as faculty members and instructors at the UAEU;
- there is no interference with their assigned or contracted responsibilities; and,
- The University facilities are not used for the purposes of the service without prior approval.

(vi) Secondment

Faculty member secondment to entities or parties external to the UAEU, on full- or part-time basis, must be approved by the Signatory Authority. Unless otherwise agreed upon, the University normally incurs no cost for the salary and benefits of seconded faculty for the portion and duration of their secondment.

t) Same benefits are applicable to Deans unless otherwise is stated.



## 7. Official Leave

### a) Official Holidays

The Vice-Chancellor shall issue such circular determining the official holidays as resolved by the respective official authority in UAE and as required for the interest of work at the University.

### b) Annual Leave

- (i) Faculty members and instructors shall be entitled to such leaves as set out in the University calendar. No official holidays or other leaves shall be indemnified if they fall within such period. Unused vacation days cannot be accumulated or moved to the following year.
- (ii) To be entitled to the summer leave, faculty members and instructors shall have completed the academic year up to the date of commencing the leave, as set out in the University calendar.
- (iii) Considering the special nature of their work, faculty members and instructors at the College of Medicine and Health Sciences, are entitled to an annual leave of 60 working days, as approved by the Department Chair and the Dean, provided that they take minimum of 30 working days during the summer break. Unused vacation days cannot be paid for or moved to the following year.
- (iv) Deans are entitled to receive 30 working days' vacation against each contractual year, to be used at the same year, with at least 15 working days during summer, winter, and spring breaks. Unused vacation days may be moved to the following year with a maximum of 15 days. At the end of service, Deans may be compensated against unused vacation days with a maximum of 45 working days, calculated based on the adjusted salary plus the complementary allowance.

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**c) Emergency Leave**

Faculty members and instructors may take a total of 4 days fully paid emergency leave under emergency circumstances. Each emergency leave should not exceed 2 days. The Department Chair, Dean of the College and Provost must approve such leave.

**d) Mourning Leave and Period of Waiting by Shari'a (Iddah) Leave**

- (i) A Muslim Wife, following her husband's death, shall be granted a full paid period of waiting by Shari'a leave for four months and ten days from the date of death of the Husband.
- (ii) Employees shall be granted, in the event of death of a member of his/her family of the first degree (father, mother, spouse, children) a mourning leave of five fully paid working days, starting from the date of death. Employees shall be granted, in the event of death of a member of his/her family of the second degree (grandfather, grandmother, brother, sisters, grandchildren) a mourning leave of three fully paid working days, starting from the date of death.
- (iii) The degree of relation of either spouse shall be considered the same degree for the other spouse.

**e) Hajj Leave**



The Vice-Chancellor determines the date and duration of the Haj Leave for academic staff.

**f) Sick Leave:**

- (i) Faculty members/instructors may have a fully paid sick leave for 15 (fifteen) working days during the academic year, provided that the head of department is notified prior to the absence with an adequate time.
- (ii) The sick leave requires an official report from the treating doctor, and such report shall be provided to the head of department when he/she returns to work.
- (iii) If faculty member/instructor is absent from work between 15 days to six months during the Academic year, the Vice Chancellor may, based on the official report of the medical committee and the recommendation of the Provost, agree to calculate such period as a sick leave paid in full, in part, or with no pay.
- (iv) In all events, the term of the sick leave of a faculty member/instructor may not exceed six months. If such term exceeds six months, the concerned member shall be referred to the Medical Committee for recommendation, either to extend the sick leave for no more than one other term, not exceeding six months, or recommendation to terminate the contract due to physical unfitness to resume work. Such additional term might be with full, part, or no payment based on the recommendation of the Provost and approval of the Vice Chancellor. If such term is exceeded, the matter may be referred to the Chancellor for consideration of appropriate actions.
- (v) For leaves due to work injury, the above protocol should be observed. Otherwise, legal rules and provisions of the State UAE shall apply.

**g) Medical Escort Leave**

- (i) Subject to the approval of the Vice-Chancellor, faculty member/instructor may be granted an exceptional leave with full pay for no more than two months to accompany his spouse or any of his/her first-degree family members in the event of receiving medical treatment inside the UAE. This is based on a medical report approved by an

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official medical authority confirming that the patient needs accompanying during the period of medical treatment inside or outside the hospital.

- (ii) Upon providing the relevant governmental documents and a formal written application to the dean/director of the respective department, and subject to the approval of the Vice-Chancellor, UAE national faculty member/instructor may be granted a fully paid leave for two months to travel abroad to accompany his/her relatives up to the second degree, for medical treatment.
- (iii) In application of the provisions of the preceding two clauses, the term of such leave may be extended for two similar terms, with no pay, upon providing governmental documents, subject to the consent of the Vice-Chancellor.

#### **h) Maternity Leave**



- (i) Married female faculty/instructor shall be entitled to a two-month maternity leave with full pay.
- (ii) The maternity leave shall commence from the date of delivery and may be granted two weeks before the anticipated date of delivery, based on a medical report by the treating doctor.

#### **i) Parenthood Leave**

A male faculty member/instructor shall be granted a fully paid parenthood leave for 3 working days, subject to the approval of the Department Chair and the Dean on the schedule of the vacation and submission of supporting documents, within one month from the date of delivery of a baby by his wife.

### **8. Absence**

- a) Faculty members and instructors are expected to perform their contracted duties as scheduled each semester. Absences must be endorsed by the Department Chair and approved in advance by the Dean.
- b) Except for emergency circumstances or for official missions with prior approval, and for the CMHS, faculty members and instructors are not entitled to leave within the instruction days of the academic year.
- c) Faculty members and instructors who fail to perform their contracted duties because of absence without adequate notice and institutional approval may be subject to disciplinary actions, non-renewal of contract, termination of contract, and/or loss of pay.
- d) Under emergency conditions and unexpected circumstances, including illness, faculty members and instructors must notify the Department Chair or the Dean of their absence in advance of their scheduled classes whenever possible.
- e) Faculty members and instructors taking planned leave must make adequate arrangements in advance to cover their contracted duties.
- f) In the event of an unanticipated absence of a faculty member, the Department Chair and/or Dean may ask another faculty member, instructor or an academic staff person to deliver a message to, or conduct an activity in, the class such as take attendance, provide handout materials and homework assignments and/or similar instructional activities.

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## 9. Contract Renewal & Termination



### a) Renewal of Contract

- (i) The Office of the Provost, in coordination with the HR Department, provides a list of faculty members and instructors whose contracts are due for renewal by the end of the academic year or about to complete the probationary period. Faculty members with rolling contracts should also be included in this list.
- (ii) Colleges respond to the Office of the Provost with recommendations for contract renewal supported by performance evaluations and needs of Departments.
- (iii) The Office of the Provost reviews the recommendations and makes decisions on contracts renewals, following the appropriate Signatory Authority.
- (iv) The decisions are communicated to the Colleges.
- (v) Deans prepare and send letters of notification to faculty members and instructors concerning renewal/termination of contracts at least six months prior to the date of expiration of contracts.
- (vi) Faculty members and instructors may appeal the decision according to related UAEU Policies and following the Signatory Authority.

### b) Termination of Contract

- (i) A contract of employment between the UAEU and the faculty member and instructor may be terminated by either party based on the guidelines that follow:
- (ii) The University may terminate the contract of a faculty member/instructor on probation with six months advance written notice.
- (iii) Faculty and instructors whose contracts came to an end must clear their status from all concerned Departments.
- (iv) The University may terminate the contract of a faculty member/instructor under any of the following circumstances:
  - Acquiring UAE citizenship by non-national faculty or revoking/dropping the citizenship of a national faculty.
  - Acceptance of the resignation. Unless otherwise is stated in their contracts, faculty member/instructor must provide a written notification of resignation to the Department Chair and the Dean with a minimum of a six months' notice. The effective date of resignation must coincide with the end of a semester. Otherwise, if the faculty member/instructor failed to provide six months' written notice, the end of service is retained and the departure relocation allowance will not be provided. The Vice Chancellor, under special circumstances, may partially or fully, reduce the time requirement of the resignation notice. In case of resignation at the end of the first semester, the effective date of the resignation will be the end of the first semester, as given in the academic calendar.
  - Termination for cause; which includes but not limited to, persistent failure to carry out work assignments as determined by the Department Chair or the Dean; deliberate violation of the UAEU Policies and Procedures; abuse of authority as a teacher; or teaching ineffectiveness.



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- Elimination of the faculty member's/instructor's position, or for the public good: In this case, or in the case of termination for cause, as mentioned above, the faculty member/instructor is provided a six-month notice, otherwise he/she will be paid a six-month gross salary, calculated from the day of the notice.
  - Incurring permanent physical disability that prevents the faculty member/instructor from fulfilling the contracted duties.
  - Death
  - Penal dismissal for gross violations of conduct. In such cases, the end of service compensation might be deducted partially or fully based on the decision of the Vice Chancellor.
  - Criminal conviction or court sentence on the faculty member/instructor related to immoral behavior or breach of trust.
  - Reaching the age of 65. In such case, the service of the concerned member ends by the end the academic year. Beyond 65, his/her service may be extended annually, according to the Signatory Authority.
  - Appointment of a non-national faculty in another institution/agency through a Federal Decree.
  - Dismissal by a cabinet decree.
- (v) A resignation is assumed if a faculty member/instructor is absent or does not carry out his/her duties for more than four successive working days without prior consent. In exceptional cases, the absence may be deemed unpaid leave after approval in accord with the Signatory Authority.
- (vi) The Department Chair/Dean of the College should complete the Employee Separation Form within one week of his notification about the resignation/termination of contract of any faculty/instructor.