



UNITED ARAB EMIRATES UNIVERSITY

Section: HR-FAC

Policy Number: 01

Date Approved: 10 May 2006

Effective Date: 1 June 2006

Date Last Revised: 10 May 2006

Chancellor Decree Number: 40/2006

Responsible Office: Associate Provost for Academic Affairs

Academic Staff Recruitment, Appointment and Contract Renewal

I. Policy

a) Introduction

Because of the extreme importance to the United Arab Emirates University of the academic credentials, academic achievements and potential academic contributions of its faculty members, the University has established criteria and standards to guide the appointment of new faculty. All colleges and departments are encouraged to amplify the University criteria and standards for appointment with more explicit and specific criteria that apply to their discipline or profession. Such amplifications must be approved by the academic dean in case of departmental supplements and the Associate Provost for Academic Affairs in the case of college supplements.

b) Academic Ranks and Standards for Appointment

1. Assistant Professors

An assistant professor must have a Ph.D. or its equivalent from an accredited university and be qualified as an able teacher and exhibit other qualifications as may be stipulated by individual colleges.

2. Associate Professors

An associate professor should meet the following:

- hold a Ph.D.;
- have written and published original academic research or produced some equivalent form of scholarship while an assistant professor; and
- have carried out distinguished activities whether in teaching, scholarship or service.
- Have spent at least four years as a full-time faculty member at the rank of assistant professor.

Or individuals without university work experience may be hired if they:

- hold a Ph.D.;

- have undertaken post-doctoral research in their specialization and have carried out distinguished scholarly activities therein for a minimum period of six years after the Ph.D.; and
- are well qualified to teach at the United Arab Emirates University in a way that meets individual college standards.

3. Professors

A professor should meet the following:

- hold a Ph.D.;
- have conducted and published original research in his/her specialization while an associate professor; and
- have conducted distinguished activities whether in teaching, scholarship or service; experience in supervision of Master's or PhD theses is taken into consideration.
- Have spent at least five years as a full-time faculty member at the rank of associate professor.

Or individuals without university work experience may be hired if they:

- hold a Ph.D.;
- have published post-doctoral research in their own field of specialization or achieved distinction through other accomplishments and continued research for a minimum period of twelve years after the Ph.D.; and
- are well qualified to teach at the United Arab Emirates University in a way that meets individual college standards.

4. Visiting Faculty

Individuals from other universities may be appointed as visiting faculty at a rank (assistant professor, associate professor, or professor) commensurate with experience and rank at their home universities.

5. Instructors

An instructor must have a Master's degree or equivalent from an accredited university and have either demonstrated teaching effectiveness in previous appointments or provided evidence of probable success as an effective teacher. Instructors are considered as non-faculty academic staff.

6. Adjunct Positions

There are four ranks of adjunct appointments: adjunct instructor, adjunct assistant professor, adjunct associate professor and adjunct professor. These are individuals whose primary employment is external to the University and whose special expertise or professional qualifications make them uniquely qualified to render assistance to specific academic areas.

7. Joint Appointments

A faculty member with interdisciplinary experience may be given a joint appointment in more than one academic department, program, or college, in order to enrich the educational and research activities in the University. This joint appointment is for a limited period that could be renewed when

deemed necessary, after which the faculty member returns to his/her main department/program. At appointment, the main department to which the faculty member will belong is determined based on a recommendation from the college dean if the joint appointment is in the departments or programs of his/her college. If the joint appointment is in different colleges, the main department will be determined based on recommendations from the deans of all concerned colleges.

c) **Contract and Contract Renewal**

1. Faculty Ranks

Full-time non-national faculty members at the rank of assistant professor, associate professor, or professor, whether seconded from other universities or joining the faculty through personal contract, normally receive four-year appointments, with a two-year probationary period. Under special circumstances, and with the approval of the Associate Provost for Academic Affairs, an individual may be confirmed in his/her job after one year. When the faculty member is confirmed in his/her position, the remaining part of the four-year contract is in effect. The contract may be renewed for up to four more years. If the individual is promoted, he/she will then be eligible for a long-term or four-year rolling contract. In all cases, the University may choose not to renew the contract, in which case it should notify the faculty member of its decision at least 6 months before the end of the contract. A faculty member may terminate the contract by giving the University six months' notice. The University has the right during the probationary period to terminate the contract, but notification of termination must be no later than December 31 of the second contract year.

Visiting faculty are normally appointed for a minimum period of one semester, or a maximum period of one academic year.

2. Instructors

Instructors teaching in the University General Requirements Unit are appointed for three-year terms, with the first year being probationary.

Instructors teaching in colleges other than the University General Requirements Unit, are on one-, two- or three-year renewable contracts.

Instructor contracts may be terminated at any time with six months' notice.

3. Adjunct Positions

Adjunct appointments are normally made for a minimum period of one semester, or a maximum period of three years.

d) **Contract Termination Before Expiration Date**

A contract may be terminated before its expiration date in any of the following cases:

1. If the faculty member acquires United Arab Emirates citizenship.
2. If the faculty member's resignation is accepted. In this case, the request for resignation should be submitted six months prior to the date it takes effect. In case the faculty member insists on resigning without giving a

minimum six-month notice, he/she forfeits 50% of his/her end-of-service remuneration, the shipping allowance and he/she is not provided with air tickets for either himself/herself or his/her family.

3. Cancellation of the position, in which case the faculty member is recompensed with a full six-month salary or will be paid to the end of his/her contract, whichever is less unless he is given the legal notice.
4. Permanent physical disability.
5. Penal dismissal.
6. Court sentence on the faculty member related to immoral behavior or breach of trust.
7. Reaching the age of 65, unless an approval to extend his/her service is issued in accordance with the rules in effect.

e) **Seconded Faculty**

These regulations apply to faculty members seconded from other universities, provided that they are not contradicting the policies governing periods of secondment in effect at their original universities. In all cases, secondment may be extended upon the request of the University, and the contract of a seconded faculty member expires automatically at the end of his/her secondment period.

f) **End of Service**

A faculty member's service ends when he/she reaches the age of 65. If this happens during the academic year, he/she remains in service until the end of that academic year, retaining all his/her rights and administrative titles. However, his/her service may be extended annually until the age of 68 with the approval of the Vice Chancellor.

The faculty member's service ends in the following cases:

1. Resignation.
2. Cancellation of the position.
3. Reaching the age of retirement.
4. A resolution from a specialized penal council.
5. Being medically unfit as stated by a specialized medical committee.
6. A court sentence related to immoral behavior or breach of trust.
7. Death.

It will be considered a resignation if a faculty member absents himself/herself for more than one month without prior consent, even if this period of absence immediately follows his/her regular holiday, travel period or sabbatical. His/her services will be considered terminated as of the date of his/her absence. If the faculty member assumes his/her responsibilities after a maximum of three months and presents an excuse approved by the Vice Chancellor for his/her absence, the Vice Chancellor may consider this period of absence as an unpaid leave.

g) **Long-Term Contracts**

Professors and associate professors may enjoy long-term contracts in the cases listed below:

1. At the outset of the contract with the University, in which case a faculty member should pass a probationary period of one year after which he/she

is confirmed in his/her position; the long-term contract takes effect from the starting date of his/her original contract.

2. Changing an ordinary contract, after passing the probationary period, into a long-term one; the long-term contract takes effect from its starting date.
3. Contracting with a faculty member after the end of his/her ordinary contract; the long-term contract takes effect from its starting date.
4. Contracting with a faculty member after the end of his/her secondment period and after being released from his/her original university.
5. Renewing the long-term contract for another period in accordance with the policies in effect.

II. Application

This policy shall apply to all faculty and instructors employed by the United Arab Emirates University.

III. Related Policies

HR-ALL-02

Employment

IV. Revision History

Date	Revision
1/6/2006	Some changes in the standards for appointment and contracts.