



## UNITED ARAB EMIRATES UNIVERSITY

Section: HR-FAC

Policy Number: 02

Date Approved: 5 September 2004

Effective Date: 5 September 2004

Date Last Revised: 5 September 2004

Chancellor Decree Number: 128/2004

Responsible Office: Assistant Provost for Academic Affairs

### Faculty Responsibilities

#### I. Policy

##### a) Introduction

The overall quality of the United Arab Emirates University depends on the quality of its faculty. More specifically, it is the record of teaching effectiveness and scholarly accomplishments of the faculty that ultimately determines the level of distinction of the University's academic programs.

In view of the faculty's keystone role in fulfilling the University's educational mission and in view of the University's commitment to academic excellence, it is the duty of the University leadership to promote and maintain an academic environment in which the faculty can be successful. It is incumbent upon faculty to be active, diligent and energetic in the pursuit of the University's goals.

##### b) Faculty Responsibilities

1. All faculty members with teaching responsibilities are expected to be effective teachers commensurate with their rank and experience, and to contribute to the overall effectiveness of the academic programs to which they have been assigned.

All faculty are expected to create and maintain an educational environment that facilitates and supports student learning. Faculty are expected to develop course syllabi, design lessons with care, and coordinate their instruction and assessment with others, so that students experience an integrated, cohesive program of study.

Classroom pedagogy should reflect best professional practices and the utilization of appropriate technology to enhance teaching and learning.

Faculty are responsible for the assessment of each student's academic work by assigning grades that reflect individual student progress. Grading standards and evaluations will be constructed to ensure that students have achieved learning outcomes at a level commensurate with the United Arab Emirates University's high academic standards.

Faculty (excluding the College of Medicine and Health Sciences) should expect workload assignments each semester as follows:

- University General Requirements Unit (UGRU) instructors: 18 contact hours weekly or equivalent service.
- University non-faculty instructors: 18 credit hours.
- University faculty: 12 credit hours of teaching or equivalent service.

Faculty are required to schedule and post at least four office hours weekly (two hours for each campus, male and female). UGRU instructors must give time for office hours and committee service as set by the UGRU director and approved by the Associate Provost for Academic Affairs.

2. All faculty members having the rank of assistant professor, associate professor and professor are expected to develop and maintain a program of scholarship that is appropriate to their appointment, discipline and area of specialization.
3. All faculty members are expected to contribute to the service mission of the University in a manner appropriate to their rank, length of service and discipline. The service mission includes activities both internal and external to the University. External service is viewed as an extension of the knowledge and skills of the faculty, which are made available to the various publics of the institution. Internal service includes student advising and mentoring and various activities related to University governance.

c) Reassignment from Teaching

Reassignment from teaching to other duties will be authorized when faculty are needed for assignments that can not be accomplished within the normal range of workload activities. These reassignments may be to administrative responsibilities, research and scholarship, and service and outreach. Generally, reassignments at the departmental level must be approved by the dean, and reassignments in the colleges must be approved by the Associate Provost for Academic Affairs.

d) Faculty Member's Annual Plan

At the beginning of each academic year, every faculty member is expected to submit his/her annual plan to be approved by his/her department chair. The plan is to encompass a comprehensive outline of his/her anticipated work in teaching, research, and university and community service. By the end of the academic year, a faculty member is expected to submit a report showing what has been achieved. Beginning with the completion of the faculty member's first year of service, his/her report should take the form of a portfolio that he/she can build on with each annual report. These annual reports are to be evaluated by the department chair who will then provide feedback to the faculty member concerning strengths and weaknesses. Thus, by the time a faculty member applies for promotion, he/she will have developed a comprehensive portfolio of accomplishments for his/her entire career at the United Arab Emirates University.

e) Student Evaluation of Teaching

Towards the end of each semester, questionnaires on each course are made available to students. The results of these questionnaires become a part of the faculty member's annual report and will be considered in performance evaluations.

## II. Application

This policy shall apply to all faculty and instructors employed by the United Arab Emirates University, with the exception of those employed in the College of Medicine and Health Sciences.

## III. Related Policies

HR-FAC-03                      Annual Evaluation of Faculty

## IV. Revision History

| Date | Revision |
|------|----------|
|      |          |
|      |          |
|      |          |
|      |          |