



United Arab Emirates University

**Adjunct Academic Staff Appointment Procedures
Faculty of Medicine & Health Sciences**

Section	:	HR-FAC
Procedure	:	01-02
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Responsible Office	:	Associate Provost and Chief Academic Officer



UNITED ARAB EMIRATES UNIVERSITY

Adjunct Academic Staff Appointment Procedures

Faculty of Medicine and Health Sciences

(1) POLICY AND ELIGIBILITY

1. Policy

- A. An Adjunct appointment is normally intended for those individuals whose primary employment is external to the University.
- B. They may hold positions in the Arts, Business, Civics, Engineering, Health, Information Sciences, Law, Medicine, Military or other leadership roles in Society.
- C. Appointments will be assigned to qualified individuals who are professional practitioners of appropriate distinction, whenever such an affiliation supports the academic and professional endeavors of the Department and Faculty.
- D. Appointments should bring distinction to the Department and the Faculty and should be in the mutual interest of the University and the appointee.
- E. Adjunct faculty, with clinical responsibilities at FMHS, are also known as clinical academic appointees.

2. Eligibility

Individuals eligible for adjunct academic appointments are those for whom such an affiliation supports the academic and professional endeavors of the Department and Faculty and when such an appointment is in the mutual interest of the University and the appointee.

(2) RESPONSIBILITIES AND RIGHTS

1. Responsibilities of Adjunct Academic Appointees

Adjunct academic appointees shall be primarily responsible to the Chairman of the Department to which they are appointed. Additional responsibilities and reporting relationships may be defined at the time of appointment. Usual responsibilities include:

- i. Teaching
- ii. Supporting and conducting research

- iii. Supervising residents in training
- iv. Consulting or engaging in other activities that enhance scholarship and professionalism within the University
- v. Supporting the policies and activities of the University
- vi. Respecting and obeying all the Bylaws of the FMHS and UAE University

2. Rights of Adjunct Academic Appointees

- A. Adjunct academic appointees are not expected to attend Departmental or Faculty meetings but are entitled to do so and may be invited to speak. They shall not have voting privileges in Departmental or Faculty meetings.
- B. Adjunct academic appointees may be committee members but may not chair Departmental, Faculty or University committees. They shall have full membership privileges on such committees.
- C. Adjunct academic appointees shall have the right to apply for and hold external grants and awards.
- D. Adjunct academic appointees may be provided with certain benefits of the regular academic faculty such as parking, library and Internet access, invitation to social functions, invitation to convocation, etc. These benefits shall be defined at the time of the appointment and may vary between Departments and by rank.
- E. Remuneration may be arranged on an *ad hoc* basis, considering the special expertise of the adjunct academic appointee, time commitment to the academic mission and marketplace considerations. If there is no remuneration, the additional designation "Honorary" could be used by the appointee.
- F. Adjunct academic appointments shall be for terms not exceeding three years in duration and may be renewed. There shall be annual evaluation by the Chair of the Academic Department. There shall be no obligation on the part of the University to renew. In case of non-renewal, there will be a letter from the Dean to inform the candidate.

(3) RANKS OF APPOINTMENT

- A. Professional experience is normally deemed to begin with the accreditation of an appropriate professional body and engaging in professional activities, but these criteria may be flexible to permit the appointment of exceptional people who may not conform to these criteria.
- B. There shall be four ranks of adjunct academic appointments. These are Adjunct Lecturer, Adjunct Assistant Professor, Adjunct Associate Professor and Adjunct Professor. (*Appendix 1 p.6 -7; Guidance for Appointment of Adjunct Faculty*)
 - i. **Adjunct Lecturer**
 - usually at beginning of professional experience
 - meets minimal criteria for appointment
 - ii. **Adjunct Assistant Professor**
 - has at least three years of post-specialization experience

iii. ***Adjunct Associate Professor***

- has at least ten years of post-specialization experience
- normally a minimum of eight years (at least four years in exceptional* cases) as a Adjunct Assistant Professor"

iv. ***Adjunct Professor***

- has at least fifteen years of post-specialization experience
- normally a minimum of ten years (at least five years in exceptional* cases) as a Adjunct Associate Professor

[*An exceptional case is a candidate whose performance in scholarship, teaching and service resembles closely that of a candidate in the promotion pathway for full-time faculty.]

(4) PROCESS OF APPOINTMENT

1. Appointment of Adjunct Academic Staff

- A. An individual may apply in writing to a Chairman or the Dean or be nominated by a faculty member. (*Appendix 2 p.8; Application Form*)
- B. An individual will be considered for appointment if he/she has contributed satisfactorily to teaching and other academic activities at FMHS for a period of at least one year.
- C. The applicant is required to submit a *Curriculum Vitae* that complies with the requirements outlined in Appendix 3 (p. 9-12).
- D. For appointments at ranks above that of Adjunct Lecturer, the applicant is required to include supporting documents in evidence of meeting the criteria stated in *Appendix 1*. These include:
 - i. Evidence and details of previous experience of University teaching.
 - ii. Chairman's Assessment of Teaching, if appropriate
 - iii. Copies of title pages of the publications cited in the curriculum vitae
 - iv. Other materials that may support appointment.
- E. An Adjunct academic seeking appointment at FMHS at a rank higher than the one previously held at another institution would be treated as seeking promotion and would be required to have contributed at least one year of teaching at FMHS before such an application can be considered.
- F. There shall be a recommendation letter from the Chairman of the appropriate Department. The letter shall:
 - i. Address the needs of the Department or Faculty.
 - ii. Describe the special expertise of the candidate.
 - iii. Justify the appointment in terms of expected contributions of the appointee to teaching, research, consultation and/or other responsibilities including, the likely extent of their overall commitment to the University expressed in hours per semester or academic year and appropriate duration of appointment shall be recommended.

- iv. Include any additional requirements mandated by the candidate's principal employer, e.g. supporting documentation from Medical Director or Hospital Department Head.
- G. The Departmental Chairman shall also complete the Approval Form (*Appendix 4 p.13-14*).
- H. The following process shall be followed in the case of appointment to the ranks of Adjunct Lecturer and Adjunct Assistant Professor.
 - i. Recommended by the Departmental Chairman.
 - ii. Approved by Chairman of Faculty Appointment Committee.
 - iii. Approved by Dean.
 - iv. Approved by Chief Academic Officer or designate.
- I. The following process shall be followed in the case of appointment to the rank of Adjunct Associate Professor.
 - i. Recommended by the Departmental Chairman.
 - ii. Approved by Faculty Appointment Committee.
 - iii. Approved by Dean.
 - iv. Approved by Chief Academic Officer or designate.
- J. The following process shall be followed in the case of appointment to the rank of Adjunct Professor.
 - i. Recommended by the Departmental Chairman.
 - ii. Sponsored by two Professors in the Faculty.
 - iii. Approved by Faculty Appointment Committee.
 - iv. Approved by Dean.
 - v. Approved by Faculty Council.
 - vi. Approved by Chief Academic Officer or designate.
- K. The Chairman of the Faculty Appointment Committee may, after consultation with the Departmental Chair make recommendations on behalf of the Appointment Committee on applications for appointments to the ranks of Adjunct Lecturer and Adjunct Assistant Professor. Such recommendations shall be reported to the Committee for ratification.
- L. The applications for appointment at ranks above that of Adjunct Assistant Professor shall be considered by the Faculty Appointment Committee.

2. Re-Appointment of Adjunct Academic Staff

- A. A candidate who wishes to be re-appointed at the same rank he/she presently holds shall follow the same process as described above and if appropriate, include evidence of contribution to teaching and evaluation of teaching during the previous appointment.
- B. There is no limit to the number of times a person can be renewed at a given rank.

(5) USE OF TITLES BY ADJUNCT ACADEMIC APPOINTEES

On accepting an appointment, an adjunct academic appointee with clinical duties, shall be obliged to include "Clinical" as a prefix to the rank in all communications where the appointment is cited.

- a. The adjunct academic appointee shall cease using the title after the period of appointment if there has been no renewal.
- b. The adjunct academic appointee shall cease to use the title immediately in the case of resignation/dismissal from UAE University or resignation/dismissal from principal employer unless explicit permission is given by the Dean to continue to use the title, e.g. in the case of a transfer from one affiliated hospital to another within UAE.

(6) WITHDRAWAL OF TITLES FROM ADJUNCT ACADEMIC APPOINTEES

- A. The University reserves the right to withdraw at any time the academic title from an adjunct academic appointee if it considers there are sufficient grounds for such an action.
- B. A title may be withdrawn if:
 - i. An Adjunct Academic Appointee does not fulfill the obligations described above.
 - ii. An Adjunct Academic Appointee engages in activities detrimental to the image of the Faculty/ University.
 - iii. An Adjunct Academic Appointee ceases to be in an employment in which he/she can continue to contribute to the educational activities of the Faculty/University.
- C. A recommendation for withdrawal of title shall be made by the Departmental Chairman to the Dean if he/she is satisfied that sufficient grounds exist for such an action.
- D. The Dean may or may not seek advice regarding such recommendation from the Faculty Appointment Committee.
- E. If the Dean is satisfied that reasons exist for withdrawal of title, he shall inform the appointee and the Hospital Medical Director of the decision.
- F. The Dean may stipulate conditions for re-instatement, if it is considered appropriate.

(7) APPEAL PROCESS

- A. A candidate who disputes a decision of the FMHS on any of the issues relating to appointment shall have a right of appeal to the Dean of FMHS.
- B. The Dean may opt to recommend a review of appointment to the Faculty Appointment Committee or constitute another body to review the application in the case of continuing dispute.
- C. The Dean's decision on the outcome of an appeal shall be final.

GUIDANCE FOR ADJUNCT APPOINTMENT S

ADJUNCT LECTURER

Qualifications/MOH/ GAHS Grade

Primary degree in area of expertise.

Academic Activities

None required.

Academic Reputation

None required.

Educational Role

1. Significant regular teaching at FMHS.
2. Clearly identified future contribution to teaching at FMHS
3. Administration support role for clinical teaching (Coordination, preceptorship etc.).

Experience

An asset but not necessary.

ADJUNCT ASSISTANT PROFESSOR

Qualifications/MOH/GAHS Grade

Higher professional certificate such as the Royal Colleges of the UK, Ireland, Canada, Australia and New Zealand (MRCP, FRCS, MRC Psych, FFARCS, MRCOG, FRCR) or the Certificate of the American Board or the Arab Board of Medical Specialization (or equivalent, e.g. Specialist status).

Normally a consultant or at least three years as Specialist in recognized institution.

Educational Role

1. Significant regular teaching at FMHS. Record of excellence in teaching.
2. Clearly identified future contribution to teaching at FMHS.
3. Administration support role for clinical teaching (Coordination, preceptorship etc.).

Academic Activities

Some evidence of scholarship at national/international level.

Academic Reputation

Local.

Experience

At least 3 years as an Adjunct Lecturer.

ADJUNCT ASSOCIATE PROFESSOR

Qualifications/MOH/GAHS Grade

Higher professional certificate such as the Royal Colleges of the UK, Ireland, Canada, Australia and New Zealand (MRCP, FRCS, MRC Psych, FFARCS, MRCOG, FRCR) or the Certificate of the American Board or the Arab Board of Medical Specialization (or equivalent, e.g. Specialist status).

Should normally be a Consultant. At least 7 years as a Specialist.

Educational Role

1. Significant regular teaching at FMHS. Record of excellence in teaching.
2. Clearly identified future contribution to teaching at FMHS
3. Administration support role for clinical teaching (Coordination, preceptorship etc.).

Academic Activities

1. Supports and contributes to Research.
2. Significant evidence of scholarship at national level (list of talks + presentations).

Academic Reputation

National. Candidate is expected to provide a list of presentations at National meetings.

Experience

- has at least ten years of post-specialization experience
- normally a minimum of eight years (at least four years in exceptional* cases) as an Adjunct Assistant Professor"

ADJUNCT PROFESSOR

Qualifications/MOH/GAHS Grade

Higher professional certificate such as the Royal Colleges of the UK, Ireland, Canada, Australia and New Zealand (MRCP, FRCS, MRC Psych, FFARCS, MRCOG, FRCR) or the Certificate of the American Board or the Arab Board of Medical Specialization (or equivalent, e.g. Specialist status).

Must be a Consultant and at least 12 years as Specialist.

Educational Role

1. Significant regular teaching at FMHS. Record of excellence in teaching.
2. Clearly identified future contribution to teaching at FMHS
3. Administration support role for clinical teaching (Coordination, preceptorship etc.).

Academic Activities

1. Publications in international journals in the specialty.
2. At least 5 CME presentation in the last one year.
3. Significant evidence of scholarship at National / International level.

Academic Reputation

National and International: Evidence of invitations to speak at National and International Conferences.

Experience

- has at least fifteen years of post-specialization experience
- normally a minimum of ten years (at least five years in exceptional* cases) as a Adjunct Associate Professor

*[*An exceptional case is a candidate whose performance in scholarship, teaching and service resembles closely that of a candidate in the promotion pathway for full-time faculty.]*

**UNITED ARAB EMIRATES UNIVERSITY
FACULTY OF MEDICINE AND HEALTH SCIENCES**

APPOINTMENT OF ADJUNCT ACADEMIC STAFF

APPLICATION FORM

Instructions:

1. Applicants should refer to the document “Adjunct Academic Staff Appointment Guidelines” to ensure that all requirements are met.
2. Applicants should discuss their application with a department chairman before submission.
3. The original application (printed on one side only), plus one copy should be submitted to the applicant’s department chairman.
4. The completed application is to be signed by both the applicant and the department chairman.
5. Applicants should ensure compliance with any rules or regulations of their principal employer, e.g. supporting letters from Hospital Department Head or Medical Director.

APPLICATION SUMMARY AND SIGNATURES

For Appointment to:

- ☐ Adjunct Lecturer
☐ Adjunct Assistant Professor
☐ Adjunct Associate Professor
☐ Adjunct Professor

APPLICANT’S DETAILS

Full name:

E-mail address:

FMHS Department:

Place of employment:

Date of appointment to present grade in FMHS (if applicable):

Date of first appointment in present grade:

Total years of University experience in this grade:

Attestation of Applicant: To the best of my knowledge, the information and supporting documentation contained in this application is true and complete.

Signature of Applicant: _____ Date _____

Attestation of Applicant’s Department Chairman: On the basis of discussion with the applicant and after having perused the information contained herein, I support this application for appointment. A letter supporting the application has been sent in confidence to the Dean.

Signature of Chairman: _____ Date _____

NB: *Adjunct faculty with clinical duties are to use the title “Clinical” before their academic title.*

CURRICULUM VITAE

The applicant's curriculum vitae should contain, in addition to the standard entries, the following information:

1. A complete list of degrees and other qualifications held, including the awarding institution and its location, and the date conferred.
2. A complete employment history.
3. A complete description of teaching experience.
4. A complete description of clinical experience, if applicable.
5. Other relevant experience, including administrative and other forms of service.
6. A description of current research activities, if applicable.
7. A complete bibliography of publications if applicable. Bibliographic references should be complete and ideally in the format described in the Uniform Requirements for Manuscripts submitted to Biomedical Journals (Vancouver style) with the exception that we ask that all authors of publications be listed. For more information, please see Pages 2-5 or for further information, go to .
8. A listing of grants including role in grant, amount in relevant currency and percent of total effort dedicated to the specific research activity funded by the grant.

CVs should be formatted for A4 paper size in Microsoft Word and submitted to the FMHS Chairman of the respective department.

Uniform Requirements for Manuscripts (Vancouver Style)

The Uniform Requirements style (the Vancouver style) is based largely on an ANSI standard style adapted by the NLM for its databases. Notes have been added where Vancouver style differs from the style now used by NLM.

Articles in Journals

1. *Standard journal article*

N.B. Please include all authors. This is the only change requested by the FMHS that varies from the Uniform Requirements for Manuscripts.

Vega KJ, Pina I, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *Ann Intern Med* 1996 Jun 1;124 (11):980-3.

As an option, if a journal carries continuous pagination throughout a volume (as many medical journals do) the month and issue number may be omitted.

(Note: For consistency, the option is used throughout the examples in Uniform Requirements. NLM does not use the option.)

Vega KJ, Pina I, Krevsky B. Heart transplantation is associated with an increased risk for pancreatobiliary disease. *Ann Intern Med* 1996;124:980-3.

2. *Article not in English*

Ryder TE, Haukeland EA, Solhaug JH. Bilateral infrapatellar seneruptur hostidligere frisk kvinne. Tidsskr Nor Laegeforen 1996;116:41-2. (NLM translates the title to English, encloses the translation in square brackets, and adds an abbreviated language designator – this would be an acceptable option)

3. *Volume with supplement*

Shen HM, Zhang QF. Risk assessment of nickel carcinogenicity and occupational lung cancer. Environ Health Perspect 1994;102 Suppl 1:275-82.

4. *Issue with supplement*

Payne DK, Sullivan MD, Massie MJ. Women's psychological reactions to breast cancer. Semin Oncol 1996;23(1 Suppl 2):89-97.

5. *Volume with part*

Ozben T, Nacitarhan S, Tuncer N. Plasma and urine sialic acid in non-insulin dependent diabetes mellitus. Ann Clin Biochem 1995;32(Pt 3):303-6.

6. *Issue with part*

Poole GH, Mills SM. One hundred consecutive cases of flap lacerations of the leg in ageing patients. N Z Med J 1994;107(986 Pt 1):377-8.

7. *Issue with no volume*

Turan I, Wredmark T, Fellander-Tsai L. Arthroscopic ankle arthrodesis in rheumatoid arthritis. Clin Orthop 1995;(320):110-4.

8. *No issue or volume*

Browell DA, Lennard TW. Immunologic status of the cancer patient and the effects of blood transfusion on antitumor responses. Curr Opin Gen Surg 1993:325-33.

9. *Pagination in Roman numerals*

Fisher GA, Sikic BI. Drug resistance in Adjunct oncology and hematology. Introduction. Hematol Oncol Clin North Am 1995 Apr;9(2):xi-xii.

10. *Type of article indicated as needed*

Enzensberger W, Fischer PA. Metronome in Parkinson's disease [letter]. Lancet 1996;347:1337. Clement J, De Bock R. Hematological complications of hantavirus nephropathy (HVN) [abstract]. Kidney Int 1992;42:1285.

11. *Article containing retraction*

Garey CE, Schwarzman AL, Rise ML, Seyfried TN. Ceruloplasmin gene defect associated with epilepsy in EL mice [retraction of Garey CE, Schwarzman AL, Rise ML, Seyfried TN. In: Nat Genet 1994;6:426-31]. Nat Genet 1995;11:104.

12. *Article retracted*

Liou GI, Wang M, Matragoon S. Precocious IRBP gene expression during mouse development [retracted in Invest Ophthalmol Vis Sci 1994;35:3127]. Invest Ophthalmol Vis Sci 1994;35:1083-8.

13. *Article with published erratum*

Hamlin JA, Kahn AM. Herniography in symptomatic patients following inguinal hernia repair [published erratum appears in West J Med 1995;162:278]. West J Med 1995;162:28-31.

Books and Other Monographs

(Note: Previous Vancouver style incorrectly had a comma rather than a semicolon between the publisher and the date.)

14. *Personal author(s)*

Ringsven MK, Bond D. Gerontology and leadership skills for nurses. 2nd ed. Albany (NY): Delmar Publishers; 1996.

15. *Editor(s), compiler(s) as author*

Norman IJ, Redfern SJ, editors. Mental health care for elderly people. New York: Churchill Livingstone; 1996.

16. *Organization as author and publisher*

Institute of Medicine (US). Looking at the future of the Medicaid program. Washington: The Institute; 1992.

17. *Chapter in a book*

(Note: Previous Vancouver style had a colon rather than a p before pagination.)

Phillips SJ, Whisnant JP. Hypertension and stroke. In: Laragh JH, Brenner BM, editors. Hypertension: pathophysiology, diagnosis, and management. 2nd ed. New York: Raven Press; 1995. p. 465-78.

18. *Conference proceedings*

Kimura J, Shibasaki H, editors. Recent advances in Adjunct neurophysiology. Proceedings of the 10th International Congress of EMG and Adjunct Neurophysiology; 1995 Oct 15-19; Kyoto, Japan. Amsterdam: Elsevier; 1996.

19. *Conference paper*

Bengtsson S, Solheim BG. Enforcement of data protection, privacy and security in medical informatics. In: Lun KC, Degoulet P, Piemme TE, Rienhoff O, editors. MEDINFO 92. Proceedings of the 7th World Congress on Medical Informatics; 1992 Sep 6-10; Geneva, Switzerland. Amsterdam: North-Holland; 1992. p. 1561-5.

20. *Scientific or technical report*

Issued by funding/sponsoring agency: Smith P, Golladay K. Payment for durable medical equipment billed during skilled nursing facility stays. Final report. Dallas (TX): Dept. of Health and Human Services (US), Office of Evaluation and Inspections; 1994 Oct. Report No.: HHSIGOEI69200860. Issued by performing agency: Field MJ, Tranquada RE, Feasley JC, editors. Health services research: work force and educational issues. Washington: National Academy Press; 1995. Contract No.: AHCPR282942008. Sponsored by the Agency for Health Care Policy and Research.

21. *Dissertation*

Kaplan SJ. Post-hospital home health care: the elderly's access and utilization [dissertation]. St. Louis (MO): Washington Univ.; 1995.

22. *Patent*

Larsen CE, Trip R, Johnson CR, inventors; Novoste Corporation, assignee. Methods for procedures related to the electrophysiology of the heart. US patent 5,529,067. 1995 Jun 25.

Other Published Material23. *Newspaper article*

Lee G. Hospitalizations tied to ozone pollution: study estimates 50,000 admissions annually. The Washington Post 1996 Jun 21;Sect. A:3 (col. 5).

24. *Audiovisual material*

HIV+/AIDS: the facts and the future [videocassette]. St. Louis (MO): Mosby-Year Book; 1995.

25. *Map*

North Carolina. Tuberculosis rates per 100,000 population, 1990 [demographic map]. Raleigh: North Carolina Dept. of Environment, Health, and Natural Resources, Div. of Epidemiology; 1991.

Unpublished Material26. *In press*

Leshner AI. Molecular mechanisms of cocaine addiction. N Engl J Med. In press 1996.

Electronic Material27. *Journal article in electronic format*

Morse SS. Factors in the emergence of infectious diseases. Emerg Infect Dis [serial online] 1995 Jan-Mar [cited 1996 Jun 5];1(1):[24 screens]. Available from: URL: <http://www.cdc.gov/ncidod/EID/eid.htm>

28. *Monograph in electronic format*

CDI, Adjunct dermatology illustrated [monograph on CD-ROM]. Reeves JRT, Maibach H. CMEA Multimedia Group, producers. 2nd ed. Version 2.0. San Diego: CMEA; 1995.

29. *Computer file*

Hemodynamics III: the ups and downs of hemodynamics [computer program]. Version 2.2. Orlando (FL): Computerized Educational Systems; 199

Approval Form for Adjunct Appointments					
Name:					
FMHS Department:					
Employer/Department:					
Date:					
Current UAE University Academic Rank [if any]:					
Step	Procedure	Adjunct Lecturer*	Adjunct Assistant Professor*	Adjunct Associate Professor*	Adjunct Professor*
1.	Requested level of appointment by applicant				
2.	Approved level of appointment by FMHS Department Chair Signature: _____ Date: _____				
3.	Approved level of appointment by FMHS Appointment Committee Chair Signature: _____ Date: _____				
4.	Approved level of appointment by Dean Signature: _____ Date: _____				

* Please tick (✓) where appropriate.

1. Previous Experience
Professional experience:
Time spent at present level (if applicable):
2. Contributions to Teaching
Previous teaching experience: (When, for how long, where, which group of students?)
Teaching evaluations:
Planned future involvement in teaching in FMHS:
3. Research and Research Supervision
Involvement in research and research supervision:
4. Reputation in Specialist Area or Expertise
Breadth of professional reputation. Please circle: Local National International
Evidence of professional standing:
ADJUNCT PROFESSOR
In addition to the above, in the case of applications for appointment as ADJUNCT PROFESSOR, the Committee also needs the names and reports of two Professors in the Faculty.
Names of Professors who are willing to sponsor the candidate: 1. 2.