
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Teaching Assistant Affairs Policies Manual	Policy No.	TA-00
		Effective Date	12-Aug-2018
	<u>Subject:</u> Introduction	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
	Responsible Office: DVC for Academic Affairs	Page Number	1 of 2



0. Introduction

These policies and their procedures define the regulations of recruiting Teaching Assistants from UAE citizens to prepare, delegate and supervise them during their graduate studies in one of the prestigious universities abroad.

0-1 Definitions

In implementing the provisions of these policies, the terms and phrases have the following meanings, unless otherwise is indicated in the text.

By-Law	:	Executive By-law of Federal Law No. (4) of 1976 issued by Chancellor's Decree No. (116) of 2004
Chancellor	:	UAEU Chancellor
College Teaching Assistant Affairs Committee	:	The Committee, which is formed by the decree of the concerned dean to supervise the TA affairs in the college.
Country	:	United Arab Emirates
Council	:	University Council
Cultural Attaché	:	UAE Cultural Attaché, which supervises the delegated TA.
Dean	:	Dean of the College
Degree of kinship	:	1. First degree: Father, mother, wife, husband, children 2. Second degree: Grandfather, grandmother, brothers, sisters, grandchildren 3. Third degree: Uncle, aunt, nephew, niece
Delegated TA	:	Who is delegated abroad to study foreign language in order to pursue his/her graduate studies or study the requirements of Master and Doctorate/Medical Fellowship
Department	:	The academic department or its equivalent in the various university colleges.
Law	:	Federal Law No. (4) of 1976, concerning the Establishment and Organization of UAE University and its amendments
Local Academic Advisor	:	Faculty member in the academic department of the TA who supervises the TA during his/her residency and delegation
Policy	:	Is a specified method or work process to steer and define current and future decrees. The policy is a guide for decision making in accordance to specific group of circumstances within a frame of institutional goals and group of administrative principles
Procedures	:	Represent a specified method to complete something or fixed process to perform things. Procedures are group of steps to be followed in an organized and specific way to ensure the adherence to an organized and frequent work methodology.
Provost	:	UAEU Provost and Deputy Vice Chancellor for Academic Affairs
Resident TA	:	1. The TA during his/her presence at the University for the preparation and probation periods until the date of his/her delegation 2. The TA whose delegation was terminated by the decree of the concerned authority to return to the university as resident TA for specified period
TA Affairs Office	:	Affiliated to the Provost Office and supervise the Teaching Assistant Affairs
Teaching Assistant (TA)	:	The UAE citizen who is recruited to pursue his/her studies and research to obtain the graduate degrees to be a faculty member at the university
University	:	United Arab Emirates University (UAEU)
Vice Chancellor	:	UAEU Vice Chancellor

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0-2 Role of Teaching Assistant Affairs Office

Teaching Assistant Affairs Office at the university undertakes the general supervision of the resident and delegated TA affairs in coordination with academic departments and UAE Cultural Attaché in the countries of delegation.

0-3 Goals of Teaching Assistant Affairs Policies



Organise the Teaching Assistant Affairs and verify the alignment of the appointment and delegation procedures with the approved terms and criteria.

0-4 Scope of Implementation

These policies are applied in Teaching Assistants at all university colleges.

0-5 Uses of Teaching Assistant Affairs Policies

- a) The Provost is the reference of these policies and their interpretation.
- b) The signatory authority table attached to these policies describes signatory authority of the activities related to the Teaching Assistants.
- c) Teaching Assistant Affairs Office in coordination with the concerned parties undertakes the responsibilities of executing and implementing the Teaching Assistant policies and procedures.
- d) Update the policies by addition, deletion or any users of these policies can request amendment. The Director of the Teaching Assistant Affairs Office may recommend updating the policies and submitting the recommendation to the Provost.
- e) The Provost submits his recommendations to the Vice Chancellor.
- f) The Vice Chancellor submits his recommendations to the Chancellor for the approval and presentation to the University Council.
- g) The Vice Chancellor issues the procedures of these policies based on the presentation of the Provost.

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Teaching Assistant Affairs Procedures Manual	Related Policy	TA-00
		Effective Date	12-Aug-2018
	Subject Program Management	Most Recent Review Date	15-Apr-2018
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Program Management

Office of National Faculty Recruitment and Development supervises the program of resident and scholarship TA affairs in coordination with the departments in the colleges and Cultural Attachés in the host countries and is affiliated to the Office of the Deputy Vice Chancellor for Academic Affairs (Provost).