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

### Goal

This policy aims at explaining the terms and applied steps to ensure the good selection of the Teaching Assistants through advertisement or recruitment based on the study plan and approved needs of Teaching Assistants in the academic departments.

### Policy

#### 1-1 College Teaching Assistant Committee

Upon the approval of the College Council, the Dean forms at the beginning of each academic year a committee called "Teaching Assistant Committee" chaired by the Vice Dean or Assistant Dean for Research, and membership of three faculty members at the college.



The following are the responsibilities of this committee:

- Supervises the execution of college plan related to the TAs, in coordination with chairs of academic departments and submits its reports to the college council. The college plan includes in particular its allocations of Teaching Assistants within the general plan frame of the University, their distribution in the academic departments and the preparation programs (if needed) before delegating them to study abroad.
- Follows up the resident TAs affairs including helping them to secure the acceptance from the universities set by the concerned department in coordination with the Teaching Assistant Affairs Office at the University.
- Follows up the delegated TA affairs including receiving regular quarterly and annual reports of their study, and provides remarks and suggestions to the Head of the Department and Dean.
- Any other businesses referred to by the Dean or Committee Chair.

#### 1-2 TA Position Appointment requirements

TA who is appointed at the university shall:

- Be UAE citizen.
- With good conduct.
- Hold Bachelor Degree or its equivalent from an approved university with grade of Very Good (3 of 4 GPA) at least in the general grade and in the major courses.  
Applicants to TA position in College of Medicine and Health Sciences must hold a MBBS or its equivalent from an approved university with grade of Very Good (3 of 4 GPA) in the general grade and in the specialization courses. Applicants of the non-clinical specializations must hold a Bachelor Degree with grade of Very Good (3 of 4 GPA) in the general grade and in the specialization courses.
- Pass any exams and meet any other requirements specified by the university.
- Applicants to specializations of College of Medicine & Health Sciences are preferred to pass qualifying exams for graduate studies.
- If the applicant is male and within the age category mentioned in the National Service Law, he must have a National Service card or submit a certificate describing his status.
- In special cases with the approval of the Vice Chancellor based on the recommendation of the Director of the Teaching Assistant Affairs Office and upon the presentation to the Chancellor, may waive some requirements if serious reasons evoke.



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### 1-3 TA Appointment

- a) TA is appointed by a decree of the Vice Chancellor upon the presentation to the Chancellor.
- b) The TA commences his/her work in the academic department no later than sixty days from the date of issuing the appointment decree. In case the TA does not start his/her work during this period without excuse approved by the Provost to postpone commencing duties, his/her appointment is null.
- c) Upon the approval of the Vice Chancellor, it may change the specialization of the TA or transfer him/her from a department or college to another if needed.

### 1-4 Undertaking

- d) On appointment, the TA should submit a written undertaking for the followings:
- e) Work as a faculty member at the university after completion of study and being awarded the degree for a minimum period equivalent to the time spent in the graduate studies.
- f) Authorize the Office of the Cultural Attaché to request or receive academic performance reports or transcripts from the university where the TA studies, and submit these to the UAEU.
- g) Adhere to the applied TA Code of Conduct, policies, procedures and laws.
- h) Refund the tuition fees paid on his behalf by the UAEU, in case termination of his/her service is due to reasons stated in Article (7-2) Return of Tuition Fees of the policy (7- Termination of Service).
- i) The delegated TA bears the costs of the courses or study programs if the TA dropped those courses or study programs without a prior approval of the university.

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## Procedures of Policy No. (1) - Appointment

### 1-1 College Teaching Assistant Affairs Committee

Upon the approval of the College Council, the Dean forms a committee called "Teaching Assistant Committee" chaired by the Vice Dean or Assistant Dean for Research and membership of three faculty members at the college, at the beginning of each academic year.



#### Committee responsibilities

- a) The Committee supervises the execution of the plan prepared by the college concerning the TAs in coordination with the departments and submits its reports with its recommendation to the Dean of the college to present it to the College Council. The college plan includes, in particular, its allocations of Teaching Assistants within the general plan frame of the university, their distribution in the academic departments and the preparation programs (if needed) before delegating them to study abroad.
- b) The Committee follows up the resident TA affairs and helps them to obtain the acceptance from the universities set by the concerned department in coordination with the Office of National Faculty Recruitment and Development.
- c) The Committee follows up the scholarship TA affairs and receives regular quarterly and annual reports of their study progress, and provides remarks and suggestions to the Head of the Department and Dean of the college.
- d) Any other matters referred by the Dean or Committee's Chairman.

### 1-2 Advertisement

Office of National Faculty Recruitment and Development in coordination with colleges, Human Resources Department and University Information Technology Services Division at the university updates the annual advertisement of the TA jobs on the university website based on the required specializations of the colleges. The ad should include the following:

- a) Field of the general specialization and specific specialization and the required degree, requirements which the applicants should fulfil, educational qualifications, required grades and any other terms deemed necessary by the college and the Office of Teaching Assistant Affairs in the advertisement.
- b) Identify the place of posting the advertisement (university website, local newspaper ... etc).
- c) Identify the duration of the advertisement.
- d) How to apply.

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### 1-3 TA Position Appointment Requirements

The requirements of the TA appointment are as follow:

- a) The applicant should be a UAE citizen.
- b) The applicant should be of good conduct (certificate of good conduct should be provided).
- c) The applicant should hold Bachelor Degree or its equivalent from an approved university with grade of Very Good (3 of 4 GPA) at least in the general grade and in the specialization courses.
- d) Applicants to TA position in College of Medicine and Health Sciences must hold a MBBS or its equivalent from an approved university with grade of Very Good (3 of 4 GPA) in the general grade and in the specialization courses. Applicants of the non-clinical specializations must hold a Bachelor Degree with grade of Very Good (3 of 4 GPA) in the general grade and in the specialization courses.
- e) Applicants to specializations of College of Medicine & Health Sciences are preferred to pass qualifying exams for graduate studies.
- f) Pass any exams and meet any other requirements specified by the university.
- g) If the applicant is male and within the age category mentioned in the National Service Law, he/she must have a National Service card or submit a certificate describing his/her status.
- h) In special cases with the approval of the Vice Chancellor based on the recommendation of the Office of National Faculty Recruitment and Development and upon the presentation to the Chancellor, may some requirements be waived if serious reasons evoke.

### 1-4 Procedures of Dealing with Applications

- a) Job applications should be submitted online via University jobs website by filling the form of application and attaching the CV, transcript and attestation, copy of passport, copy of family book, copy of Emirates ID and any other documents required by the job.
- b) The academic department check the applications, compare them and identify those who meet the nomination requirements. The Head of the department refer the names of the nominees and their documents to the interview committee which is formed by the dean and chaired by him or his delegate and the membership of the Head of the concerned academic department and the Director of the Office of National Faculty Recruitment and Development and representative of Human Resources Department.
- c) The interview committee meets the nominees and submits its recommendations on the application form to the Dean of the college.
- d) The Dean refers the names of the nominees to the Director of Office of National Faculty Recruitment and Development to process the appointment procedures.

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### 1-5 Role of Office of National Faculty Recruitment and Development

- a) Teaching Assistant Affairs Office refer the names and documents of the nominees to the Human Resources Department to obtain the required approvals.
- b) Upon obtaining these approvals, the Director of Office of National Faculty Recruitment and Development submits the nominated names to the Provost along with their documents and draft appointment decree and combined with the appropriate recommendation.

### 1-6 Role of the Provost



The Provost, upon reviewing the subject, refers the nominated names to the Vice Chancellor with the recommendation of the TA appointment.

### 1-7 TA Appointment

- a) Vice Chancellor issues decrees to appoint TAs upon the presentation to the Chancellor.
- b) The decree of the appointment identifies the general and specific specialization of the TA.
- c) Human Resources Department completes the administrative appointment procedures of the TA such as medical examination and submitting the required documents.

### 1-8 Commence of Work

- a) Upon the issuance of the appointment decree, the TA commences his/her work in the academic department within a maximum of sixty days from the date of his/her appointment decree. TA appointment is null in case the TA did not commence work during the mentioned period without an excuse accepted by the Provost based on the recommendation of the Director of Office of National Faculty Recruitment and Development to postpone commencing his/her work.
- b) In case the TA submits an excuse accepted by the Provost, based on a recommendation of the Director of Office of National Faculty Recruitment and Development, for not being able to commence work during the period specified in the appointment decree, his/her commence of work may be postponed to new date by Provost decree.
- c) The College of the TA should communicate with the Human Resources Department to notify about the date of TA commencing work and send copy of commencing work to the Office of National Faculty Recruitment and Development.
- d) Human Resources Department enters TA's data in the online university system. In addition to issuing university ID card, health insurance cards for him/her and his/her eligible dependents and provide him/her with the online service.

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- e) Human Resources Department takes the necessary actions to grant Master allowance to the TA who obtained the Master degree.
- f) The resident TA should, with supervision of the Head of the concerned academic department, adhere to the working hours in accordance to his/her preparatory program and perform the tasks assigned in the best way.

### 1-9 Undertaking

At the beginning of his/her appointment, the TA submits written undertaking to the Human Resources Department of the following:

- a) Work as a faculty member at the university after completion of study and being awarded the degree for a minimum period equivalent to the time spent in the scholarship.
- b) Authorize the Office of the Cultural Attaché to request or receive his/her academic performance reports or transcripts from the university where he/she studies, and submit them to the UAEU.
- c) Adhere to TA Code of Conduct as well as policies, procedures, by-laws and system applied in the university.
- d) Return the tuition fees covered by the university during the delegation period in case his/her service is terminated due to reasons mentioned in Policy no. 7 Article 2 titled Return of Tuition Fees of the Teaching Assistant Affairs Policies.
- e) The scholarship TA bears the costs of the courses or study programs if the he/she dropped those courses or study programs without a prior approval of the university.