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| <br>جامعة الإمارات العربية المتحدة<br>United Arab Emirates University<br><br> | <b>Academic Personnel Procedures Manual</b>         |  | Related Policy            | AP-01         |
|                                                                                                                                                                                                                                               |                                                     |  | Effective Date            | 01-Sep-2014   |
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|                                                                                                                                                                                                                                               | Academic Appointments                               |  | Due Date for Next Review  | 01-Sep-2016   |
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## Procedures of Policy No. (1) - Academic Appointments

### 1. Qualifications of Faculty Members\*

#### a) Assistant Professor

- (i) An Assistant Professor will normally hold a PhD awarded by a university recognized by the UAE Ministry of Higher Education and Scientific Research. Additional qualifications and/or experience may be required by Colleges.
- (ii) Exceptional appointments may be made in cases where the terminal degree in the field is not a PhD with the approval according to the Signatory Authority.

#### b) Associate Professor

- (i) An Associate Professor will normally hold a PhD awarded by a university recognized by the UAE Ministry of Higher Education and Scientific Research and will have held a full-time academic appointment as Assistant Professor for at least four years. Individuals appointed to the rank of Associate Professor must have achieved scholarly performance commensurate with the UAEU requirements for promotion to the rank of Associate Professor. They will normally have been promoted to the rank through a peer-review process. In addition, Colleges may require evidence of teaching proficiency.
- (ii) Exceptional appointments may be made in cases where the terminal degree in the field is not a PhD with the approval according to the Signatory Authority. Individuals thus appointed exceptionally to the rank of Associate Professor must have a substantial record of professional contribution equivalent to the scholarly output expected of Associate Professors. In addition, Colleges may require evidence of teaching proficiency.

#### c) Professor

- (i) A Professor will normally hold a PhD awarded by a university recognized by the UAE Ministry of Higher Education and Scientific Research and will have held a full time academic appointment as Associate Professor for at least four years. Individuals appointed to the rank of Professor must have achieved scholarly performance commensurate with the UAEU requirements for promotion to the rank of Professor. They will normally have been promoted to the rank through a peer-review process. In addition, Colleges may require evidence of teaching proficiency.
- (ii) Exceptional appointments may be made in cases where the terminal degree in the field is not a PhD with the approval according to the Signatory Authority. Individuals thus appointed exceptionally to the rank of Professor must have a substantial record of professional contribution equivalent to the scholarly output expected of Professors. In addition, Colleges may require evidence of teaching proficiency.

\* For clinical appointments at the College of Medicine and Health Sciences, the candidates should hold a medical degree such as an MD, MBBS, or equivalent qualification; and a certificate of completion of clinical specialization such as the American Board, or GMC (UK) registration as a specialist or equivalent from a recognized institution. In addition, the candidates should fulfill the specific requirements by the concerned Health Authorities to be appointed at a consultant level

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## 2. Qualifications of Instructors

Instructors will normally hold a Master's qualification awarded by a university recognized by the UAE Ministry of Higher Education and Scientific Research, or its equivalent in a professional field. They should demonstrate teaching proficiency within the respective professional field. "College" Instructors are affiliated with the different Colleges in the University, while "University College" Instructors are affiliated with the "University College".

## 3. Types of Appointment

### a) Regular Faculty and Instructors

Regular faculty members and instructors are appointed either in one of the Colleges or the University College for a normal contract period and for duties defined under "Faculty Responsibilities". While faculty members and instructors are normally assigned to one College (or to University College), those with interdisciplinary experiences may be appointed jointly by more than one organizational unit of the UAEU for specified, renewable time periods.

Applications for regular faculty positions are reviewed by a selection committee from the concerned Department/College. Candidates are interviewed by the selection committee and the final nominees for the available positions are identified based on their qualifications, credentials and results of the interviews. No candidate shall be employed without being nominated by the selection committee.

### b) Visiting Faculty

- (i) Visiting faculty members and instructors are appointed for a defined purpose and limited period (normally one or two semesters); their contract may be renewed.
- (ii) Appointments to academic ranks relate to the qualifications and experience of the individual.
- (iii) The teaching load of visiting faculty is normally in the range of 12 credit hours per semester and 15 credit hours for instructors.
- (iv) Visiting faculty receive a compensation package including salary, furnished accommodation, return air-ticket (if applicable) and health insurance. The University is not liable for the spouse or other dependents of the faculty.

### c) Adjunct Faculty

- (i) Adjunct faculty members are normally residents of the UAE with a primary employment not being at UAEU. They have part-time appointments for a defined purpose and limited period (normally one semester); their contracts may be renewed.
- (ii) Appointments to academic ranks relate to the qualifications and experience of the individuals.
- (iii) Adjunct faculty load is between three and six credit hours per semester.
- (iv) The compensation package of adjunct faculty comprises an hourly rate payment and a payment in lieu of transportation, or exceptionally an agreed-upon lump sum.

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- (v) Payment is made at the end of the semester or monthly following submission of the appropriate time sheets.

#### **d) Honorary Appointments**

##### **(i) Emeritus**

Emeritus appointments to an academic rank are given to Emirati faculty, upon retirement, who are deemed to have provided exemplary service to the UAEU.

##### **(ii) Distinguished Faculty**

Distinguished appointments to an academic rank are given to individuals who are deemed to have achieved excellence in scholarship. They should have produced a substantial body of internationally recognized scholarship that has clearly advanced their discipline. Compensation packages are determined on appointment.

##### **(iii) Endowed Chair/Professor**

An endowed chair/professor is a title awarded to a distinguished scholar employed by the University in recognition of financial support by an individual or organization external to the University. An endowed chair/professor appointment is normally for a prescribed period, or as otherwise described in the terms of the gift that established the position.

#### **e) Academic Administrative Appointments**

This category of appointments includes:

##### **(i) Deans**

The Dean is the chief academic and operating officer of the College with responsibility for the academic, administrative and financial management of the College and compliance with UAEU Policies and Procedures. Deans are appointed by the Signatory Authority, normally for a four-year renewable period or as agreed upon in the contract. Deans report to the Provost.

##### **(ii) Vice Deans**

With authority to act on behalf of the Deans in their absence, the Vice Dean is appointed by the Signatory Authority for a renewable period of two years, to fulfill administrative duties assigned by the Dean. The Vice Deans report to the Dean.

##### **(iii) Assistant Deans**

The Assistant Dean is appointed by the Signatory Authority for a renewable period of two years to fulfill administrative duties assigned by the Dean. The Assistant Deans report to the Dean.

##### **(iv) Department Chairs**

The Department Chair is responsible for the academic, administrative and financial management of the Department, ensuring compliance with UAEU Policies and Procedures, maintaining a collegial environment, and securing equitable distribution of workload among faculty members. As a regular faculty member, the Chair is appointed by the Signatory Authority for a renewable period, normally two years. Following completion of the term of office the Department Chair returns to his/her status as a regular faculty in the Department. The Department Chairs report to the Dean.

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**(v) Coordinators of Graduate Programs**

The Coordinators of Graduate Programs are responsible for scheduling of classes and course offering and for communication with Department Chairs and faculty members to assign instructors for the different courses. They should implement the University regulations related to graduate studies and maintain the quality of the programs through monitoring learning outcomes assessment and periodic reviews to ensure the continuous improvement of the programs. The Coordinators of Graduate Programs are nominated by the Deans, recommended by the Deputy Vice Chancellor for Research and Graduate Studies, and approved by the Provost and the Vice Chancellor according to the Signatory Authority. The normal term of assignment is two years and assignments may be renewed for additional terms.

**(vi) Other Administrative Appointments**

Regular faculty members may be assigned additional administrative duties by the Dean, Provost, or Vice Chancellor and are appointed by the Signatory Authority for an appropriate term, normally one to two years. They report to a University authority according to their terms of appointment.

#### **4. Types of Faculty Contracts**

**a) Regular Contracts**

- (i) The Chancellor appoints faculty members based on the nomination of the College Council and the approval of the Vice Chancellor.
- (ii) The Vice Chancellor appoints instructors based on the nomination of the Dean and approval of the Provost.
- (iii) Contracts for faculty and instructors are normally up to four years with an inclusive two-year probation period in their first contract term. Subject to successful performance, contracts can be renewed for further terms.
- (iv) Confirmation of position will be notified, at least, six months before a probation period has elapsed and the remainder of the contract term is then served.
- (v) The contract terminates automatically at the end of its duration unless a notice of retention or new contract is given by the University.
- (vi) Subject to successful performance, appointments to the Assistant Professor rank are usually renewed once, for a further four-year period. The Assistant Professor must achieve successful promotion to the rank of Associate Professor by the end of the seventh year of service at UAEU. Failure results in the automatic termination of the contract at the end of the second four-year period.

**b) Rolling Contracts**

- (i) Rolling contracts are four years in duration and renewed annually subject to successful annual evaluation, such that the duration of the contract is always four years.
- (ii) A faculty member appointed to the rank of Professor may be offered a rolling contract on successful completion of a regular four-year contract.
- (iii) A rolling contract may not be renewed if the annual evaluation does not meet the expectations, if the faculty member reaches retirement age before or at the end of the current four-year term, or if the position is eliminated, in which case the faculty member may serve the remaining contracted period.

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### c) Special Contracts

A special contract may be offered to faculty members and instructors to carry out specific tasks. The terms of the contract are agreed upon between the candidate and the University.

### d) Academic Administrative Contracts – “Secondary Position Contracts”

- (i) Regular faculty members may be contracted to full- or part-time administrative positions in addition to their contract as faculty members. Such appointments are recommended by the Dean and approved by the Signatory Authority. On fulfillment of the term of the administrative contract, the faculty member returns to regular faculty status.
- (ii) Individuals with faculty ranks and without faculty contracts may be contracted to academic administrative positions for a defined, renewable, period.

## 5. Recruitment

- a) The general provisions and process for recruitment of faculty are set out in the Human Resources Policy Manual. Recruitment is subject to approval as per the Signatory Authority.
- b) The HR Department is responsible for opening new positions or confirming existing positions on request by the College and subject to budget availability.
- c) Appointments are normally made within budgeted provisions. Any exceptions must be approved as per the Signatory Authority after allocation of the required budget. Compensation above the normal range must be approved according to the Signatory Authority.
- d) All academic appointments must be approved according to the Signatory Authority.

## 6. Compensation

Faculty members and instructors are compensated with a normal package of salary, allowances and benefits as per HR policies. This section sets out extraordinary additional compensation (if any).

### a) Academic Promotion

Following successful academic promotion, a faculty member's adjusted salary and complimentary allowance will be changed according to the University rules and regulations.

### b) Allowances

#### (i) Administrative Allowance

Unless it is embedded in their contract, faculty members who are assigned to administrative positions are entitled to a monthly administrative allowance according to the University rules and regulations. The following positions, or their equivalents, are entitled to receive an Administrative Allowance:

- |                                |                                |
|--------------------------------|--------------------------------|
| - Dean                         | - Vice Dean                    |
| - Assistant Dean               | - Department Chair             |
| - Academic Program Coordinator | - Graduate Program Coordinator |

Administrative allowances may not be combined.

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(ii) **Special Allowance**

A monthly special allowance may be paid to a faculty member who is assigned to an administrative responsibility other than the ones mentioned above. The amount of the special allowance shall be proposed and approved according to the Signatory Authority.

c) **Teaching Overload**

Regular faculty members who are assigned additional teaching duties above the normal teaching load are entitled to financial compensation according to related University regulations.

d) **Commissioned Work**

Faculty members and instructors commissioned to additional duties by the UAEU may be compensated by a sum agreed upon in advance and approved according to the Signatory Authority.

e) **Contracted Research and Consultancy**

After approval for contracting the research or consultancy, faculty members and instructors may provide the services to parties external to the UAEU and receive compensation provided that:

- (i) there is no conflict of interest with their appointment as faculty members of the UAEU;
- (ii) there is no interference with their assigned or contracted responsibilities; and,
- (iii) The University resources are not used for the purposes of the service without prior approval.

f) **Secondment**

Faculty member secondments to entities or parties external to the UAEU, on full- or part-time basis, must be approved by the Signatory Authority. Unless otherwise agreed upon, the University normally incurs no cost for the salary and benefits of seconded faculty for the portion and duration of their secondment.

## 7. Absence

- a) Faculty members and instructors are expected to perform their contracted duties as scheduled each semester. Absences must be endorsed by the Department Chair and approved in advance by the Dean.
- b) Except for emergency circumstances or for official missions with prior approval, and for the CMHS, faculty members are not entitled to leave within the published instruction days of the academic year.
- c) Faculty members who fail to perform their contracted duties because of absence without adequate notice and institutional approval may be subject to disciplinary actions, non-renewal of contract, termination of contract, and/or loss of pay.
- d) Under emergency conditions and unexpected circumstances including illness, faculty members and instructors must notify the Department Chair or the Dean of their absence in advance of their scheduled classes whenever possible.
- e) Female faculty members are entitled to Maternity Leave as set out in the HR Policy and Procedures.

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- f) Faculty members taking planned leave must make adequate arrangements in advance to cover their contracted duties.
- g) In the event of an unanticipated absence of a faculty member, the Department Chair and/or Dean may ask another faculty member, instructor or an academic staff person to deliver a message to, or conduct an activity in, the class such as take attendance, provide hand-out materials and homework assignments and/or similar instructional activities.

## 8. Contract Renewal & Termination

### a) Renewal of Contract

- (i) The Office of the Provost, in coordination with the HR Department, distributes to Colleges a list of faculty members whose contracts are due for renewal, faculty members who have completed the probationary period, and faculty members with rolling contracts.
- (ii) Each College responds to the Office of the Provost with recommendations for contract renewal justified by reference to performance evaluations and faculty needs.
- (iii) The Office of the Provost reviews Colleges' recommendations and makes decisions on contract renewal, according to the appropriate Signatory Authority.
- (iv) The decisions are communicated to the Colleges.
- (v) Deans prepare and send letters of notification to faculty members concerning renewal/termination of contracts at least six months prior to the date of expiration of contracts.
- (vi) Faculty members may appeal the decision according to related UAEU Policies and following the Signatory Authority.

### b) Termination of Contract

- (i) Policy as set out in the HR Manual governs the termination of contract and separation management.
- (ii) A contract of employment between the UAEU and the faculty member may be terminated by either party.
- (iii) The University may terminate the contract of a faculty on probation with six months advance written notice.
- (iv) The University may terminate the contract of a faculty member under any of the following circumstances:
  - The faculty member acquires UAE citizenship.
  - The faculty member's resignation is accepted. In this case, the faculty member must provide written notification of resignation to the UAEU with a minimum of a six months' notice, provided that it coincides with the end of a semester. Otherwise, related policies and regulations of the Human Resources are applicable if the faculty member failed to provide six months' written notice.

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The Vice Chancellor may, under special circumstances, partially or fully, reduce the time requirement of the resignation notice.

- Termination for cause which includes, but not limited to, persistent failure to carry out work assignments as determined by the Department Chair or the Dean; deliberate violation of the UAEU Policies and Procedures; abuse of authority as a teacher; teaching ineffectiveness. Faculty members terminated for cause may be given notice or cash in lieu of the notice. If given a six-month notice, no compensation is made.
  - Elimination of the faculty member's position, in which case the faculty member is provided a six-month notice.
  - Incurring permanent physical disability that prevents the faculty from fulfilling the contracted duties.
  - Penal dismissal for gross violations of conduct.
  - Criminal conviction or court sentence on the faculty member related to immoral behavior or breach of trust.
  - A faculty member's service ends by the end of the academic year in which he/she reaches the age of 65. Beyond 65, his/her service may be extended annually, according to the Signatory Authority.
- (v) A resignation is assumed if a faculty member is absent or does not carry out his/her duties for more than four working days without prior consent. In exceptional cases the absence may be deemed unpaid leave after approval in accord with the Signatory Authority.