

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual		Related Policy	AP-10
			Effective Date	01-Sep-2014
	Subject		Most Recent Review Date	01-Dec-2013
	Faculty Discipline		Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC for Academic Affairs		Pages of these Procedures	1 of 2

Procedures of Policy No. (10) - Faculty Discipline

1. The Provost shall appoint a University Disciplinary Committee encompassing, at least, three faculty members, including one Dean and one faculty member from the College of Law. Preferably, all the members of the committee should hold the academic rank of Professor.
2. Following initial discussion with the faculty member against whom a breach of conduct is alleged, the Dean and faculty member may agree to sanctions (a) to (c). Such result will be recorded in writing and held in file. Any failure to reach such mutual agreement requires the Dean to establish a Fact Finding Committee. The Dean may also decide to proceed directly to investigation by the University Disciplinary Committee, depending on the seriousness of the matter (such as harassment, research misconduct, etc.)
3. A College Fact Finding Committee is formed with faculty members at or above the rank of the faculty member against whom a breach of conduct is alleged. The Committee's responsibility is to determine if the allegation has sufficient substance to warrant formal investigation. All preliminary investigations shall be completed within twenty (20) working days of the formation of the Committee. The Dean will forward the Committee's report to the Provost within five (5) working days from the time of receiving the report.
4. Deans shall refer allegations of research misconduct to the University Research Ethics Review Board (which will perform the function normally performed by a College Fact Finding Committee), through the Vice Provost for Research and Graduate Studies. Within twenty (20) working days, the Board shall decide if the allegation has sufficient substance to warrant formal investigation through the University Disciplinary Committee.
5. On receipt of the report from the Dean (or from the Vice Provost for Research and Graduate Studies in case of research misconduct), and after consultation with the Vice Chancellor, the Provost may decide, within ten (10) working days, that:
 - a) No further action is required and the case should be closed; or
 - b) The allegation merits further investigation.
6. If the Provost decides that the allegation merits further investigation, he/she shall refer the case to the University Disciplinary Committee to carry out a formal investigation. The Committee shall be charged to investigate the allegations, to consider the faculty member's response if one is offered, to hold separate hearings for the different parties involved if any, and to make a timely recommendation to the Provost whether there is credible evidence to indicate that there has been a violation of the standards set out in Policies.
7. A date for a formal hearing before the University Discipline Committee with the affected faculty member present will be identified. The Provost shall formally notify the faculty member of the allegations being made at least ten (10) working days prior to the hearing. The faculty member has the right to representation by a lawyer at the hearing.

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8. The Provost may order provisional suspension of the faculty member under investigation prior to the conclusion of the matter if he/she considers this course of action necessary for the effective operation of the UAEU and/or the implementation of the disciplinary procedures. The suspension from duty shall not exceed a period of three months, which may not be extended except by approval from the Vice Chancellor. The suspension of the faculty member entails payment of no more than 50% of salary from the date of suspension, unless otherwise is decided by the Vice Chancellor. Should the case be closed following the investigation or should sanctions (a) to (c) be applied, the portion of salary withheld during suspension shall be paid to the faculty member.
9. Within thirty (30) working days after its constitution, the Committee shall complete its investigation and submit a formal report to the Provost.
10. The Provost shall inform the Vice Chancellor of the Committee's findings within ten (10) working days of receiving the report and recommend what, if any, disciplinary sanctions shall be imposed.
11. The Vice Chancellor shall inform the faculty member in writing, within ten (10) working days of receiving the Provost's recommendations, of the decision and of the sanctions, if any, to be proposed.
12. Within ten (10) working days after written notification from the Vice Chancellor of the findings and any proposed sanctions, the faculty member shall notify the Vice Chancellor in writing whether or not he/she accepts or disagrees with those findings and/or sanctions. If the faculty member accepts the findings and sanctions or does not file a response, the Vice Chancellor may proceed with imposing the proposed sanctions.
13. If the faculty member does not agree with the findings of the investigation and/or does not accept the sanctions imposed, he/she may file an appeal with the Chancellor.
14. An appeal must be submitted to the Chancellor within ten (10) working days from the date that the faculty member is notified of the outcome. The decision of the Chancellor in respect to such appeals shall be final and is communicated to the faculty member within thirty (30) working days after the submission of the appeal.