

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Procedures Manual		Related Policy	AP-14
	Subject National Faculty Professional Development Program		Effective Date	01-Sep-2014
			Most Recent Review Date	01-Dec-2013
			Due Date for Next Review	01-Sep-2016
	Responsible Office: DVC for Academic Affairs		Pages of these Procedures	1 of 3

Procedures of Policy No. (14) - National Faculty Professional Development Program

1. Proposals are made by individual faculty members and submitted to Department Chairs for recommendation to the Deans and thereafter approval by the Provost.

a) Format of proposals

Applications must include:

- (i) Name, College, Department, Rank (with years in rank)
- (ii) An up-to-date Curriculum Vitae
- (iii) Supporting documents (formal invitation, letter of acceptance, etc.)
- (iv) Details of the most recent completed NFPDP activity (if any), including
 - Description of activity completed;
 - Date(s);
 - Final reports as submitted on completion of the activity.
- (v) Full description of the proposed activity. Details must include:
 - Proposed activities, with Justification that they fall within the guidelines and timelines set forth herein;
 - Location;
 - Proposed date(s) and duration of activity; and
 - The expected total cost of the proposed activity.

b) Signatory process

- (i) Faculty members must sign and date the application.
- (ii) Department Chairs and Deans must sign and date confirming their approval of the application, and giving an explanation of the extent to which the application meets the review criteria.
- (iii) The Higher Committee of the Program will review all applications based on the recommendations of Department Chairs and Deans, and the budget allocated to the Program, and refer its recommendations to the Provost for approval.
- (iv) The Provost should confirm to the College Dean the approval of the application (if approved), and state the funding allocated.

c) Timeline

ACTION	DEADLINE (or preceding Thursday if deadline falls on a weekend)
Applications submitted to Department Chair	October 31 st
Department's Recommendation to College Dean	November 15 th
College Dean's Recommendation to Provost	November 30 th
Provost notice to College Dean	December 31 st
Notice to faculty member	January 15 th
Faculty member report to Department Chair	Normally within two months of the conclusion of the activity, or as agreed

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2. Proposals will be assessed on the extent to which the proposed activities:
 - a) Seek, or lead to, production of scholarly output;
 - b) Relate to the applicant's academic discipline or administrative role;
 - c) Appear to provide a solid contribution to the promotion prospects of the applicant;
 - d) Are well planned;
 - e) Are cost effective and within the NFPDP's budget; and
 - f) Fall within the guidelines published herein.

Other factors that may affect the decision to grant NFPDP award include:

 - g) Active-rather-than passive participation (submission of papers, etc.);
 - h) Feedback on previous participation by the applicant; and
 - i) Applicant's rank and years of service in rank.

3. Guidelines for eligible activities and exclusions
 - a) Activities will normally take the form of conference participation; academic visits to universities, archives, libraries or research institutes; and training programs.
 - b) Faculty members are permitted a maximum of two activities within one academic year, of which at least one must involve active participation, and a maximum of one that is a specialized training program or an academic visit.
 - c) The faculty member is eligible to attend only two conferences, if he/she has no acceptable paper, in each rank.
 - d) Language training is limited to a maximum of one per year and two within an academic rank.
 - e) Management training is limited to a maximum of one per year and two within an academic rank, unless it is within the faculty member's specialization.
 - f) No activities proposed in the final exam period will be approved.
 - g) Activities taking longer than one week should not take place within the official working days of the fall or spring semesters.
 - h) Proposals for equipment, software, hire of research staff, or reduction in teaching load will not be approved under this policy.

4. Funding is provided as follows:
 - a) Conferences
 - (i) Economy return air ticket and Visa fees where appropriate
 - (ii) Registration fees
 - (iii) Per diem at University-published rates for a maximum of seven days
 - b) Academic visits
 - (i) Economy return air ticket and Visa fees where appropriate
 - (ii) Fees required for use of host facilities
 - (iii) Living expenses as follows:
 - Lump sum of AED 10,000 if the academic visit ranges between one to two weeks.
 - Lump sum of 18,000 AED if the academic visit is more than two weeks.
 - c) Training programs
 - (i) Economy return air ticket and Visa fees where appropriate
 - (ii) Registration fees
 - (iii) Fees required for use of host facilities

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(iv) Per-diem at University-published rates. If the registration fees include accommodations, the applicant may receive half of the allocated per diem. For training programs that exceed one week, academic visits rules are applicable.

5. Faculty members on secondment or sabbatical leave are not eligible to apply.
6. Unsuccessful applicants for NFPDP funding may appeal to the Provost in writing within two weeks of the original notification.
7. Activities that are cancelled because of illness or other unplanned circumstances may be substituted with other activities in the same academic year after obtaining appropriate approvals.
8. The authority to grant exceptions is vested with the Provost.