
 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Academic Personnel Policies Manual	Policy Number	AP-03
		Effective Date	12-Aug-2018
	Subject Responsibilities	Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
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3. Responsibilities

Overview

Defines responsibilities of faculty members and instructors with respect to their roles as teachers, researchers, and community members.

Scope



Applies to all UAEU faculty members and instructors except those in the CMHS.

Objective

Defines the responsibilities of the faculty and instructors with respect to the central functions of the UAEU and sets out the standards by which their contribution will be assessed.

Policy

1. Faculty members and instructors are bound by the Code of Professional Ethics.
2. All faculty members and instructors are expected to spend, at least, 40 hours per week in teaching, research and service to the University and to the community. To foster campus life among faculty and students, faculty members and instructors must be available in campus, at least, 30 hours per week.
3. The faculty members and instructors must cooperate with, and provide special attention to, students with special needs.



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Procedures of Policy No. (3) – Responsibilities

1. Teaching

- a) Faculty members and instructors are expected to maintain an educational environment that best supports students' learning. To achieve this, they will develop course syllabi and instructional methods to professional standards, use appropriate educational technology, coordinate with others where appropriate, and adhere to the assessment criteria required to ensure that students have achieved the learning outcomes at a level commensurate with UAEU's academic standards.
- b) Faculty members and instructors are responsible for the development and review of curriculum and the assessment of students' learning at the course, program and institutional levels.
- c) Faculty members and instructors are required to schedule and post weekly office hours, distributed fairly between males and females, and based on the number of sections and number of students they teach. The minimum commitment is one hour per section per week. Colleges may determine additional requirements.
- d) Faculty members and instructors should maintain attendance records for all lectures and laboratory sessions. Any discrepancy between the actual class list of attendees and the official register must be brought to the attention of the Office of the Registrar. Absence records must be submitted into the electronic system within 48 hours of the end of the session.
- e) Faculty members and instructors should fulfill their teaching commitments according to the teaching workload Policy. They must adhere to official schedule of classes and office hours.
- f) The University may schedule make-up classes to compensate for class meetings lost to public holidays or changes to the academic calendar.
- g) Faculty members and instructors are required to check the students' work for plagiarized content and to formally include the following statement in the course syllabus:

“You are responsible to familiarize yourself with the Students Code of Conduct Policy. Your submitted work will be checked for plagiarism using online tools.”
- h) Faculty members and instructors must schedule final examinations as set by the Registrar unless permission has been given to reschedule a final exam. Rescheduled final exams must fall within the final examination period and must follow the UAEU Policy in this regard.
- i) Faculty members and Instructors provide full attention to students with special needs through the following:
 - (i) Cooperation and consideration of students with special needs regarding teaching.
 - (ii) Review and discuss the support plan and the additional services required with the student.
 - (iii) Discuss options to meet student needs in performing tests including providing quiet and noise free spaces.
 - (iv) Communicate with the Students Happiness Center to resolve any issues related to test arrangements.
 - (v) Communicate with the Students Happiness Center on arrangements to provide alternative test locations and give additional time if needed.

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(vi) In the case of the student's examination in the Students Happiness Center, the faculty member/instructor must deliver the examination paper directly to the Center or by e-mail.

2. Research

- a) Faculty members are expected to produce scholarship of a standard commensurate with a research-intensive world-class university. They should maintain an active research agenda that targets contributions of the highest quality, that strives to involve students, that achieves publication in peer-reviewed journals of international repute and other forms of scholarly outcomes, that draws on external research funding, engages in and generates international collaboration, and observes the Code of Professional Ethics.
- b) Research stream/focus faculty should have high productivity in research, documented in the quality and quantity of journal publications, and should be able to secure external research funds. They are expected to provide leadership in research and support the development of junior researchers and colleagues. Their productivity and achievements in research will be assessed at a higher standard as compared to other faculty. Research steam/focus Professors should have the highest research productivity (quantitatively and qualitatively) as compared to all other colleagues and peers in well-known research intensive universities.
- c) Undesignated/regular faculty members are expected to maintain a very good research profile, while Teaching steam/focus Associate Professors are expected to maintain a satisfactory research profile.

3. Service

- a) Faculty members and instructors are expected to attend events scheduled by their academic department, College and University that contribute to the well-being of the UAEU community, including but not limited to departmental and college meetings and events, Annual Convocation, and Graduation.
- b) Faculty members and instructors are expected to contribute to the external and internal service mission of the University. External service is viewed as an extension of the knowledge and skills of the faculty, which are made available to the community at large. Internal service includes effective contribution in Committees, student advising and mentoring and participation in University governance.
- c) Faculty members and instructors may be assigned duties that fall within their expertise and role and contribute to the service mission of the University. Such duties may be assigned to faculty members by the senior administration of the UAEU.
- d) Faculty members and instructors may only engage in a professional service activity leading to financial gain outside their contracted duties to the University with the prior permission according to the Signatory Authority.
- e) A faculty member or an instructor who provides, or whose family (parents, children, siblings, spouse or spouse's parents) provides goods or services to the University must disclose this relationship to the Office of the Secretary General prior to their procurement by the University.