

**UAEU**

جامعة الإمارات العربية المتحدة  
United Arab Emirates University



# FACULTY HANDBOOK

AY 2019- 2020



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2019-2020

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## **Disclaimer**

This handbook contains information that was considered accurate at the time of printing but should not be construed as a legal and binding publication. The University's website will always have the most current University policies and procedures in their entirety, and faculty should consider the University's website an additional and reliable source of information.



**SAEED AHMED GHOBASH**

Chancellor  
United Arab Emirates University

## A MESSAGE FROM THE CHANCELLOR

The United Arab Emirates University (UAEU) takes pride in its achievements and prestigious position at both regional and global levels. Due to the unstinting support of the National Leadership, education has always been a strategic priority for the United Arab Emirates.

The University strives to meet the expectations and aspirations of the nation and society by adhering to the highest institutional principles, which include respect for diverse values, national heritage, cultural diversity, integrity, transparency, teamwork, leadership, learning and effective decision-making and communication.

The University plays an important role in many aspects of teaching, scientific research and community service. It is committed to qualifying graduates with highly developed skills and necessary knowledge to be both creative and innovative with an ability to compete in the labor market and take pride in their national identity.

In order to maintain the status and reputation of the University, UAEU is continuously reviewing and refining its programs, whether at Bachelor's, Master's or Doctoral levels. External evaluation of these programs according to international standards ensures quality control of these programs. The development of teaching and learning methodologies, the use of smart devices in classrooms, the support of scientific research and development has all helped UAEU in obtaining global academic accreditation for its many diverse programs and colleges. UAEU seeks to maintain and expand the international institutional accreditation that has already been established.

To maintain quality control and achieve optimum performance, the University is keen to attract talented faculty and researchers. To this end, UAEU provides special support for UAE nationals who wish to join its team. UAEU also delivers administrative and technical services of the highest quality, seeks partnerships at local, regional and global levels in order to contribute to a knowledge-based economy, achieve sustainable development, and build a society based on innovation and the dissemination of knowledge.

UAEU's strategic plan is derived from a vision of achieving leadership and innovation in higher education, scientific research and community service at local and international levels. Its mission is to, make a positive contribution to the progress of the United Arab Emirates through the provision of academic programs of international standards in both undergraduate and graduate studies, and to build local and international partnerships that promote the widespread dissemination of knowledge that provides support to the momentum of national development. UAEU is a pioneer in smart transformation in the higher education sector, which makes UAEU the University of the Future. Furthermore, the nature of operations of UAEU mainly involves industries of the future, which require the capacity to tackle its elements professionally.



**PROFESSOR MOHAMED ALBAILI**

Vice Chancellor  
United Arab Emirates University

## A MESSAGE FROM THE VICE CHANCELLOR

The United Arab Emirates University strives to provide the best learning environment for the people of UAE in order to achieve international standards and provide accredited academic programs. These higher education and graduate programs must keep pace with rapid changes in society and the labor market which needs national graduates capable of taking on responsibility. As such, we need to continue to develop in terms of scientific research. The university has already started on a radical shake up in various fields in order to reach international standards of excellence in its scientific and research practices.

UAEU has made innovation a strategic priority and seeks to encourage creativity and innovation that can contribute to strengthening sustainable development and the development of a knowledge economy at local and international levels. Through promoting creativity and innovation, the university has established a competitive spirit throughout the scientific research community. This is in line with the national leadership's ambitious vision of striving for continued excellence and leadership.

The university prepares students by developing skills, abilities and talents. This prepares graduates for the labor market. The continuous assessment of the teaching and learning process reflects the university's desire to prepare students for the labor market.

UAEU is improving in terms of employee and administrative efficiency. This, in turn, lays the foundations to support business development, teamwork, innovation and efficiency. There are also ongoing periodical revisions of internal regulations, policies and procedures which benefit the university community and our strategic partners.

The high ranking of UAEU as a leading scientific institution in higher education in the UAE is the result of sustained efforts towards creativity, innovation and scientific research, while still safeguarding the societal values and principles promoted by our national leadership.





## **Vision**

Leadership and innovation in higher education, research and community service at national and international levels.

## **Mission**

UAEU will continue its positive contribution to the advancement of UAE by delivering undergraduate and graduate education that meets international standards, engaging effectively with the community and the world to foster knowledge creation and dissemination, and enhancing the research capacity of the country.

## **Values**

1. **Respect for Heritage and Cultural Diversity:** We respect the deep-rooted values and the rich heritage of UAE and seek to sustain them.
2. **Integrity and Transparency:** We adhere to the highest ethical principles and work with integrity, transparency and accountability to create trust and credibility.
3. **Collaborative Work Environment :** We support one another at work through cooperation and teamwork.
4. **Student Focus:** We recognize that students are at the center of the university's activities and ensure that our work contributes to continuous improvement in student success.
5. **Effectiveness in Decision-making:** We focus on outcomes, base our decisions and plans on evidence and analysis, and develop and adopt efficient systems and procedures that support the university's core business.
6. **Effective Communication:** We are committed to effective communication, through a variety of communication methods, with all our stakeholders (staff, students, alumni, partners, vendors, and the local and international communities).
7. **Dedication to Knowledge:** We are committed to world-class education and scholarship relevant to student careers and community needs.

## **Goals**

1. Prepare students to be distinguished in their areas of specialization, leaders and productive members of society.
2. Develop research capacity and innovation in areas of national and global importance.
3. Expand international accreditation for the university and its academic programs and promote the university's global reputation.
4. Promote the University's role in the transfer of knowledge and skills to serve the society.
5. Ensure high quality, efficient and transparent administrative services.
6. Entrench a culture of innovation in institutional work environment.

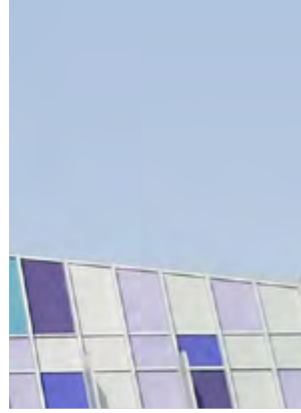




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# INTRODUCTION





# INTRODUCTION

UAEU is the first and foremost comprehensive, research-intensive national university in the United Arab Emirates. It enrolls more than 15,000 Emirati and international students in a full range of internationally accredited graduate and undergraduate programs throughout nine Colleges: Business and Economics; Education; Engineering; Food and Agriculture; Humanities and Social Sciences; IT; Law; Medicine and Health Sciences; and Science. In addition, the College of Graduate Studies was established in 2013 to oversee graduate programs.

With a distinguished international faculty, state-of-the-art campus, and full range of student support services, UAEU offers a living-learning environment that is unmatched in the UAE.

In its drive to achieve international research stature, UAEU works with its partners in industry to provide

research solutions to challenges faced by the nation, the region, and the world.

The University has established research centers of strategic importance to the country and the region which are advancing knowledge in critical areas ranging from water resources to cancer treatments.

UAEU is currently ranked among the top research universities in the GCC and the Arab World, and among the top 25% globally.

UAEU's academic programs have been developed in partnership with employers, so our graduates are in high demand. UAEU alumni hold key positions in industry, commerce, and government throughout the region. Our continuing investments in facilities, services, and staff ensure that UAEU will continue to serve as a model of innovation and excellence.

# Historical Background of United Arab Emirates University



- UAEU is a federal institution established in 1976 by Federal Law number “4”, based on an initiative of His Highness Sheikh Zayed Bin Sultan Al Nahayan, late President of the UAE;
- It was the first university to be established in the UAE;
- UAEU offers free education, transportation, and accommodation for its undergraduate students. In 2016, the University allocated a limited number of fee-based seats to distinguished international students at the undergraduate level.
- The university began courses in Fall 1977 with 4 colleges (Arts, Science, Education, and Business and Economics);
- Other colleges established later: Shari’ah and Law 1978; Food and Agriculture 1980; Engineering 1980; Medicine and Health Sciences 1986; University General Requirements Unit (UGRU) 1994; Information Technology 2000, and Graduate Studies in 2013. In 2007, the College of Sharia and Law was replaced by the College of Law.
- First master’s program offered by College of Science in 1991 in Environmental Sciences. The PhD Program commenced in 2011. Currently, the University offers more than 40 graduate programs.



# Colleges




The United Arab Emirates University has the following Colleges:



**College of**  
Business and  
Economics




**College of**  
Humanities and  
Social Sciences



**College of**  
Information  
Technology



**College of**  
Engineering




**College of**  
Education



**College of**  
Law



**College of**  
Food and  
Agriculture



**College of**  
Science



**College of**  
Medicine and  
Health Sciences



**College of**  
Graduate Studies



**University**  
College



## UAEU General Information

- The undergraduate classes are run separately for male and female students. Graduate level studies are integrated.
- In addition to UAE national students, the University admits international students who meet certain criteria. Currently about one-third of the students' population are non-national.
- UAEU has approximately 800 faculty members and instructors from different nationalities including the United States, Canada, Northern Europe, and the Middle East.
- The main university is located in the city of Al Ain, with graduate programs offered in Abu Dhabi and Dubai
- University residence facilities accommodate all students on campus in Al Ain, except those students who live with their families in or near Al Ain

## UAEU Firsts

- Based on the QS World University Rankings, the University is ranked first in terms of diversity of faculty members (approximately 65 nationalities).
- College of Business and Economics is the first business school in the Middle East to be accredited by the Association to Advance Collegiate Schools of Business (AACSB), the American professional body to accredit schools of business.
- Zayed Library was the first UAE library to have an American Studies Corner.
- In 2005, the College of Education became the first college outside the United States to be granted international recognition by the Center for Quality Assurance in International Education in conjunction with the National Council for Accreditation of Teacher Education.

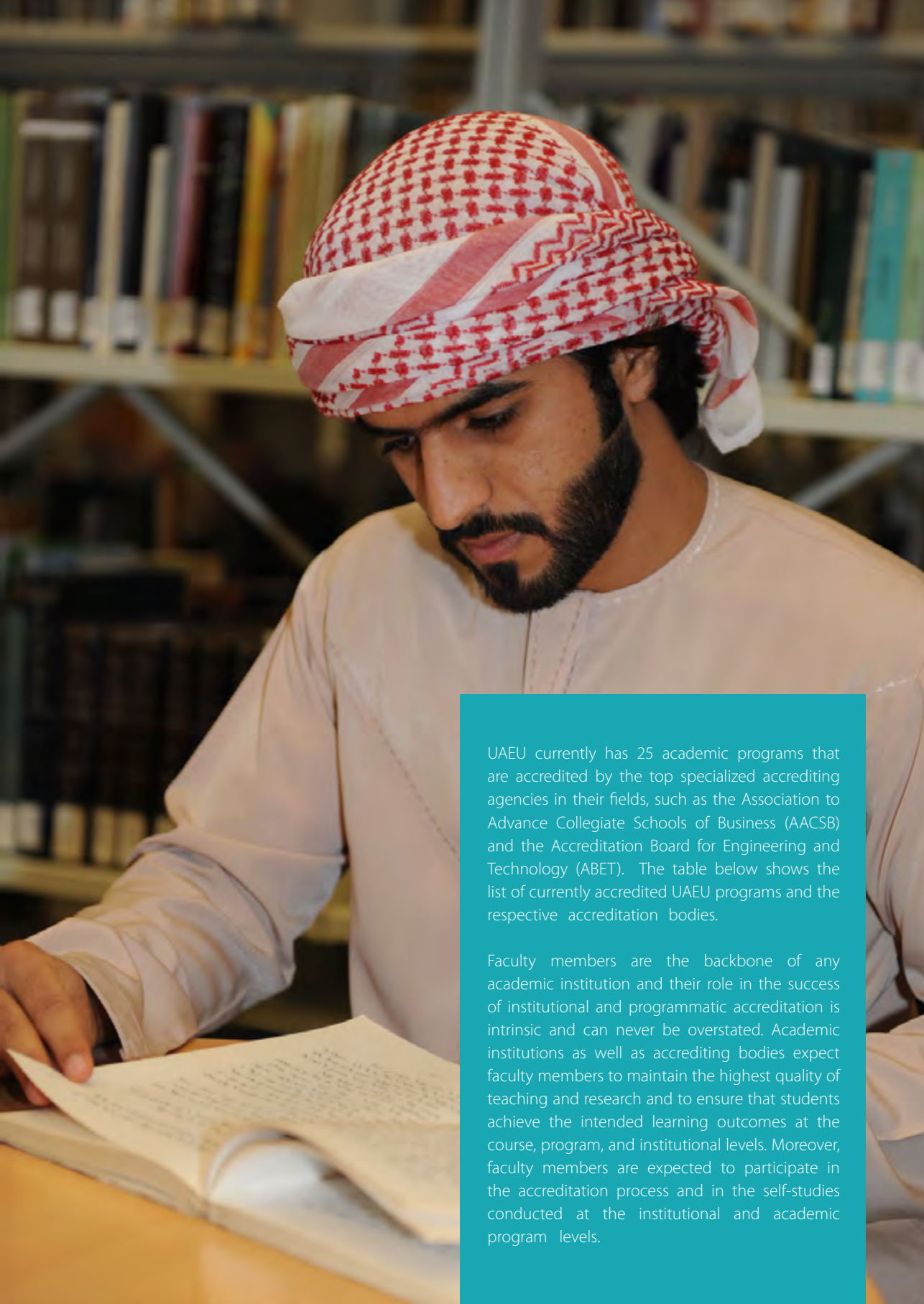
## Accreditation

The United Arab Emirates University strives to achieve educational excellence in accordance with the highest "institutional" and "specialized" accreditation standards.

Institutional accreditation normally applies to the entire university and comprises a comprehensive review of all its academic and non-academic functions by an institutional accrediting agency. This accreditation assures the academic community, the public, and other entities that an accredited university has met high standards of quality, effectiveness, and accountability.

In addition to being accredited by the UAE Ministry of Education Commission for Academic Accreditation (CAA), UAEU is proud to be one of the very few academic institutions outside the United States that are accredited by the WASC Senior College and University Commission (WSCUC). The Western Association of Schools and Colleges (WASC) is one of six official academic agencies responsible for the accreditation of public and private universities, colleges, secondary and elementary schools in the United States and foreign institutions of American origin. WASC has jurisdiction over the U.S. states of California and Hawaii.

The terms "specialized accreditation," "professional accreditation," and "programmatic accreditation" are used interchangeably to refer to the accreditation of programs, departments, or colleges that are parts of an academic institution. Incidentally, an entire college, academic department, or a particular academic program may be accredited by specialized accrediting organizations.



UAEU currently has 25 academic programs that are accredited by the top specialized accrediting agencies in their fields, such as the Association to Advance Collegiate Schools of Business (AACSB) and the Accreditation Board for Engineering and Technology (ABET). The table below shows the list of currently accredited UAEU programs and the respective accreditation bodies.

Faculty members are the backbone of any academic institution and their role in the success of institutional and programmatic accreditation is intrinsic and can never be overstated. Academic institutions as well as accrediting bodies expect faculty members to maintain the highest quality of teaching and research and to ensure that students achieve the intended learning outcomes at the course, program, and institutional levels. Moreover, faculty members are expected to participate in the accreditation process and in the self-studies conducted at the institutional and academic program levels.

## UAEU Accredited Academic Programs

College	Program	Accreditation Body	Year of First Accreditation
College of Business and Economics	Bachelor of Accounting	Association to Advance Collegiate Schools of Business (AACSB)	2000
	Bachelor of Economics	Association to Advance Collegiate Schools of Business (AACSB)	2000
	Bachelor of Finance and Banking	Association to Advance Collegiate Schools of Business (AACSB)	2000
	Bachelor of Statistics	Association to Advance Collegiate Schools of Business (AACSB)	2000
	Bachelor of Management Information Systems	Association to Advance Collegiate Schools of Business (AACSB)	2000
	Bachelor of Business Administration	Association to Advance Collegiate Schools of Business (AACSB)	2000
	Master of Business Administration	Association to Advance Collegiate Schools of Business (AACSB)	2001
	Master of Professional Accounting	Association to Advance Collegiate Schools of Business (AACSB)	2012
	Doctorate of Business Administration	Association to Advance Collegiate Schools of Business (AACSB)	2011
	Bachelor of Science in Civil Engineering	Accreditation Board for Engineering and Technology (ABET)	1999
College of Engineering	Bachelor of Science in Chemical Engineering	Accreditation Board for Engineering and Technology (ABET)	1999
	Bachelor of Science in Petroleum Engineering	Accreditation Board for Engineering and Technology (ABET)	1999
	Bachelor of Science in Architectural Engineering	Accreditation Board for Engineering and Technology (ABET)	1999

College	Program	Accreditation Body	Year of First Accreditation
College of Engineering	Bachelor of Science in Electrical Engineering	Accreditation Board for Engineering and Technology (ABET)	1999
	Bachelor of Science in Communication Engineering	Accreditation Board for Engineering and Technology (ABET)	1999
	Bachelor of Science in Mechanical Engineering	Accreditation Board for Engineering and Technology (ABET)	1999
College of Food and Agriculture	Bachelor of Science in Horticulture	Agricultural Institute of Canada (AIC)	2009
	Bachelor of Science in Marine Fisheries and Animal Science	Agricultural Institute of Canada (AIC)	2009
	Bachelor of Science in Agribusiness	Agricultural Institute of Canada (AIC)	2009
	Bachelor of Science in Food Science	Institute of Food Technologists (IFT)	2013
College of Information Technology	Bachelor of Science in Information Technology	Accreditation Board for Engineering and Technology (ABET)	2011
College of Science	Bachelor of Science in Chemistry	Canadian Society for Chemistry (CSC) and Royal Society of Chemistry (RSC)	2007 by CSC and 2010 by RSC
	Bachelor of Education in Early Childhood Education	Center for Quality Assurance in International Education, using NCATE standards (CQAIE)	2005
College of Education	Bachelor of Education in Elementary Education	Center for Quality Assurance in International Education, using NCATE standards (CQAIE)	2005
	Bachelor of Education in Special Education	Center for Quality Assurance in International Education, using NCATE standards (CQAIE)	2005

## Graduate Studies

The College of Graduate Studies (CGS) is part of the Division of Academic Affairs, and serves the needs of the graduate community at UAEU. Although the CGS is a relatively new organizational unit, UAEU has a legacy of offering quality graduate education since 1991.

Over the last decade, our menu of graduate programs has expanded significantly to over 35 graduate degree programs at the Master's and Doctorate levels with different orientations (professional and academic), which are offered by the nine academic colleges within the University. Our growing list of professional programs respond to the market needs of the nation and the region, and some of them are conveniently offered at the main campus in the city of Al Ain as well as in Abu Dhabi and Dubai.

Our students are served by a world-class and highly diverse faculty. Full-time students have access to an array of competitive scholarships, fellowships, and assistantships sponsored by the University and industry partners. They also benefit from specialized professional development activities tailored to their educational and research needs.

Our high academic standards, nationally and internationally accredited programs and engaging partnerships provide many opportunities for students of all walks of life to learn, develop and flourish for their own good and the good of the nation and the society at large.

The mission of the College of Graduate Studies is to serve as an advocate for graduate education and research and foster an intellectual and professional environment that values and supports creative, scholarly and scientific inquiry while serving the nation's need for a well-educated and professionally-trained workforce through programs and services that meet best practices and international standards. UAEU graduate student enrollment reached 1,200 students in the Fall of 2017 semester, which is 55% higher of what it was 5 years ago (i.e., in Fall 2012).

While over 50% of our students are UAE Nationals, the graduate student population enjoy a rich diversity of backgrounds and cultures reflecting 49 different nationalities. Furthermore, half of our students enroll on a full-time basis and most of them are supported by scholarships, fellowships or research assistantships that engage them in viable research projects relevant to the country's strategic sectors, namely, health, education, renewable energy, water, transportation, technology, and space. Our PhD program enrolls over 225 students in seven different colleges and has graduated 63 alumni who have published over 160 refereed, research articles.

For details on the graduate programs and the support services offered at UAEU, visit the webpage of the College of Graduate Studies through the University's website at [www.uaeu.ac.ae](http://www.uaeu.ac.ae)

UAEU offers three types of graduate programs as follows:

### Master's Programs

Master's degree programs in many discipline areas are offered by the academic departments in the colleges. There are two types of Master's programs: Professional and Academic (i.e., research-based). All programs require a minimum of 30 credits and the completion of a research thesis or a major project. Enrollment in Master's programs may be on full-time or part-time basis. However, some restrictions might apply in some programs.

### Professional Doctorate Programs

A professional Doctorate program is advanced studies beyond the Master's degree. It requires coursework and independent research. The emphasis of the professional Doctorate degree is on research skills and advanced professional knowledge in an applied field of specialization. Students generally pursue professional Doctorate programs on full-time basis. However, some programs might permit part-time enrollment.

## The Doctor of Philosophy (PhD) Program

According to the Commission for Academic Accreditation (CAA), of the Ministry of Education in UAE, the PhD program is an academic doctorate degree program that requires coursework beyond the Master's degree and academic research. The PhD degree is awarded in recognition of high quality academic research that represents original contribution to human knowledge that is represented in a research dissertation of a publishable standard. The PhD program requires a residency period of full-time enrollment for a minimum of three years.

## Academic Calendar

The academic calendar of UAEU is comprised of two 16-week semesters and one summer terms. The calendar commences in the fall (August/September) and runs through spring (June/July). A winter break of three weeks occurs between semesters, in December-January, and a spring break of approximately two weeks occurs in the middle of the second semester, during March- April. A number of national and religious holidays occur throughout the year and are announced accordingly. Each summer term is about four weeks. It is optional for faculty to teach during the summer. The academic calendar is updated in the spring of each year and published on the university's public website, [www.uaeu.ac.ae](http://www.uaeu.ac.ae).





## ORGANIZATION OF UAEU

The organizational structure of the United Arab Emirates University is designed to ensure that all operations and activities at the various levels are conducted in an efficient and timely manner. The Vice Chancellor has two Deputies in the areas of academic affairs, finance and administration (Secretary General). The Deputy Vice Chancellor for Academic Affairs (Provost) is responsible of all academic issues including undergraduate curricula and programs, academic personnel, and academic units as well as issues related

to graduate college and graduate students, research centers, library, funded projects and consultation services. Other issues, related to human resources, budget, financial affairs, procurement services and general services fall under the responsibility of the Deputy Vice Chancellor for Finance and Administration (Secretary General). The Associate Provost for Students Affairs supervises all activities related to student enrollment and registration as well all employment and alumni.

The following is UAEU Organizational Chart:

# EMPLOYMENT





# EMPLOYMENT



Hiring and retaining high-quality faculty members and staff is one of the main priorities of the UAEU. Great attention is given to the process of hiring to ensure consistency of approach in the recruitment, appointment and contract management of faculty members and instructors. For this reason, clarifications regarding the expected caliber of personnel, duties assigned, and contractual relationships for each rank are explained in this manual.

## RECRUITMENT

Recruitment normally begins with the department and college that requests authorization to recruit from the Provost's Office. The initiating department takes responsibility for conducting the search and recommending candidates to the Dean. The department chair and the dean recommend to the Provost Office the shortlist of candidates to start the interview process, after which an offer of employment is extended to the preferred candidate through the Human Resources Department, to be signed and returned within a certain time frame. Relevant documentation and procedures are then sent to the candidates to facilitate their joining the University.

## APPOINTMENTS

UAEU has established criteria and standards to guide the appointment of new faculty. The University uses a system similar to the American system in assigning faculty titles and in appointing them to various positions.

The experience in the rank is counted based on the number of years after holding the rank in a university or an academic institution recognized by the Ministry of Education. Each two years of experience in a research institution or the industry will be counted as one year of experience in the rank.

### Assistant Professors

An assistant professor must have a PhD or its equivalent from an accredited university, be qualified as an able teacher, and exhibit other qualifications as may be stipulated by individual colleges.

### Associate Professors

An associate professor must be a PhD holder who has written and published original academic research or produced some equivalent form of scholarship while an assistant professor. He/she should have carried out distinguished activities in teaching, scholarship or service and should have spent at least four years as a full-time faculty member at the rank of assistant professor.

Individuals without university work experience may be hired if they are PhD holders who have undertaken

post-doctoral research in their specialization and have carried out distinguished scholarly activities therein for a minimum period of six years after their PhD, provided that they are well qualified to teach at the United Arab Emirates University in a way that meets individual college standards.

### Professors

A professor must be a PhD holder who has conducted and published original research in his/her specialization while an associate professor. He/she should have conducted distinguished activities in teaching, scholarship or service, with an experience in supervision of Master's or PhD theses, and should have spent at least five years as a full-time faculty member at the rank of associate professor.

Individuals without university work experience may be hired if they are PhD holders who have published post-doctoral research in their own field of specialization or achieved distinction through other accomplishments and continued research for a minimum period of twelve years after the PhD, provided that they are well qualified to teach at the United Arab Emirates University in a way that meets individual college standards.

Visiting Faculty/Instructor

Individuals from other universities may be appointed as visiting faculty, for one semester or one academic year, at a rank (Instructor, assistant professor, associate professor, or professor) commensurate with experience and rank at their home universities.

### Instructors

Instructors must have a Master's degree or equivalent from an accredited university and have either demonstrated teaching effectiveness in previous appointments or provided evidence of probable success as an effective teacher. Instructors are considered as non-faculty academic staff.

### Adjunct Positions

These are individuals whose primary employment is external to the University and whose special expertise or professional qualifications make them uniquely qualified to render assistance to specific academic

areas. There are three ranks of adjunct appointments: adjunct assistant professor, adjunct associate professor and adjunct professor. Adjunct professors may teach up to a maximum of 6 credit hours per semester.

## Honorary Designations (Honorary Contracts or Honorary Status)

### 1. Emeritus

Emeritus status to an academic rank is given to Emirati faculty members, upon retirement, who are deemed to have provided exemplary service to the UAEU. Specific privileges and duties are identified at the time of the designation.

### 2. Honorary Professor

"Honorary Professor" title is given to individuals who are not members of the United Arab Emirates University, in recognition of their contribution to the advancement of science. Specifics related to duration of assignment, duties and benefits are identified in the contract.

### 3. Distinguished Faculty

Distinguished status to an academic rank is 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 and identified in the contracts.

### 4. Endowed Chair/Professor

An endowed chair/professor is a title awarded to a distinguished scholar employed by the University in recognition of financial support from 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.

## Academic Administrative Appointments

This category of appointments includes:

### • Dean

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.

### • Vice Dean

With authority to act on behalf of the Dean in his/her 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.

### • Assistant Dean

The Assistant Dean is appointed by the Signatory Authority for a renewable period of two years to fulfill administrative duties assigned by the Dean. Each college has at least two assistant deans as following.

- Assistant Dean for Research & Graduate Studies
- Assistant Dean for Students Affairs

### • Department Chair

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.

### • Coordinator of Graduate Programs

The Coordinator of a Graduate Program is responsible for scheduling of classes and course offering and for communication with Department Chairs and faculty members to assign instructors for the different courses.

- **Other Administrative Appointments are assigned by assigned the Chancellor, the Vice Chancellor, the Provost, or the Dean**

## Faculty Designation/Streams

Based on their performance evaluation and the Dean's recommendation, faculty members may, at the time of their contract renewal, continue without a specific designation (general stream) or request to receive one of the following designations/streams within their current rank:

- Associate Professor (Teaching stream/focus)
- Associate Professor (Research stream/focus)
- Professor (Research stream/focus)

Normally, Research Stream Faculty are not expected to hold academic administrative positions. The duties and responsibilities of faculty under the above classifications are given in the policies and procedures related to Responsibilities and Workload.

## Contract Termination before Expiration Date

A faculty's and instructor contract can be terminated by him/her or by the University according to the following:

### Faculty Member and instructor

A faculty member who wants to terminate his/her contract should submit his/her resignation six months prior to the date it takes effect. In case the faculty member insists on resigning without giving the minimum six-month notice, related human resources policies will be applicable.

### The University

The University may terminate the contract during the probationary period. Notification for the faculty must be issued no later than six months prior to the end date of the contract. Meanwhile, the contract will be terminated before its expiration date in any one of the following conditions:

- The faculty member's resignation is accepted.
- Cancellation of the position, in which case the faculty member is recompensed with a full six-month salary or will be paid to the end of his/her contract, whichever is less unless he is given the legal notice.
- Permanent physical disability.
- Penal dismissal.

- Court sentence on the faculty member related to immoral behavior or breach of trust.
- Reaching the age of 65, unless an approval to extend his/her service is issued in accordance with the rules in effect.
- Acquiring UAE citizenship by non-national faculty or revoking/dropping the citizenship of a national faculty.
- 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

## Seconded Faculty

These regulations apply to faculty members seconded from other universities, provided that they are not contradicting the policies governing periods of secondment in effect at their original universities. In all cases, secondment may be extended upon the request of the University, and the contract of a seconded faculty member expires automatically at the end of his/her secondment period.

## End of Service

In addition to the above mentioned conditions, a faculty member's service ends in the case of death, or in the case of absence exceeding one month without consent.

## Reaching age of Retirement

A faculty member's service ends when he/she reaches the age of 65. If this happens during the academic year, he/she remains in service until the end of the academic year, retaining all his/her rights and administrative titles. His/her service may be extended annually with the approval of the Vice Chancellor.

## Absence

It will be considered a resignation if a faculty member absents himself/herself for more than one month without prior consent. Under special conditions, the Vice Chancellor may consider this period of absence as an unpaid leave.



## BENEFITS

The expected salary for the different academic ranks may differ from one specialty to another not only among the different Colleges and Departments, but also among the different areas within the same Department.

The monthly salary includes an adjusted salary and a complementary allowance.

In addition to the monthly salary faculty members are entitled to receive other benefits as provided in the following table.

Benefit	Professor	Associate Professor	Assistant Professor	Instructor
<b>Vacation Tickets</b> (Economy class except for Deans who are entitled to business class)	Employee & Dependents (Spouse and up to three children).			
<b>Furniture Allowance</b> (For expatriates with unfurnished house)	Married: 40,000 Single: 35,000		Married: 30,000 Single: 25,000	
<b>Educational Fees</b>	15% of the employee's gross annual salary, for a Max of three children (conditions apply)			
<b>Accommodation</b>	Eligible			
<b>Repatriation Expenses</b>	AED 3,000			
<b>Vacation Leave</b>	Inter-semester, summer vacation, religious and national holidays			
<b>Medical Insurance</b>	100% employer paid. Coverage is provided for employee, spouse and up to three eligible children up to the age of 18 who actually reside in UAE and having valid residence permit..			
<b>Relocation Allowance</b>	AED 2,000 at the beginning of the employment.			
<b>End of Service Benefit</b>	One month's adjusted salary for each full year of service, pro-rated			
<b>Sick Leave</b>	Employees are entitled to sick leave with full pay for up to 15 working days and with half pay for up to additional 15 working days per contract year for personal illness or attendance upon ill immediate family member, either in or out of the UAE. Sick leave for work-related injuries may be extended for up to six months with full pay.			
<b>Maternity Leave</b>	For female employees for 60 calendar days			
<b>Bereavement Leave</b>	5 working days with provisions			

### Accommodation

Employees are entitled to this benefit as indicated on the Faculty and Staff Pay Grade and Benefits Chart. The University shall provide unfurnished accommodation

for faculty members or a housing allowance option for national faculty members, if there is no duplication of benefits for an employee and his/her spouse.

## **Furniture Allowance**

Employees who are provided with unfurnished accommodation may receive a furniture allowance as per the Faculty and Staff Pay Grade and Benefits Chart. This furniture shall be deemed the property of the employee following the lapse of three years of service, which will be calculated from the date of payment of the allowance. Should an employee leave before the end of three years, he/she will be required to reimburse the University a pro-rated amount of the furniture allowance.

## **Medical Insurance**

The University shall provide faculty members and their families access to a health insurance scheme, which is funded by the University as indicated in the Faculty and Staff Pay Grade and Benefits Chart. Coverage is provided for faculty, spouse and up to three eligible children up to the age of 18. The faculty may secure coverage for additional children by paying the additional premium.

## **Educational Fees**

Educational fees faculty may be reimbursed as noted on the Faculty and Staff Pay Grade and Benefits Chart for up to three eligible children, up to the age of eighteen, attending up through high school, not inclusive of kindergarten, pre-school, special education or child care with maximum of 15% of the adjusted salary.

## **Vacation Tickets**

The University provides air tickets to employees hired on external contracts for commencement of employment with the United Arab Emirates University and at the end of employment if the employee is repatriating to his/her home country. Employees who are eligible for vacation air tickets as indicated on the Faculty and Staff Pay Grade Chart will receive annually the cash equivalent of the cost of the tickets to the University. Employees may choose to travel or not, as they wish. The country and city of residence shall be specified in the contract of employment and shall be determined by the passport on which the employee's UAE resident visa is stamped.

## **Relocation Allowance**

The University provides 2,000 AED as assistance in moving faculty from their home country to the University.

## **Repatriation Expenses**

The University provides 3,000 AED as assistance in repatriating faculty to their home country as indicated on the Faculty and Staff Pay Grade and Benefits Chart.

## **End-of-Service Benefits**

Faculty members are eligible for an end-of-service payment upon leaving the employment of the University, after having completed at least one full year of employment. This payment will be at the rate of one month's salary for each full year of service (i.e., 365 days) plus a pro-rated amount for any partial year. Salary for this purpose is the salary applicable in the final month of each contract.

## **Hotel Accommodation**

Upon arrival in the UAE and commencement of employment, the University shall provide faculty member/instructor and his/her spouse and eligible children a maximum of six-night hotel accommodation with meals. The Secretary General may extend such accommodation as necessary.

## **Medical Examination and Visa Costs**

Upon starting the recruitment process, the University shall bear the costs of entry and residence visa fees, medical examination and accommodation expenses of the faculty member/instructor in the UAE.

## **Child Allowance**

National faculty members and instructors shall be granted other governmental benefits such as the children allowance as per the valid laws.

## **Cost of Renew the Residence Visa**

The University shall bear the cost of renewing the residence visa for the faculty member/instructor and his/her supported family members.

## Special Additional Benefits

Consistent with the job, faculty members/instructors might be granted other benefits.

## Other Benefits and Allowances

- **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.

- **Administrative and Special Allowance**

Unless stated in the employment contract, a monthly allowance may be paid to a faculty member who is assigned to an administrative responsibility according to the prevailing rules and regulations. Duplication of allowances is not permitted.

- **Teaching Overload**

Faculty members and instructors who are assigned additional teaching duties above the maximum teaching load based on their ranks and designation (stream/focus) are entitled to financial compensation according to related University regulations.

- **Commissioned Work**

Faculty members and instructors commissioned to additional duties by the UAEU may be compensated by a lump sum amount agreed upon -according to the University regulations- and approved according to the Signatory Authority.

- **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:

- There is no conflict of interest with their appointment as faculty members and instructors at the UAEU;
- There is no interference with their assigned or contracted responsibilities; and,
- The University facilities are not used for the purposes of the service without prior approval.

- **Secondment**

Faculty member secondment 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.

## Vacation Leave

Vacation days are paid days off and are provided to faculty as per the Faculty and Staff Pay Grade and Benefits Chart. For faculty members, the vacation days are summer vacation, religious and national holidays and any other vacations that might be specified in the academic calendar. During the period of mid-semester and final exams, the faculty members involved in the exam process are expected to run exams even during regular holidays.

## Pay in Lieu of Vacation

In special cases, and on the recommendation of the Dean and approval of the Deputy Vice Chancellor for Academic Affairs, where vacation days will be lost due to work requirements, a faculty may receive payment equivalent to his/her salary for the lost vacation days.

## Sick Leave

Employees are entitled to sick leave with full pay for up to 15 working days and with half pay for up to an additional 15 working days per contract year for personal illness or attendance upon an ill immediate family member, either in or out of the UAE. If all sick leave days have been used, the employee may use annual vacation leave. Under special circumstances, an employee may be granted up to an additional 30 days of sick leave without pay. If, however, an employee does not recover, his/her employment may be terminated due to unfitness for duty.

Sick leave may be taken for employee injuries, including work related injuries. An employee may be required to provide a doctor's statement for any sick leave taken. Sick leave for work-related injuries may be extended for up to six months with full pay. The University may require the employee to provide a written medical report from a physician of the University's choice.

## Maternity Leave

Female faculty members employed on a full-time basis are entitled to maternity leave for a period of

sixty calendar days with full pay. Additional maternity leave without pay, to a maximum of thirty days, may be approved by the Provost. Maternity leave will normally apply from the date of delivery. Should the faculty need to take sick leave prior to delivery, a doctor's certificate must be presented.

### **Bereavement Leave**

With the approval of the Director of Human Resources, an employee may be granted bereavement leave with pay for a period not exceeding five working days for compassionate reasons related to the death of an immediate family member. A Muslim female faculty will be granted a bereavement leave with full pay for a period of four months and ten days in the event of the death of her husband.

### **Unpaid Special Leave**

Unpaid leave may be granted to an employee upon approval of appropriate University authorities for a period not to exceed thirty days. Granting of unpaid leave will be considered in the event the employee does not have unused vacation leave. Unpaid leave will be deducted from the next month's salary. For leaves in excess of thirty days, the employee will not be eligible to accrue vacation leave for this period.

### **Hajj Leave**

The University may provide paid leave for up to twenty calendar days to Muslim faculty who are attending their very first Hajj.

Mourning Leave and Period of Waiting by Shari'a (Iddah) Leave

1. A Muslim Wife, following her husband's death, shall be granted a full paid period of waiting by Shari'a leave for four months and ten days from the date of death of the Husband.
2. Employees shall be granted, in the event of the death of a member of his/her family of the first degree (father, mother, spouse, children) a mourning leave not in excess of five fully paid

3. working days, starting from the date of death. Employees shall be granted, in the event of death of a member of his/her family of the second degree (grandfather, grandmother, brother, sisters, grandchildren) a mourning leave not in excess of three fully paid working days, starting from the date of death.
4. The degree of relation of either spouse shall be considered the same as the degree for the other spouse.

### **Medical Escort Leave**

1. Subject to the approval of the University's Vice-Chancellor, and under exceptional conditions, faculty member/instructor may be granted an exceptional fully paid leave for no later than two months to accompany the spouse or any of his/ her relatives up to the second degree in the event of receiving medical treatment inside the UAE. This is based on a medical report approved by an official medical authority confirming that the patient needs accompaniment during the period of medical treatment inside or outside the hospital.
2. Upon providing the relevant governmental documents and providing a previously written application to the dean/ director of the respective department and subject to the approval of the University's Vice-Chancellor, the UAE national faculty member/instructor may be granted a fully paid leave for one month to travel abroad to accompany his/ her relatives up to the second degree, for medical treatment.
3. In application of the provisions of the preceding clauses, the term of such leave may be extended for two similar terms upon providing governmental documents, subject to the consent of the University's Vice-Chancellor. If the period of the leave exceeds the foregoing, it shall be referred to the Human Resources Committee for consideration.

### **Parental Leave**

Male Employees shall be granted a fully paid parental

leave for 3 (three) working days, during the month from the date of delivery of a living baby by his Wife, provided that the Employee provides such evidence thereto upon returning to Work.

### Duplication of Benefits

Duplication of benefits may occur when a UAEU employee receives benefits and his or her spouse also receives benefits from another entity within UAE.. The UAEU employee must inform the University when his/her spouse works for a UAEU or any other entity whether governmental or private. If duplication of benefits is determined, the University will:

- If both spouses are employed by the University, grant the benefits to the spouse earning the higher salary.
- If one spouse works for another government office or agency, restrict University benefits to those that the spouse does not receive from the other government or its agency.

Death or Disability of an Employee or Death of an Immediate Family Member

Salary and End-of-Service Benefits: In the event of the death of an employee, the dependent family members, or legal beneficiaries of the employee as specified in the employment contract, receive the salary for the month during which death occurred, a payment equivalent to six additional months' salary, and the end-of-service benefits. These benefits are in addition to the compensation specified in the respective UAE Cabinet Decision.

### Repatriation

The University pays the cost of embalming and repatriating the body of the employee in addition to repatriating the employee's family and their personal effects.

### Employee payments due to the University

The University may waive any requirement for the repayment of certain amounts owing to the University by the deceased employee.

### Disability

In the event of total or partial disability resulting from accidents at work, the compensation shall be determined in accordance with the appropriate Cabinet Decisions applied by the Civil Service regulations in the UAE on a case-by-case basis. In the event of total incapacity of the employee, the employee may be exempted from repayment of the furniture allowance.

### Rights And Responsibilities

It is the duty of the University leadership to promote and maintain an academic environment in which the faculty can be successful. In the meantime, it is incumbent upon faculty to be active, diligent and energetic in the pursuit of the University's goals. It is also the responsibility of faculty to adhere to University policies, and respect and protect the University's assets and image.

### Personal Conduct

#### • Paper on Tolerance

As per the instructions of the Education and Human Resources Council of the UAE, all academic and administrative staff are kindly requested to read and sign the "Paper on Tolerance for Educational Staff and Mosque Imams to Renounce Discrimination and Prejudice". Faculty members at the beginning of employment should do this.

#### • Code of Ethics and Professional Conduct

Faculty Members must comply with the Code of Ethics and Professional Conduct Document for Civil Service. Specifically, employees shall:

1. Observe all rules, regulations, decisions and instructions related to the performance of their official duties;
2. Perform duties assigned to them with care, diligence, professionalism, and integrity, to achieve their Federal entity.
3. Demonstrate good faith and integrity in performing their job, and avoid negligence and violation of this Decree Law or damage to the public interest;

4. Deliver outstanding quality services to customers and adopt a friendly and helpful attitude in dealing with the public;
5. Behave in a manner that maintains and enhances the reputation and professional standing of the Government in general and their Federal entity in particular;
6. Strive for the highest ethical standards, not just the minimum required to meet legal or procedural requirements;
7. Treat colleagues with courtesy and be sensitive to their rights and duties
8. 8. Avoid waste, or the extravagant use of public resources; and
9. Refrain from misusing any official information acquired in the course of official duties.

Faculty members are kindly requested to read and sign the 'Code of Ethics and Professional Conduct' at the beginning of employment.

## Legal Oath for the Employees of Federal Government

Faculty Member shall give the Legal Oath at the beginning of Employment.

**As Teachers:** Faculty encourage the free pursuit of learning in their students.

- They hold before them the best scholarly and ethical standards of their discipline.
- Faculty demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors.
- Faculty make every reasonable effort to foster honest academic conduct and to ensure that their evaluations of students reflect each student's true merit.
- They respect the confidential nature of the relationship between faculty and student.
- They avoid any exploitation, harassment or discriminatory treatment of students.
- They acknowledge significant academic or scholarly assistance from them.
- They protect their academic freedom.

**As Colleagues:** Faculty have obligations that derive from common membership in the community of scholars.

- Faculty do not discriminate against or harass colleagues.
- They respect and defend the free enquiry of associates.
- In the exchange of criticism and ideas, faculty show due respect for the opinions of others.
- Faculty acknowledge academic debt and strive to be objective in their professional judgment of colleagues.
- Faculty accept their share of faculty responsibilities for the governance of their institution.

**As Members of An Academic Institution:** Faculty seek above all to be effective teachers and scholars.

- Although faculty observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision.
- Faculty give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it.
- When considering the interruption or termination of their service, faculty recognize the effect of their action upon the program of the institution and give due notice of their intentions.

**As Members of Their Community:** Faculty have rights and obligations towards other UAE residents.

- Faculty measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession and to their institution.
- When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university.
- As individuals engaged in a profession that depends upon freedom for its health and integrity, faculty have a particular obligation to promote conditions that promote free enquiry and a deeper understanding of academic freedom.

## Academic Freedom

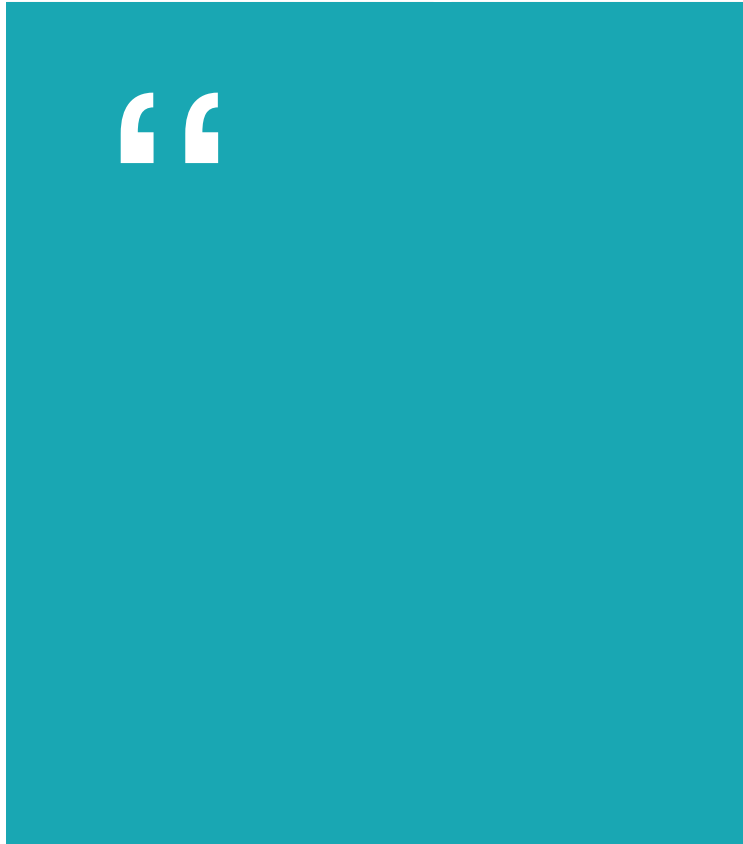
The University is committed to principles of freedom for teaching and intellectual enquiry and to the ethical and reasoned conduct of research, publication of findings, and expression of ideas and beliefs. The United Arab Emirates University recognizes that it operates within the context of the culture, mores and laws of the United Arab Emirates. Any questions or concerns with issues of academic freedom at the

United Arab Emirates University should be addressed through academic channels, beginning with the Department Head, proceeding to the Dean and then to the Academic Personnel Office.

Faculty members are encouraged to review the HR policies on Code of Conduct which is applicable to all employees at UAEU and Academic Personnel Policies on Faculty Code of Professional Ethics.

# RESPONSIBILITIES







## RESPONSIBILITIES

As per “Faculty Responsibilities” Policy, a full-time faculty should be engaged in teaching, research and service.

The balance among the particular components of a faculty member’s responsibilities may vary over time with one component outweighing the other at a particular juncture. Nevertheless, over their careers, faculty members are expected to make a balanced and significant contribution in all three areas.

The faculty members of a Program, Department, or College, as pertinent, are collectively responsible for carrying out the teaching load for offered courses and instructional activities as published in the University Time Schedule. Program Coordinators and Department Chairs are responsible to promote equity in workload assigned to Program or Department faculty members. Assignment of the teaching load

of individual faculty members should take into consideration the balance of expected outcomes in teaching, research, and service over time. The Dean is responsible to ensure that faculty workload assignments across the Departments and/or Programs are generally well balanced.

Under unexpected circumstances, where a faculty member is unable to fulfill his teaching duties due to illness or other situations, the Department Chair, in consultation with the Dean, should reassign his teaching load to other qualified faculty members.

Reductions in the teaching workload may be made by the Dean to faculty members for a specific period of time and specific reasons. Faculty members and instructors may be compensated for taking a teaching overload according to UAEU approved rates.

## Teaching

All faculty members with teaching responsibilities are expected to be effective teachers commensurate with their rank and experience. They are to contribute to the overall effectiveness of the academic programs to which they have been assigned.

All faculty are expected to create and maintain an educational environment that facilitates and supports student learning. Faculty are expected to:

- Develop course syllabi
- Design lectures, tutorials or labs with care
- Coordinate their instruction and assessment with others, so that students experience an integrated, cohesive program of study.

Classroom pedagogy should reflect best professional practices and the utilization of appropriate technology to enhance teaching and learning. Faculty are responsible for:

- The assessment of each student's academic work by assigning grades that reflect individual student progress
- The use of grading standards and evaluations to ensure that students have achieved learning outcomes at a level commensurate with the University's high academic standards

Faculty (excluding the College of Medicine and Health Sciences) should expect teaching load assignments each semester as follows:

- Assistant Professors and Teaching Stream Associate Professors: 12 CH.
- (Standard) Associate and Full Professors : 9 CH.
- Research Stream/Focus Associate and Full Professors : 6 CH.
- Instructors: 15 CH.

Ideally teaching is divided equally between fall and spring semesters. Consequently, faculty members who have high teaching load assignments in the fall may request a reduction in their spring teaching load. The maximum teaching load for instructors is 30 credit hours (equivalent to 36 contact hours) per academic year.

The minimum teaching load for faculty members with a load reduction for extraordinary research activities or other administrative duties is six credit hours per semester for Assistant Professors and Teaching Stream Associate Professors and (Standard) Associate and Full Professors and 3 Credit hours for Research Stream/Focus Associate and Full Professors. In special cases and with the approval of the Provost, the minimum teaching load for faculty members might be reduced further.

Faculty without administrative contracts may be granted a maximum of six credit hours reduction for additional administrative duties in the service of the University. New faculty members who are at the outset of their academic careers may be awarded a reduced teaching assignment of three credit hours during their first semester at the University. Such faculty will not normally be assigned committee service or student advising.

Faculty members may be entitled to buy-out their teaching with income deriving from external research grants or consultancy. Approvals are granted by the Dean in consultation with the Department Chair. A faculty member may request the buy-out of a minimum of two and a maximum of six credit hours in any semester where one credit hour is worth 1/24 of the total value of the faculty member's annual compensation package. Faculty members must inform the Department Chair and the Dean of their intention to buy-out their time so that proper arrangement can be made to appoint a visiting/adjunct professor to cover the teaching load.

Faculty are required to schedule and post at least four office hours weekly (two hours for each campus, male and female). University College instructors must give time for office hours and committee service as set by the Dean of University College and approved by the Provost.

## Scholarship

All faculty members having the rank of assistant professor, associate professor and professor are expected to develop and maintain a program of scholarship that is appropriate to their appointment, discipline and area of specialization Research Stream/Focus. Full professors and associate professors are expected to be more productive in research.

## Research Active Faculty

While research activities in different disciplines need to be measured in different ways, the UAEU's expectation is that all its faculty members are engaged in active research. Research active faculty are those who publish their findings in internationally peer-reviewed journals that are at the top of their fields, acquire internal and external research funding, and train undergraduate and graduate students. Therefore it is expected that Department Chair and senior faculty members within each Department and College will mentor the newly recruited faculty members in the establishment of their independent research programs. Therefore, the expectations from senior faculty members are much higher than those faculty members who are at junior ranks in their academic career. In line with these expectations, measures including publication track record and securing of research grants are used during the annual performance evaluations and promotion reviews of faculty members.

It is widely recognized that there are variations in the research culture and publication trends of various disciplines, with Medicine and Life Sciences, for example, publishing at a much higher rate than Math or Education faculty. Also, funding for Engineering and the Applied Sciences is typically higher than for Social Sciences or Humanities. Thus, evidence for research activity and targets for research activity will vary depending on the discipline. The Office of DVC for Research and Graduate Studies plans to engage in a dialogue with the colleges to work out relevant targets for research productivity in each College which reflects the relevant trends in each discipline.

In general, full-time faculty members are expected to strive for scholarly leadership in their fields and maintain continuity by publishing on average at least two original research papers annually in leading indexed journals and scientific conferences.

## Opportunities for Research Funding

UAEU aims to develop innovative and sustainable solutions to many of the challenges facing the country, the wider region, and the international community through supporting high quality and original research projects. The UAE has prioritized seven key areas of strategic importance, including renewable energy, transportation, education, health, technology, water resources and space exploration. This research focus contributes to the realization of the 2021 National Vision where innovation, research, science and technology form the basis of a productive and competitive knowledge-based economy. It is an economy that will be driven forward by entrepreneurs and where both public and private businesses and other entities can form effective, business-friendly partnerships.

To foster the research capacity of the University in areas of priority to the Nation, the University has established the following research centers:

- Roadway Transportation & Traffic Safety Research Center
- Zayed Bin Sultan Center For Health Sciences
- National Water Center
- UAEU Center for Public Policy & Leadership Emirates
- Center for Energy and Environment Research
- National Space Science & Technology Center
- Khalifa Center for Biotechnology and Genetic Engineering
- Date Palm Research & Development Unit
- UAEU Science & Innovation Park
- Emirates Center for Happiness Research

Full time faculty members who have recently joined the UAEU may apply for Startup Projects to develop

their research portfolio. Based on the discipline and the activities, the duration of the project and the fund level differ. In addition, all full-time faculty members are eligible to apply for the following types of projects:

1. UAEU Center-Based Research (UCBR). This Program supports cutting-edge interdisciplinary research proposals in the focus areas of the research centers.
2. UAEU Program for Advanced Research (UPAR). This Program supports advanced research proposal in areas that are not related to the areas of research centers.
3. Joint Research Grants. Faculty members may request to have joint research projects with faculty members from other well-known research intensive universities. UAEU is also running a joint research program with Sultan Qaboos University and other institutions within the Asian Universities Alliance (AUA).
4. Summer Undergraduate Research Experience (SURE) PLUS Program. The purpose of the SURE PLUS Research Program is to provide seed money to faculty to be able to explore and test a research idea and to promote and support the engagement of undergraduate students in research experiences, thereby providing the students with exposure to and training in conducting research while working in teams with other undergraduate students under the supervision of qualified faculty members.

Additional information related to the conditions and submission deadlines is available on the Vice Chancellor's page of the UAEU website.

In addition to internal research funding opportunities, UAEU has established strong industry collaborations, providing excellent opportunities for UAEU faculty to submit research proposals to external entities and secure funds for their research.

## Service

All faculty members are expected to contribute to the service mission of the University in a manner appropriate to their rank, length of service and discipline. The service mission includes activities both internal and external to the University.

- External service is an extension of the knowledge and skills of the faculty, which are made available to the various s of the institution.
- Internal service includes student advising and mentoring and various activities related to University governance.
- The shared governance structure of the university provides opportunities for faculty to participate actively in policy-making decisions through their representation on many committees at department and college levels, as well as the University Council, Academic Council, and standing committees at university level. For instance, in addition to academic administrators, four faculty are members of the University Council, and another four are members of the Academic Council. Faculty positions on standing committees are detailed in the Standing Committees Handbook. Faculty membership in these committees rotates, which helps in development of their capabilities in university governance.

## Intellectual Property Guidelines

The UAEU follows a detailed intellectual property policy that sets forth the rules applying to ownership, distribution, and commercial rights to intellectual property developed by the UAEU Community. The policy applies to faculty members, staff and any other person employed by UAEU. This Policy provides protection to Inventors and offers them legal protection of Intellectual Property while ensuring equitable returns to the University in support of its mission. Full details of the intellectual property policy and associated procedures can be found at:

[https://www.uaeu.ac.ae/en/about/policies/pdf/research/7\\_intellectual\\_property-en.pdf](https://www.uaeu.ac.ae/en/about/policies/pdf/research/7_intellectual_property-en.pdf)

## Faculty Pay Scale and Buy-out Time

- a. The compensation rates for teaching overload, visiting, and part-time faculty members are determined based on related University regulations.
- b. In all cases, the annual compensation for extra load teaching at the undergraduate and graduate

level, professional programs and supervision of Master and Ph.D. theses should not exceed two-month of the adjusted salary.

- c. The rate of buying-out one credit hour is calculated based on the total annual salary and all benefits allocated to the faculty member divided by the number of maximum teaching load credit hours relative to their stream/focus. Buy-out time applies to faculty members earning more than 25% of their annual salary from external research and/or consultation projects.

### **Degree Equivalency:**

Soon after commencing date of your employment contract, you must provide HR within Six months, an equivalency from the Ministry of Education, UAE. As following:

Ph.D. degree equivalency for the following ranks (Assistant Professor, Associate Professor, & Professor).  
Master degree equivalency for Instructor rank.

Please make sure to bring all original certificates & transcripts (PhD, Master, & Bachelor) and to attest all required documents by getting UAE Embassy stamp on it if you are outside UAE.

Please browse the following link, which includes required documents to apply for certificate equivalency:

<https://www.moe.gov.ae/En/EServices/ServiceCard/Equ/Pages/RequiredDocs.aspx>

### **Conflict of Interest**

The University considers any business or professional activity by an employee outside the University a potential conflict of interest. Employees of the University must avoid conflicts of interest especially when it may potentially harm the integrity or mission of the University. In all circumstances, such activities must not interfere with assigned University responsibilities and should advance the University mission.

An employee of the University who provides, or whose family (parents, children, brothers or sisters, spouse and spouse's parents) provides goods or services to the University must disclose this relationship to the

Office of the Secretary General prior to offering the goods or services.

Faculty and professional staff may engage in consulting, service or other activities for pay only after receiving written approval from their dean, director or authorized University official. University property, equipment and facilities shall not be used to support outside employment unless approved in writing by the dean, director or other authorized official.

### **Reassignment from Teaching**

Reassignment from teaching to other duties will be authorized when faculty are needed for assignments that cannot be accomplished within the normal range of workload activities. These reassignments may be to administrative responsibilities, research and scholarship, and service and outreach. Approvals of departmental reassignments are made by the dean, while those of college reassignments are made by the Deputy Vice Chancellor for Academic Affairs.

### **Student Evaluation of Teaching**

Towards the end of each semester, students are given a questionnaire on each course they took. The results of these questionnaires become a part of the faculty member's performance report and will be considered in performance evaluations used for promotion.

Faculty members and instructors should consider the student evaluation of teaching as a good indicator for their performance in teaching. They should identify their own areas of strengths and weaknesses and hence strive to improve their performance in teaching through attending relevant faculty development programs.

### **Faculty Performance Review**

The Faculty Performance Review process is based on the academic values of collegiality, peer review, and collective critique. It requires the application of the academic skills of critical reasoning and impartial judgment based on available evidence. The performance of all faculty members in Teaching, Scholarship and University and Community service is continuously assessed at the Department and

College levels through the on-line faculty evaluation system. The factors taken into consideration include productivity and accomplishments in these three areas of competency.

Peer Feedback on Teaching (PFT): In each College, at the commencement of the academic year, the College Council establishes a Peer Feedback on Teaching (PFT) Committee. Normally, the Committee should include one faculty member at the rank of Professor or Associate Professor from each Department. The Chair of the Committee is selected by the Dean and should be a full Professor. The members of the committee should be selected from among the faculty members who are recognized for their proficiency in teaching. Its duties are

- Write a summary report to be shared with the faculty member/instructor as feedback during a formal post-observation meeting.
- Conduct a second teaching observation at a date notified in advance to the faculty member/instructor.
- Prepare a written report summarizing the outcomes of the two visits and outlining the strengths and possible areas of improvement in teaching. A copy of the report is provided to the faculty member/instructor, and the report is kept in record in the Dean's Office.

Peer Evaluation of Teaching (PET), consisting of a series of classroom visits, is another effective mechanism to evaluate faculty teaching performance, and to guide the professional development of faculty in the area of teaching and instructional effectiveness. The Center for Excellence in Teaching and Learning (CETL) is authorized to develop and update the criteria used in classroom teaching observation. At the commencement of each Academic Year, the CETL will provide the applicable criteria.

The Peer Evaluation Teaching does not have to be conducted annually. However, it should be conducted for newly appointed faculty during their first year of service, and for faculty applying for promotion. For all other faculty, the evaluation is conducted every 2-3 years. Both faculty performance evaluation and peer evaluation of teaching provide useful mechanisms to

guide the professional development of faculty and decisions pertaining to promotion and renewal of contract of faculty members.

### **Frequency of the Performance Review**

Performance of faculty member and instructor is reviewed annually by the Department Chair and every other year by the Department Performance Review Committee and the Dean.

For a typical faculty member/instructor, the process will start in the first year of joining the University through the preparation of an 18-month work/activity plan starting from the date of initial appointment. The interim review will take place before the end of the first academic year. The self-evaluation report will be prepared by the end of March of the following academic year and the review process should be completed before the end of the second semester of that academic year.

If the concerned member successfully completes the probationary period, the same process will be repeated in the third year and fourth years of appointment. Faculty members with rolling contracts will be subject to the same process.

### **Timeline**

The following timeline should be considered in the planning and review of performance.

### **Preparation of the Work Plan**

At the beginning of the academic year, each College holds a workshop that focuses on the College strategic plan and discusses how Department plans dovetail with the College plan. The workshop sets the context for the faculty members' and instructors' planning and review process.

Each Department's plan sets out directions and standards for faculty members and instructors in the areas of teaching, scholarship and service. The balance of contributions will depend on individual circumstances, such as rank and length of service. A Department Plan is established by the Department Chair in consultation with the faculty in the Department and should be considered a collegial activity and shared commitment.

Activity	Deadline		Responsibility
	Start	Completed	
<b>Year One</b>			
Preparation of faculty/instructor work plan	last week of August	mid-September	Faculty/Instructor
Review and approval of work plan	mid-September	mid-October	Department Chair
Interim review	last week of April	mid-May	Department Chair
<b>Year Two</b>			
Self-study report on performance	mid-March (of the following Academic Year)	end of March (of the following Academic Year)	Faculty/Instructor
Departmental review committee report	April 1st	Third week of April	Committee
Department Chair review	Third week of April	end of April	Department Chair
Report sent to individual faculty/Instructor		end of April	Department Chair
Individual faculty/instructor response on report	May 1st	end of the first week of May	Faculty/Instructor
Dean's review and evaluation		end of third week of May	Dean

Faculty members and instructors draft their goals for a period of 18 months in the context of the Department Plan. Goals should be specific, measurable, achievable, relevant and timed. They may contain short-term objectives that are steps towards the achievement of a longer-range goal. Dependencies, where the individual 'depends' on someone else or something to achieve a set goal, should be identified within the goal setting process. The Department Chair reviews the draft plan. Once agreed upon, it is submitted to the Dean.

### Interim Review

At any point within the second semester of the academic year and before May 31, the Department Chair should call for a formal interim review meeting with each faculty member and instructor to discuss progress towards achieving goals on the work/activity plan. Discussion will include any issues requiring resolution. Goals set at the outset of the

18-month period might be revised as a consequence of the discussion. The Department Chair should give feedback to the faculty member on the qualities of his/her contributions to date. The feedback should be constructive and motivational.

### Self-Study

Each faculty member/instructor prepares the self-study. It should be an open, frank and reflective account of performance against the activity/work plan. It should explain the conditions that facilitated or prevented successful achievement of goals. It is the responsibility of each faculty member/instructor to ensure that the best available evidence related to his or her performance is submitted together with the self-study to the Department Chair by the deadline.



## Performance Assessment

A Departmental Review Committee is appointed by the Dean in consultation with the Department Chair. Nominated members should identify any potential conflict of interest with the faculty member or instructor being evaluated. In such cases, the Dean will decide if they should be permitted to serve in the Committee or not.

The review process of faculty performance and its outcomes are confidential and the members of the Department Review Committee are responsible for ensuring confidentiality, collegiality, impartiality and absence of external interference in the process. The Committee will use the self-study and the available evidence to form reasonable and justifiable conclusions that will be set out in the form of a narrative. The narrative should indicate:

- i. the performance level in the three areas and the extent to which goals have been met or not;
- ii. mitigating factors affecting faculty performance over the planned period, e.g. failure of dependencies, illness, etc.;
- iii. support, resource and development needs; and
- iv. suggestions for goals for the forthcoming cycle of planning and review.

Decisions are made by consensus or a majority vote in the case of failure to agree. The Chair of the Department Review Committee will notify the Department Chair of such disagreement and document this within the review report. The Review Committee Chair finalizes

the report and submits it to the Department Chair.

The Department Chair should write a response to the Review Committee's report on each faculty member and instructor.

The response should, at minimum, comment on the collegiality of the faculty member/instructor and give recommendations for goals and other actions for the subsequent work plan.

The Department Chair will send the combined report to the faculty member, who may write a response and send it back to the Department Chair by an agreed deadline. All reports and responses are sent to the Dean for final review and evaluation.

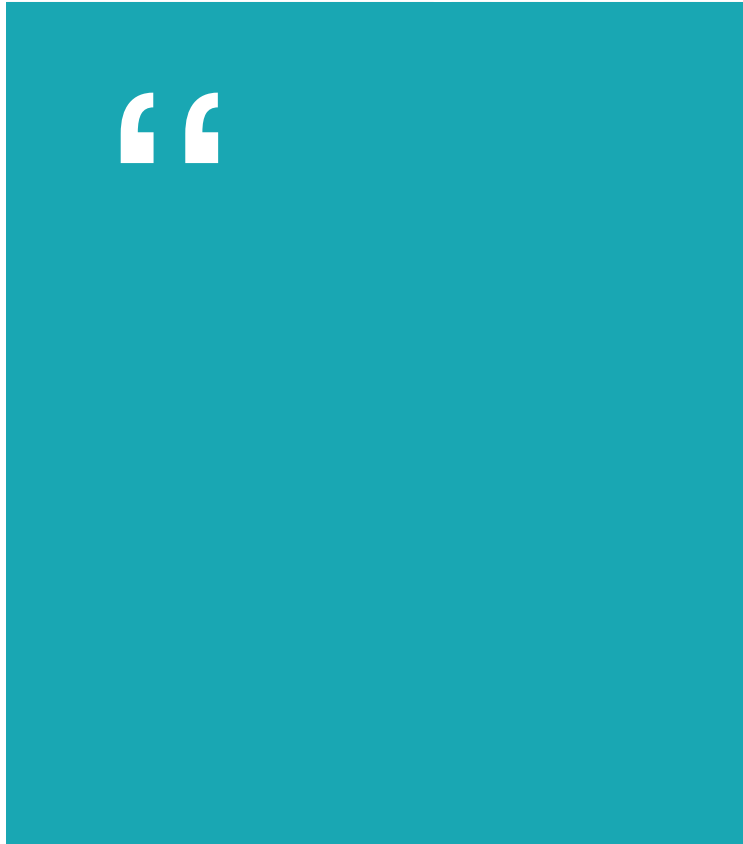
The Dean reviews all reports in the evaluation of the performance of faculty members and instructors, and comments from the Departmental Review Committee, the Department Chair, and the faculty member's response. The Dean has the final decision in all matters pertaining to the planning and review process, including management of any grievances.

## Grievance

Where a faculty member or instructor has a grievance over the operation or outcomes of the planning and review process, he /she must provide a written account directly to the Dean. The Dean should respond to such cases within ten working days of receiving the complaint.



# ACADEMIC PROMOTION





# ACADEMIC PROMOTIONS

The United Arab Emirates University has established appropriate standards and criteria for promotion in rank and a comprehensive process for the review of applications for promotion. An adequate length of service is necessary to provide an opportunity for faculty members to establish a convincing record of teaching, scholarship, and service. Although individuals may differ in the emphasis they give to these three areas of performance, some level of accomplishment is expected in all three areas.

## TIME LINE FOR PROMOTION REVIEW

Action	Timeline
Submission of the promotion file to the Department Chair's office	No later than mid-September
Review by the department promotions committee (including external reviewer's evaluation)	Begins mid-September and ends mid-January
Review by the Dean	Begins mid-January and ends by first week of February
Review by the college promotions committee (if applicable)	Begins first week of February and ends by end of February
Review by the promotions advisory committee	Begins March 1st and ends by mid-April
Review by the Provost	Begins by mid-April and ends by end of April
Review and decision by the Vice Chancellor	Starts by May 1st, decision made by mid-May.
Appointment in the new rank for promoted faculty	September 1st of the next academic year

**The portfolio:** Each faculty member generates three portfolios: one each for teaching, scholarship and service. The portfolios constitute the bulk of the evidence in support of a faculty member's application for promotion. External evaluations of the candidate's scholarship through letters from peers provide additional evidence of the quality of scholarship. Peer Evaluation in Teaching provides additional evidence of the quality of teaching.

**Requirements for promotion:** Minimum performance standards for promotion are set forth in the "Faculty Promotion Procedure." Each college and/or academic department/program within the University may establish additional standards to reflect the characteristics of the discipline or profession. However, these additional standards cannot be lower than the minimum standards identified in the University's promotion criteria. Such standards must be approved by the Dean in the case of departmental requirements and by the Deputy

Vice Chancellor for Academic Affairs in the case of college requirements.

Faculty seeking promotion to levels of Associate Professor or Professor must meet the applicable profile shown in the following Figure.

### a) Promotion to Associate Professor Rank

Promotion to the rank of Associate Professor must fulfill one of the following profiles:

**Profile A:** "excellent" performance in teaching or scholarship and at least "good" in the two remaining areas; or,

**Profile B:** "very good" performance in two areas, one of which must be scholarship, and at least "satisfactory" in the remaining area. or,

**Profile C:** "excellent" performance in service, "good" performance in the other two areas. This Profile is

applicable to academic administrators only who have served as administrators for at least 3 years while at the UAEU.

### **b) Promotion to Professor Rank**

Promotion to the rank of Professor must fulfill one of the following profiles:

**Profile D:** “excellent” performance in teaching and “very good” performance in the other two areas. or,

**Profile E:** “excellent” performance in scholarship and at least “good” performance in the other two areas. Candidates in this category are expected to produce a consistent and convincing record of research, creative activity and scholarly achievement. Candidates must be internationally recognized as distinguished researchers who have made a noticeable impact in their fields and should have a sustained record of success in securing external funding during their service at UAEU. The majority of the external evaluations from scholars in the field must attribute excellent performance in scholarship at UAEU. Research Focus/Stream Associate Professors must satisfy the requirements of Profile E to be promoted. or,

**Profile F:** “excellent” performance in service and “very good” performance in the other two areas. This profile is applicable to academic administrators only who served as administrators for at least 4 years while at UAEU.

Specific requirements that the faculty will have to pursue for each of the performance areas are as follows:

**1. Teaching:** A candidate must present convincing and the appropriate level of evidence of performance in teaching effectiveness and related activities; each candidate’s record must be judged sufficient in quality to demonstrate the potential for continuing performance at a satisfactory level.

**2. Scholarship:** A candidate must present a strong and convincing record and the appropriate level of

evidence of performance in productive research, publication, creative activity and continuous scholarly achievement, including work that is carried out at UAE University, appropriate to his/her discipline or profession and fields of specialization; each candidate’s record must be judged sufficient in quality to demonstrate the potential for continuing performance at a satisfactory level.

**3. Service:** A candidate must present a convincing record of satisfactory service to the University, community and discipline or profession; each candidate’s record must be judged sufficient in quality to demonstrate the potential for continuing performance at a satisfactory level.

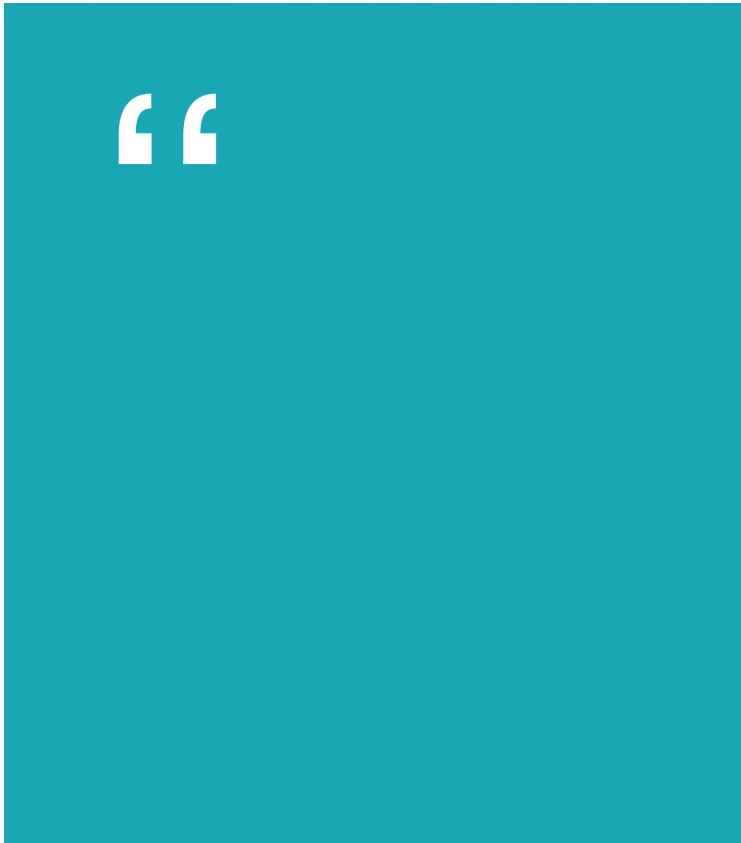
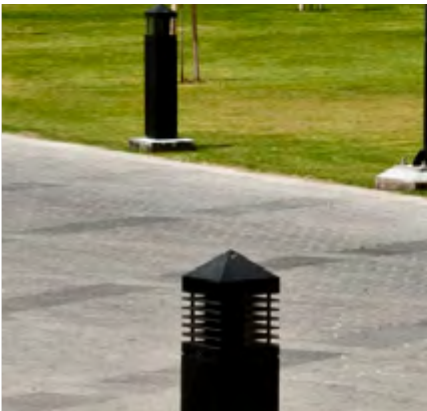
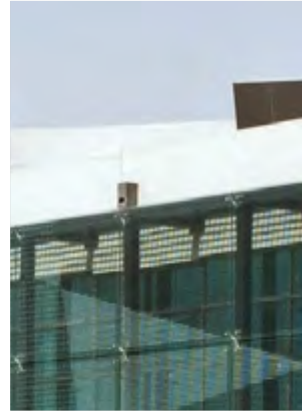
### **4. On the basis of scholarship alone, the candidate will be expected to:**

- Produce a consistent and convincing record of research, publication, creative activity and scholarly achievement beyond the typical excellent level of performance;
- Achieve a sustained record of success in securing external funding; and
- Obtain external evaluations from scholars in the field that document excellent performance in scholarship.

**Evaluation of Collegiality:** The department chair must include in his “Appraisal Report and Recommendation” for the candidate’s promotion case a statement concerning collegiality of the candidate. In addition, the Dean is required to write an assessment of the collegial nature of the candidate as part of his own appraisal of the application for promotion. Furthermore, each year the Chair is required to attest that the faculty member does or does not understand the nature of membership in a community of scholars, adheres to high standards of integrity and professional ethics, has the ability and desire to work as a member of a group while retaining all rights of individual expression, and exhibits a sense of responsibility for the well-being of the United Arab Emirates University and a commitment to work for the accomplishment of its goals.

# FACULTY DEVELOPMENT







# FACULTY DEVELOPMENT

Faculty members are eligible to attend two conferences during the academic year; one may be paid for by the University, subject to budget availability, while the second is at the faculty's expense. Proposals to attend conferences are submitted to the Department Chair, reviewed and approved by the Dean of the College.

In addition, the Center of Excellence in Teaching and Learning, CETL, organizes advanced workshops and training sessions to enhance the skills of faculty members at the University level. Faculty members are encouraged to consult with the staff of CETL for more information related to faculty development programs.

## Center for Excellence in Teaching & Learning

The Center for Excellence in Teaching & Learning (CETL) reports to the Deputy VC for Academic Affairs (Provost). During the 2016-2017 academic year, it has supported the vision, mission, and goals of the United Arab Emirates University through the following initiatives and activities:

- Developed a 2017-2021 strategic plan, which is aligned with the UAEU strategic plan and goals.
- Diversified its faculty professional development workshops and seminars to be oriented towards teaching Teaching pedagogies supported by educational technology. The CETL organized and delivered 40 workshops and seminars, Teaching seven of which were dedicated innovative teaching pedagogies.
- Led the Smart Learning Operational Committee (SLOC) to oversee Cycle 2 of the Course Transformation Process (CTP) across UAEU's nine colleges. The SLOC achieved the three tasks assigned to it by the Provost: (1) recruited more than 20 courses from the 9 colleges to be transformed to become smart-learning-based courses starting fall 2016, (2) supported the CTP by a structured training program, and (3) showcased completed Cycle 1.
- Strengthened the role of the CETL to serve the UAEU community better by recruiting 20 faculty members and instructors to form a Faculty Fellow team in order to mentor UAEU faulty community, and disseminate teaching and learning best practices, deliver professional development activities.
- Initiated and supported online professional development by re-subscribing to Lynda.com. Lynda.com provided the faculty and staff community with more than 3000 online courses, which contributed to more efficient and effective utilization of UAEU's human resources.







# EXCELLENCE AWARDS





# EXCELLENCE AWARDS

The United Arab Emirates University, in establishing university awards, seeks to recognize in a tangible way the truly outstanding accomplishments and exceptional individual achievements of its faculty. The awards are designed to honor those faculty members who exemplify the highest levels of excellence in the pursuit of the university's mission and goals. College & university-level awards are granted to those outstanding faculty members whose performance clearly distinguishes them.

The faculty awards are:

- College Best Performance Award for Excellence in Teaching
- College Best Performance Award for Excellence in Scholarship

- College Best Performance Award for Excellence in Service
- University Recognition Award for Excellence in Teaching
- University Recognition Award for Excellence in Scholarship
- University Recognition Award for Excellence in Service
- Distinguished Faculty Recognition Award

The recipients of the Faculty Recognition Awards are announced before the end of the academic year. As a way of recognizing the contributions of the recipients and of reaffirming the University's dedication to excellence in its activities, the awards are conferred at a formal ceremony in coordination with the annual University Convocation Meeting.



## Eligibility

Faculty members are eligible to apply for all awards categories. Instructors are eligible to apply for teaching and service awards at the College and University levels. Nominations for any award may be made by Deans, Department Chairs, Program Coordinators/Directors, individual faculty members, and students. Faculty members may nominate themselves.

Applicants to College Excellence Awards must have at least two years of service at UAEU before applying. Applicants to University Excellence Awards must have at least three years of service at UAEU before applying. Applicants to the Distinguished Faculty Award must have at least five years of service at UAEU before applying.

No more than two nominations per award may be presented by any Department within a College for the College Awards and no more than two nominations per award may be submitted by any College for all other awards. On the other hand, nominations must be for recognition of work done at UAEU and no faculty member may be nominated for more than one award at a time. Faculty members and instructors can apply to these awards during first of January until mid of January.

Instructors may apply for the teaching and service awards but they are not eligible to apply for research awards.

## Merit Allowance

The Merit Allowance applies to all faculty members and to new candidates for faculty positions at the UAEU. This allowance will be granted for a renewable duration with a maximum of two years for each duration. The faculty is eligible to apply for a renewal during the second year.

The deadline for submission is end of January.

A faculty member is eligible to apply for the Merit Allowance if all of the following requirements are met:

- a. Current faculty members are expected to:
  - Be an active faculty member at UAEU at the time of application;
  - Have completed at least five consecutive years of service as a full time faculty member at UAEU;
  - Have been reviewed as “Excellent” in two of the three areas, Research, Teaching, and Service; Research must be one of them and at least “Very Good” in the third area for the last four years (two consecutive Performance Evaluation cycles)
- b. New candidates for faculty positions:
  - Are expected to join the university;
  - Show evidence of outstanding performance in Research with reference to his/her peers at the same academic rank;
  - Are directly nominated by the Provost
- c. The Provost may directly recommend that an Excellence Allowance be awarded to faculty members who have provided an outstanding service to the University or the Community. The recommendation of the Provost is reviewed by the Vice Chancellor who would present such cases to the Chancellor. The final decision is made by the Chancellor.



# FACULTY DISCIPLINE AND GRIEVANCE





# FACULTY DISCIPLINE AND GRIEVANCE

Actions or behavior in contravention of the UAEU Code of Professional Conduct and its Policy on Faculty Responsibilities, or other actions and behavior deemed to have impaired the proper functions and reputation of the UAEU, constitute a breach in the standards expected of faculty by the UAEU. Any such breach will be subject to disciplinary procedures and may result in sanctions.

The due process includes:

- a. Written notice of the alleged breach of conduct;
- b. Opportunity to respond to the charge(s) in writing;
- c. A hearing before a committee unless the faculty member waives this right or otherwise settles the dispute;
- d. A right to be represented by a lawyer;
- e. A written decision giving evidence that the facts as alleged do or do not constitute breach of conduct with grounds for disciplinary sanctions; and
- f. Opportunity for appeal.

The applicable sanctions include

- g. Verbal warning;
- h. Written warning maintained in the faculty member's personnel file;
- i. Admonition with partial suspension of salary for a period not exceeding one week;
- j. Admonition with suspension of payment of all or part of the salary for a period not less than one week and not exceeding six months;
- k. Revocation of academic rank (appropriate only if the misconduct is relevant to the academic promotion of the faculty member);
- l. Termination of services without prejudice to payment of any remuneration and benefits due; or
- m. Termination of services with no payment of all or part of the remuneration and benefits that would otherwise have been due.

Grievance is an expression of dissatisfaction when a faculty member believes that a rule, procedure, or policy has been applied in an unfair or inequitable manner or that there has been unfair or improper treatment by a person or persons.

Faculty members have resort to prompt resolution of a personal/professional grievance and that resolution will be accomplished under orderly procedures. The grievance process shall be used as due process by a faculty member who believes that: 1) a rule, procedure, or policy has not been followed; 2) a rule, procedure or policy has been applied in an inequitable manner, or 3) there has been unfair or improper treatment by a person or persons. Grievance of decisions involving promotion or discipline may be filed according to their specific related Procedures.

For more information, faculty members are advised to review the Academic Personnel Policy and Procedure related to faculty discipline and grievance.

National Faculty Professional Development:

1. Applicant is requested to complete a Professional Development Form and submit it, through the Department Chair and the Dean, to the Committee of the National Faculty Professional Development Program (NFPDP) for review and evaluation.
2. The recommendation of the committee is communicated to the Provost.
3. The Provost makes the Final decision.
4. Guidelines for Eligible Activities
  - Activities will normally take the form of conference participation; academic visits to universities, archives, libraries or research institutes, training programs, and on line courses.
  - Faculty members are permitted to attend a maximum of three activities within an academic year, of which at least two must involve active participation (oral presentation or poster paper).

- Assistant Professors are eligible to attend two conferences, without having accepted papers.
- Language training is limited to a maximum of one per year and two within an academic rank.
- Faculty members are not allowed to travel during the first week of classes, and final exam period until the announcement of grades.
- The total travel time within each academic year should not exceed 10 working days.
- During the school days, travel time is limited to one week, and maybe longer outside these days, provided that it does not exceed the limit mentioned above.

## Sabbatical Leave:

### Guidelines

- a. Faculty members must have served a minimum of five years since their initial appointment or return from previous sabbatical leave. Any leave taken without pay does not contribute to the calculation of the length of service needed for eligibility.
- b. Sabbatical leaves are normally granted to faculty members to conduct research at international well-known universities/institutions and develop the research skills of the faculty.
- c. The normal term of a sabbatical leave is one semester or one academic year.
- d. An official request must be submitted to grant a sabbatical leave and should be approved based on the signatory authority. Sabbatical leave is not an entitlement and is not automatically granted.
- e. Sabbatical leaves might be granted with full, part, or no salary and benefits.
- f. No more than one faculty member per Department will be granted sabbatical leave at the same time. In exceptional circumstances, and only when it is demonstrated that having more than one faculty member on sabbatical leave will not prevent the Department from fulfilling its obligations, a maximum of two faculty members from the same Department may be granted a

sabbatical leave at the same time.

- g. Sabbatical leaves are to be awarded regardless of the size of the department, as long as the workload in the department permits. If the faculty member's normal workload cannot be absorbed within the department, the College in which he/she teaches will provide a temporary replacement.
- h. Sabbatical leave will be granted according to the following principles:
  - Balance of sabbatical leave granted across Departments within the same College over time.
  - Priority is given to faculty members who have not previously been granted a sabbatical leave, or those who have taken academic leadership responsibilities.
  - Priority between two equally qualified faculty members is given to the individual with the longest service record since the date of initial employment as a faculty member at the University.
  - The Dean retains the right to ask the faculty member to reschedule a proposed or approved sabbatical leave.
- i. Faculty members may extend their sabbatical leave to compensate for periods of proven illness, after approval by the Signatory Authority.
- j. The Signatory Authority may grant extensions of the normal term; however, extensions may result in loss of salary and/or benefits at a level determined by the Signatory Authority.
- k. When a faculty member accepts a sabbatical leave, he/she automatically commits to return for a minimum of one academic year of service to the UAEU. Should the faculty member not return, or should he/she resigns from UAEU within this academic year, he/she will reimburse the UAEU in an amount equal to the pro-rata sum of salary and benefits that would have accrued to the faculty member in that year.
- l. Faculty members on sabbatical leaves are not permitted to engage in paid or unpaid employment, including consultation, elsewhere unless such arrangement has received prior approval of the Provost. This does not preclude acceptance of scholarships, fellowships, or grants for the purpose of research and study for which no other services are performed for the funder, or Fulbright lectureships when teaching is combined with research.
- m. n) Faculty members at the College of Medicine and Health Sciences may be granted a sabbatical leave for a maximum of two years, immediately after they get their degree.

## Scholarly Activity and Proposals

- a. Planned scholarly activity to support a request for sabbatical leave must further:
  - The development of the faculty's academic career.
  - The fulfillment of the College's mission.
- b. Proposals will be judged according to:
  - Evidence that the sabbatical leave is required to complete the proposed activities.
  - Significant research activities of the concerned faculty member.
  - Clear work plan, objectives and outcomes of the proposal.
  - Reputation of the hosting institution.
  - The practicality of the proposed plan (e.g. time, costs.), and relevance of the proposal to the development of both the individual faculty member and his/her College.
  - Evidence that the applicant is qualified to undertake the proposed activities.
  - Expected publications in reputable journals.
  - Successful fulfillment of previous programs or scholarly activities, and obligations due (including reporting), from previous sabbatical leaves.

## Applications for Sabbatical Leave

- a. Applications are submitted to the Department Chair who, in consultation with the Department Council, will make recommendations to the Dean.
- b. The Department Chair will include explanation of how the impact of the faculty's absence will be managed.
- c. The Dean makes recommendations to the Signatory Authority for review and possible approvals.
- d. Applications should include:
- e. A detailed research proposal including problem statement, importance of the proposed study, objective

## Exceptional Leave

### Eligibility

- a. Faculty members and instructors must normally have completed five years of full-time service before applying for the exceptional leave.
- b. A reapplication cannot be made within four years of the date on which a faculty member/instructor resumes full-time service following a previous exceptional leave of absence.
- c. Only one faculty member/instructor per Department may be granted exceptional leave for the same semester.

### Applications

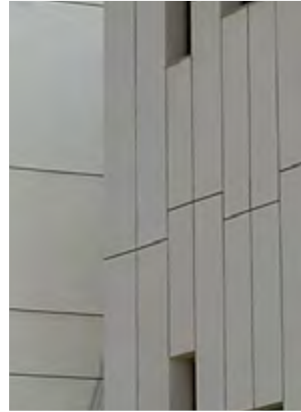
- a. Applications must be submitted at least six months prior to the intended start date of the exceptional leave which should coincide with the beginning of the semester.
- b. Applications must include:
  - Length of service of the applicant and the proposed dates of start and end of the leave;
  - A comprehensive statement of the purpose of the leave and whether the faculty member/instructor will be affiliated to any other institution during his leave and in what capacity.
  - The grounds which would justify its approval including benefits to the faculty member/instructor, Department and/or University; and
  - Consequences of the absence for the Department, College and/or University and measures that may ameliorate these;
  - Recommendation of the concerned Department/College
- c. The application for the leave will be approved or denied according to the Signatory Authority.



## Conditions

- a. A faculty member/instructor granted exceptional leave surrenders the right to salary and benefits (including medical insurance, school fees, airline tickets, housing, and end of service for the leave period). Housing must be vacated before the start date of the exceptional leave.
- b. If the end-of-service bonus is paid annually, the University retains the payment for the year prior to the leave and pays it upon the return of the applicant from the leave.
- c. The exceptional leave will not count towards the period of service required for promotion, end of service, or sabbatical leave.
- d. A faculty member/instructor will return to full service upon the completion or termination of the exceptional leave for a period not less than the term of absence. Resignation during a leave of absence is not accepted.
- e. Failure to return after the leave will be considered as an effective resignation by the faculty member/instructor and the normal regulations under "Termination of Contracts" will be applied.
- f. Faculty return from exceptional leaves must coincide with the start of the semester.
- g. The faculty member/instructor is normally entitled to return to the University at the same rank and with the same salary and benefits.
- h. If the faculty member /instructor's contract ends, or is due for renewal during the leave period, the original contract may be extended for a maximum of one year following its original end date.

# **CURRICULUM AND INSTRUCTIONS**





# CURRICULUM AND INSTRUCTIONS

## THE ACADEMIC SYSTEM

### **Credit Hours**

The University applies the credit hour system for all its academic programs except the Bachelor Degree Program in Medicine and Surgery, where special bylaws apply.

### **Semesters**

Courses are offered in two semesters; fall and spring, each lasting 16 weeks. The University may offer a summer session of eight weeks with a minimum of 15 contact lecture hours corresponding to each credit hour.

### **Curriculum**

The curriculum is organized in such a way that the minimum credit hours required for obtaining a bachelor degree is 120 credit hours, with the exception of College of Engineering (147), College of Law (136), College of Information Technology (130), College of Education (126) and College of Medicine and Health Science (different system). In addition, the students have to take a number of courses from the General Education Program through selection of one course from each of the different clusters.



College	Minimum	Maximum
Engineering, Education, and IT	9 semesters, or 8 semesters plus 2 Summer Semesters	16 semesters
All other colleges	7 semesters, or 6 semesters plus 2 Summer Semesters	14 semesters

### Duration of Studies

Students need to complete their studies in the number of semesters as follows (except for the Faculty of Medicine and health Sciences):

### Language of Instruction

The language of instruction is generally English. However, some classes are taught in Arabic such as courses in the College of Shari'a and Law.

### Academic Advising

Every student in the UAEU is assigned a faculty member as his/her academic advisor. Students register for their classes each semester using the University web registration system (BANNER) and their personal advising plan of courses coordinated with their Academic Advisor.

The undergraduate education system in the UAEU accepts only full-time students who may register for twelve to nineteen credit hours, except in certain cases where a student can register for up to twenty-one credit hours if they meet University requirements defined in registration policy.

### Examinations

Examinations may be given either in writing, orally, on-line or in a practical setting. Weekly classes do not stop during the mid-semester examination period but it stops completely during the final examination period. Final examinations cannot be given before the start of the examination period without prior approval of the Associate Provost and Chief Academic Officer.

## ACADEMIC PROGRAMS

### **New Academic Programs**

New academic programs may be developed and implemented. Academic Affairs has the responsibility for coordinating all new initiatives in order to ensure that they are consistent with mission statement and strategic priorities and that they are consistent with the efficient and effective use of the resources of the UAEU.

### **Course, Program and Curriculum Changes**

Since the strength of any university lies in its academic programs, keeping these programs current is essential to the educational mission of the University. Course, Program and Curriculum Changes may be initiated, recommended and then approved by the Curriculum Committees at the Department, the College, and the University levels after filling the required forms.

### **Program Review**

Program Review is one of the essential internal UAEU Quality Assurance instruments to ensure that all academic programs are continuously improved, effective, and aligned with UAEU vision and mission as well as with the UAE market needs. Program Review is a cyclical process that involves preparation of a self-study report, in which the program addresses some key questions, in addition to meetings and discussions with the program constituency group, which eventually leads to a list of recommendations for program improvement. Finally, the program acts on implementing the recommendations and assessing their impact. Program Review is led by faculty, and students are included at each stage of the process.

### **Assessment of Learning Outcomes**

UAEU has always been committed to providing its students with the finest education and the supportive learning environment to ensure that every student

can be successful. Part of the University efforts toward that goal is the development of several policies, procedures and processes to ensure continuous improvement of the students learning experience. The University also fosters outcomes-based teaching and learning model, which relies on clearly specifying what students are expected to learn, and developing the curriculum and the instruction material that allow students to achieve the intended outcomes. The model also relies on learning outcomes assessment (LOA) as the instrument to drive the continuous improvement of student learning. LOA processes aim to determine how well students are learning, and to provide feedback to students, educators, parents, policy makers, and the public about the effectiveness of the provided educational services.

The University has started an ambitious plan for systematically and continuously assessing the learning outcomes of its programs and courses since the 1998/1999 academic year. During the last few years, learning outcomes assessment (LOA) ranked up as a top priority for the University. A hierarchical assessment infrastructure has been established and integrated assessment processes have been developed. Assessment committees at the department and the college levels are responsible for overseeing the implementation of the assessment processes at the course, program, and the university levels. Faculty are expected to actively participate in defining course and program learning outcomes, curriculum alignment, designing and selecting assessment instruments, collecting and analyzing assessment data, and implement remedial actions to improve students learning experience.

## ELEMENTS COURSE SYLLABI

A master course syllabus should be available for each course in the approved course inventory of the University. Each course syllabus should include:

- Course title and course code/number, credit hours (or equivalent), prerequisites (if any), co-prerequisites (if any);
- Name and contact information of the instructor;
- Brief course description (as in the catalog);
- Intended learning outcomes of the course;
- Course topics and contents on a week-by-week basis;
- Scheduling of laboratory and other non-lecture sessions, including on-line sessions, as appropriate;
- Information on out-of-class assignments with due dates for submission;
- Methods and dates of examinations and other student assessments, including the relative weight of various assessment elements in determining the course grade;
- Teaching and learning methodologies, including any use of on-line instructions;
- Course texts, recommended readings, instructional material and learning resources;
- A statement as to academic honesty expected of students, and behaviors characteristic of the course which could lead to academic dishonesty.

Faculty members are responsible for providing to each student in their classes a copy of the class syllabus during the first week of the semester, preferably in the first class session. Department Chairs should review the course syllabus and may authorize an instructor to consider minor modifications to improve the learning outcomes. Significant modifications must be reviewed and approved by the concerning committees at the different levels.

In addition, the instructor should add for each section taught: instructor name, instructor accessibility to students (such as office hours, office location, telephone number, and/or e-mail address).

### **Instructional Technology and Support Services**

The University provides technology resources to enhance instruction. This includes personal computers and/or laptops, information networks, video conferencing, smart classrooms and Blackboard Learning System. BANNER system (SIS) provides online service for both students and instructors.

### **Grading System**

Students' performance is assessed throughout the entire semester. The course grade is divided into three parts; semester course activities, mid-semester examination and final examination.

### **Course Grades**

The following course grading system is applied throughout the University (with the exception of the College of Medicine and Health Sciences). The graduate courses have different grading system. Additional information on the grading system for the College of Medicine and Health Science and Graduate Studies might be reviewed in related policies and procedures.

At the end of each academic semester a student's performance in each course shall be given a grade on the basis of numerical values representing the cumulative performance over all assessment tasks in the course. The numerical score for the course is converted to and recorded as a letter grade as defined below. The following are authorized as final course grades/marks with associated Quality Points (QP) for GPA calculation (Grades with QP denoted as "Excl" are not included in a student's GPA calculation):



## ELEMENTS COURSE SYLLABI

Performance	Grade	Score	Quality Points
Excellent	A	100 – 90	4.00
Excellent-	A-	89 – 87	3.70
Very Good +	B+	86 – 84	3.30
Very Good	B	83 – 80	3.00
Very Good-	B-	77- 79	2.70
Good +	C+	74 – 76	2.30
Good	C	70 – 73	2.00
Good-	C-	67 – 69	1.70
Pass +	D+	64 –66	1.30
Pass	D	60 – 63	1.00
Fail	F	0 – 59	0.00
Failure for Absence	FA	0.0	0.00
Incomplete	I	-	-
Pass (in pass/fail courses only)	P	60 and more	Excl
Not Passing (no credit awarded)	NP	0 - 59	Excl
Continuing (satisfactory progress in a continuing course)	CC	-	Excl
Passing grade via proficiency or challenge exam	CX	-	Excl
Satisfactory	S	-	Excl
Administrative Withdrawal	AW	-	Excl
Withdrawal	W	-	Excl



## Grade Point Averages

**a) The Grade Point Average (GPA)** is a calculated value summarizing the student's academic performance over a specified time period. The University calculates, records, and reports a Term GPA and a Cumulative GPA (CGPA) for each student at the end of each academic semester.

**b) The GPA** is a numerical average of the value of the student's final grades for the specific semester (Term GPA) or all semesters including the most recent one for which grades have been assigned (Cumulative GPA). The GPA is a 4.00 quality point (QP) scale weighted to reflect the credit hours assigned to each course and reported to two (2) decimal places. Grades in courses that do not carry University degree credit or are transfer credits from other universities are not included in the GPA calculation.

(i) The Term GPA is the sum of quality points (credit hours x quality points corresponding to the letter grades assigned) for each course taken during the semester divided by the total number of credit hours attempted during the semester.

(ii) The Cumulative GPA is the sum of quality points (credit hours x quality points corresponding to the letter grade assigned) for all courses taken at the University inclusive of the current academic semester divided by the total number of graded credit hours attempted for all degree-credit courses taken at the University inclusive of the current academic semester. The Cumulative GPA is calculated starting from the first semester of enrollment.

**c) The final GPA** for an undergraduate degree does not impact on the Term or Cumulative GPA for subsequent programs of study. Both Term and Cumulative GPAs may be affected by the exclusion of certain grades as provided under University Policy. Grades excluded from GPA calculations are designated as such in the student's academic record and on all transcripts.

**d) All grades** earned by the student in his/her undergraduate career in all degree-credit courses will be recorded, and only the courses applicable on

the student study plan will be included in the GPA calculations. If a student changes his or her academic program/specialization, grades earned in courses that do not count in the new academic program/specialization will be excluded from the student's Cumulative GPA.

**e) Grades (and credit hours)** earned in courses taken at other institutions and transferred to the University are not included in any GPA calculations.

## Academic Recognition – Dean's List

Undergraduate students who have earned 36 or more credit hours toward their degree, and have a Term GPA of 3.60 or higher, qualify for inclusion on the "Dean's List" for the College for that academic semester.

## Grades in Foundation-Level Courses

a) Grades in Foundation-level courses are reported on "Pass-No Pass" basis only (P and NP), do not carry academic credits, and are not included in the student's Grade Point Average.

b) Academic performance equivalent to a grade of (60%) is required for a passing grade in a Foundation-level course.

Incomplete Grades

a) Students must sit for the final exam for the course that he/she registered otherwise he/she will get a failing grade in that course.

b) A student who is eligible to take the final examination in a course but is not present in the examination may be assigned a grade of Incomplete (I) pending review of the circumstances.

(i) If the reasons for missing the final examination are substantiated as legitimate, the "I" grade will be recorded, and the student will be permitted to take an appropriate final examination no later than the end of the next regular academic semester, and the "I" grade will be replaced with the final grade earned. If the student does not remove the "I" grade within the period allowed, the "I" grade will be replaced with a failing grade.

(ii) If the reasons for missing the final examination

are not substantiated as legitimate, the instructor will assign a final grade of (0) for the course and the student's transcript will show F for that course.

c) It is the student's responsibility to provide necessary substantiation and documentation of the circumstances for the failure to take the final exam within one month from grade announcement. If substantiated and grade of 'I' recorded, the College will arrange for the student to take the exam.

d) Courses with an "I" grade are not included in the calculation of the student's Term or Cumulative GPA.

e) A student receiving an "I" grade should not re-register in the course in the following semester. However, the student may be allowed to attend classes in the course in the subsequent academic semester.

f) No student may graduate with a grade of "I" (Incomplete) on his/her academic record.

### **GRADES IN REPEATED COURSES**

a) A student must repeat the compulsory courses that he/she fails.

b) A student must repeat the elective courses that he/she fails or substitute them with other elective courses in his/her curriculum.

c) If a student fails a course and repeats it successfully, the failing grade is not taken into consideration in calculating the Grade Point Average and the passing grade is recorded. If he/she fails a course more than once and repeats it successfully, all failing grades will be excluded and he/she gets the passing grade earned or a grade of "C", whichever less. In all cases, all courses and grades earned are recorded, and the eliminated failing grades will be marked.

d) No undergraduate student may register in the same Foundation-level course more than three (3) times.

e) An undergraduate student may repeat a degree-credit course in which he/she has earned a grade of C- or below and have that grade excluded from his/her GPA subject to the following conditions:

(i) The student CGPA is less than 2.00

(ii) The student can repeat a maximum of two courses in a semester.

(iii) The student should repeat the same course.

(iv) The student can repeat the course only once.

(v) Foundation courses are not included.

(vi) The repeated courses will be included in the student's study load.

(vii) Higher grade for the course after repetition will be counted for student CGPA

f) No undergraduate student may repeat a course in which he/she earned a grade of C or higher.

g) Regardless of whether a grade is excluded from the student's GPA calculation, all final course grades will be recorded in all transcripts.

### **GRADES FOR PLACEMENT EXAMINATIONS AND CHALLENGE**

a) Undergraduate students may earn credit for degree-applicable courses through proficiency and challenge examinations recognized or sponsored by the University.

b) Undergraduate students may earn credit for degree applicable courses or other degree requirements on the basis of examination scores on internationally recognized college entrance examinations, and advanced placement and other enhanced instructional programs in secondary schools, subject to the approval of the Dean of the student's College.

c) Such examinations must demonstrate that the student has mastered the established student learning outcomes for the course at a satisfactory level.

d) The maximum number of credit hours from proficiency, challenge and advanced placement examinations a student may apply to his or her degree program is 15% of the total credit hours required in the degree program, subject to the approval of the Dean of the student's College.

e) Credits earned through proficiency, challenge, and advanced placement examinations are not included in the GPA, but are recorded in the student's academic record and all transcripts.

Grades for Courses Transferred from Other Institutions

a) Credit hours earned in Bachelor's Degree credit courses completed at other accredited institutions may be transferred and accepted for degree credit at UAEU subject to transfer conditions.

b) Courses and credit hours earned elsewhere and

accepted for transfer to the University will be listed on the student's transcript. However, grades in such courses will not be included in the student's Grade Point Average.

### **GRADE SUBMISSION**

- a) The Instructor of the course is responsible for determining and submitting final course grades for all students in the course according to criteria set out on their course syllabus and the procedures and official schedule for grading announced by the University.
- b) Course grades are to be submitted directly to the University's official student record system by the individual faculty member according to the instructions provided for the academic semester.
- c) Final course grades should be submitted within 48 hours of the examination day for classes with 60 or less students registered and within 72 hours for classes with more than 60 students registered.
- d) The detailed records and composition and distribution of the final grades of the course, including class work, quizzes, lab work and assessments, mid-term exam and others should be submitted progressively through the semester and completed before the start of final grade submission.
- e) Final grades in part-of-semester courses may be submitted before the normal grade submission period at the end of the academic semester.

### **INCOMPLETE GRADES**

Faculty may give a student who misses the final examination of a course a failing grade in that course. If the student has a legitimate excuse, which has been accepted by the Dean, and if he/she has satisfactory scores in the semester activities and the mid-semester examination (not less than 60%), he/she receives a grade of incomplete.

### **FAILING A COURSE**

Students must repeat a required course that they fail. A student must repeat a failed elective course or substitute it with a different elective course in the curriculum. The maximum grade a student can attain for successfully repeating the course more than once

is C. If a student repeats it successfully, the failing grade is not included in the GPA.

As a general rule, all courses taken, and grades achieved by students are recorded in their transcripts. However, courses with fail grades are marked by a special notation on the transcript.

### **APPEAL OF A COURSE GRADE**

Under special circumstances, and as stated in the University Policies, a student may request a review of his/her final course grade by submitting a written appeal to the college or unit dean in which the course was taken.

### **STUDENT'S ACADEMIC CODE OF CONDUCT**

The Student Handbook refers to many student-related regulations that they are responsible for knowing and observing. Violations of many of these regulations could incur disciplinary action by the University.

### **ACADEMIC DISHONESTY**

Academic dishonesty is not tolerated at all at the UAE University. Academic dishonesty includes cheating, plagiarism or any other attempt to gain an academic advantage in a dishonest or unfair manner.

### **ATTENDANCE AND ABSENCE**

Students are required to attend all classes, practical sessions, seminars and examinations related to the courses in which they are registered. Consequences differ based on the amount of cumulative classes missed for a course. A percentage of the total course is the criteria.

5%: student receives a warning from the chair of the department

10%: student receives a second warning from the dean of the college

15%: student receives a failing grade for the course  
Legitimate reasons for excessive absences need to be approved by the dean during the semester when the absences occurred. Upon approval, the student will be allowed to satisfactorily withdraw from the course.

## **CLASS FIELD TRIPS**

Instructionally-related off-campus student work experiences, field trips, activities and research projects are permitted. Faculty members can organize such activities with prior approval of the department Chair and the college Dean. Female students' parents or guardians must give authorization for the student to participate in off-campus activities.

## **ENTERING HOSTELS**

Faculty are often invited to give presentations to the students in the Social Hall of the student hostels. Out of courtesy to those who are responsible for looking after students in the female hostel, faculty should phone to let the Manager know of any visit, so that she or one of her staff can advise the Guard and the Reception staff. The Guard is responsible for permitting only authorized UAEU staff and faculty members into the hostel, so he cannot let employees in unless he has been authorized to do so by the hostel management.

Strict procedures to gain entrance to female hostels are arranged in advance through the Hostel Manager. Male faculty must be accompanied by a Hostel staff member of the female hostel to enter the female hostels.

## **STUDENT CLUBS AND ORGANIZATIONS**

Each College has its own Scientific Association organized by students. Each Association has a faculty advisor from the College and a Student Activities staff member who provide support for the Association's activities. The Creativity Club supports students who want to set up and run a host of clubs. These clubs are generally open to all students and are not necessarily linked to any one particular college. Oftentimes, faculties are advisors to these clubs.

## **ACADEMIC MISCONDUCT**

1) After receiving a case report from the concerned faculty or staff member, or a complaint from a student, the College Dean will establish a hearing committee of three from among disinterested College faculty members to conduct a preliminary investigation.

If the preliminary investigation concludes that the allegation has sufficient substance to warrant formal investigation, the Dean shall forward the Committee's report to the Provost who may decide to forward the case to the Student Disciplinary Board to carry out the formal investigation.

2) The Student Disciplinary Board is formed at the discretion of the Vice Chancellor, after consultation with the Provost. The Board shall include three faculty members, among which at least one will be from the College of Law, and another from the College where the matter arose.

3) The Student Disciplinary Board will set a date for a formal investigation and will inform the student of the allegation(s) and the date of the session at least ten working days prior to the session.

4) Within ten working days of the completion of the formal investigation, the Student Disciplinary Board shall submit a formal report to the Provost.

5) The Provost shall inform the Vice Chancellor of the Board's findings and, if the Board has found that the violation occurred, recommend what, if any, disciplinary sanctions shall be imposed.

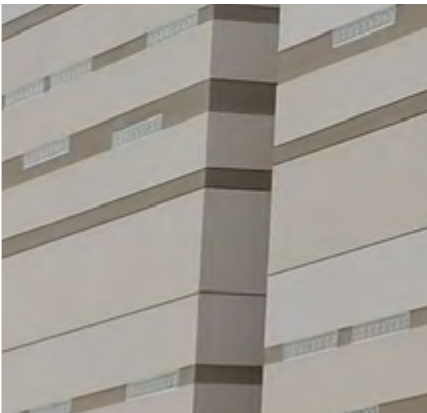
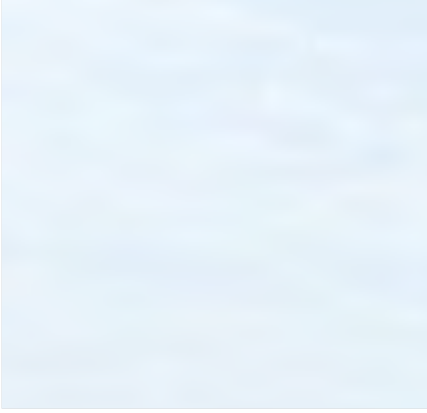
6) The Vice Chancellor shall inform the student in writing, within ten working days of receiving the Provost's recommendations, of the decision and of the academic sanctions, if any, to be imposed.

7) The student may submit a written appeal to the Chancellor within ten working days from the date on which the student is notified of the outcome. The decision of the Chancellor will be communicated to the student in writing and the decision is final.

8) In cases where academic misconduct has been found, the Registrar shall be notified of the disciplinary decision for purposes of recording the decision on the student's record.

Based on the violation, the disciplinary decision may vary from a warning to final dismissal from the University. Detailed information on the Students Disciplinary Procedures and Sanctions is given in the Federal Law No. 4 of 1976 related to the establishment and organization of UAE University.

# OTHER ASPECTS OF THE UAEU







# OTHER ASPECTS OF THE UAEU

## UNIVERSITY PROPERTY

Faculty need to be aware of how University property is to be requested and maintained. This includes facilities, equipment, supplies, and intellectual property.

University employees must sign the appropriate documents for any University property that is given or assigned to them, permanently or temporarily. This will include computers, projectors, library books, etc. Before an employee leaves the University upon resignation or termination, he/she will be accountable for all signed-out property, through a clearance procedure.

## **EMPLOYEE ELECTRONIC IDENTIFICATION CARD**

After an employee obtains his/her employment visa, the University issues the employees their University identification (ID) card. The ID card is the property of the University. The employee should retain the ID in his/her possession at all times as proof of employment by the University. The employee must return the ID card to the University by his/her final day of employment with the University.

All University employees must have their IDs visible at all times while they are in campus. The ID will also be needed to pass through all electronic external gates, internal secured doors and the shared labs.

## **FACILITIES**

University personnel and non-University personnel may be permitted to use University facilities for other purposes including non-University purposes. Non-University uses must be sponsored by a University dean, director or an individual above the level of a dean or director. The agreement must identify the respective rights, responsibilities, obligations and liabilities of all parties.

## **KEYS**

In addition to the ID cards, each department may issue office and other keys as relevant. Employees should report any lost or missing keys to their department secretary.

## **LOSS OR THEFT OF PROPERTY, REPORTING**

Any loss or theft of University property must be reported immediately to the Secretary General.

## **MEDICAL INSURANCE CARD**

The University issues a medical insurance card to employees who qualify for the University provided medical insurance. The card is issued shortly after the employee begins his/her contract with the University and it is the property of the University. The card should be presented to any of the healthcare services providers within carrier network to avail medical services and the membership card is acceptable as evidence of medical insurance coverage. The employee must return the card

to the University before his/her last day of employment and/or when dependents employed by other entity or no longer reside in UAE.

## **PARKING PERMIT/GATE PASSES**

Faculty who wish to park their cars in the restricted areas of the University will require a gate pass. The pass is not transferable from one vehicle to another. The approvals of the department manager and General Services are required to obtain a pass. Temporary Purpose pass is given to temporary University employees, including visiting faculty and teaching assistants with access limited to specific locations.

## **TELEPHONES**

The University telecommunication systems are intended for business purposes only. This includes calls through the switchboard, fax equipment, mobile phones, direct lines and video lines. Personal calls should be made only in the event of urgent necessity and shall be reimbursed to the University, as appropriate.

## **TEXTBOOKS**

The University provides the faculty with all the textbooks assigned for every course he/she teaches. Books are picked up from the Book Distribution Center located at the various campus locations.

## **TRANSPORTATION**

The University provides inter- and intra-city business transportation service for faculty and staff for University business transactions in Al Ain and in cities across the UAE. Business transportation services are administered centrally by the Director of General Services to ensure optimum use of University vehicles and to avoid wasting University resources.

## **UNIVERSITY NAME AND LOGO**

University faculty, staff and students are encouraged to use the University letterhead and the University's name/logo in identifying their affiliation in scholarly and research activities and in conducting official University

business. University faculty, staff and students may not use the University name/logo or letterhead and may not imply University endorsement when engaged in private activities, personal business or advocacy. Correct usage of the University logo and logotype font is detailed in the Graphic Standards Manual, available from the publications Department.

### **BUSINESS CARDS**

With the dean's approval, faculty may request a University business card through their department secretary. The standard University design for both business cards and letterheads promotes the corporate identity. The University's publications Department has additional information about University stationery and can design and print the stationery for the faculty member.

### **BUSINESS TRAVEL**

Approved business travel and expenses will be reimbursed. Some business and travel expenses may be paid through travel advances, per diem, reimbursement or direct payment to a vendor. International business travel is permitted with Dean's approval.

Faculty are permitted to attend two professional conferences each academic year with the Dean's approval. One may be paid for by the University; the other is at the expense of the faculty. In all cases, travel should not be during the final examination periods.

### **INFORMATION TECHNOLOGY**

Access to sources of information encourages the free exchange of ideas and is a privilege. It must be treated with the highest standard of ethics. Information technology resources include, but are not limited to, computers, software, networks, telecommunications technologies, and data, whether owned, contracted, leased or otherwise provided by the University.

The University expects these resources to be used in a responsible manner, respecting the trust through which these resources have been provided, the rights and privacy of others, the integrity of facilities and controls, all pertinent laws and University policies and standards.

### **APPROPRIATE USE OF COMPUTING AND INFORMATION TECHNOLOGY RESOURCES**

1) All computing and information technology resources are the property of the University and shall be protected against theft, malicious damage, unauthorized access or disclosure, tampering or loss.

2) University computing and information technology resources will be used for authorized University activities as defined by the administration.

3) Access to and use of information resources are restricted to appropriately identified, validated and authorized users.

### **E-MAIL**

The University provides every faculty with a University e-mail account directly after being employed. One method to access e-mail anytime, anywhere is through the University's Webmail at <http://webmail.uaeu.ac.ae>.

### **REMOTE ACCESS (RAS)**

UITS can provide free internet access from the employee's home or other non-University location. A RAS request form is available from the University IT Services (UITS) website, <http://www.uaeu.ac.ae/uits/>.

### **SOFTWARE LIBRARY**

The University supports a suite of software that includes: Microsoft Windows XP Professional, Microsoft Office 2003 Professional (Word-Excel-Access-Project Manager-Publisher), Adobe Photoshop, Norton Anti-Virus, Adobe Acrobat, and Statistical Package for Social Science (SPSS). Check UITS website for current listing of software. Some software may require the department to purchase a license. For more information, check with the college's IT support person.

### **MEDIA**

Any information about the University, a University hosted or sponsored event, or one of the University's members is handled by the Director of University Outreach Department (UOD). All media inquiries must

be referred to the Director of Media Relations to ensure the University is appropriately represented.

### **ACCOMMODATION MAINTENANCE AND CHANGES**

Many University employees who live in University leased property can address maintenance problems or concerns directly with the property owner or management firm responsible for the property. However, when the property owner or his/her company are not cooperating, or in case of having difficulties reaching them, the employee can submit a Housing Maintenance Request directly to Human Resources' Housing Unit through the University's e-services portal.

University employees can request to change their accommodation after living in their homes for four years, yet this will not be considered as a valid reason by itself. Requests are made to the Housing Committee by completing the House Transfer Request form in the University's e-services portal and submitting it to the Human Resources Department. The employees need to list their reasons for their request to change their home. The Housing Committee makes the final decision regarding transfers.

### **FAMILY SPONSORSHIP**

Faculty are eligible to sponsor their immediate family members including spouse, dependent children (Males under 18 years of age; no age limit for unmarried females), and parents but subject to Federal Authority for Identity & Citizenship Approval (with proof of non-working status).

Sponsorship is only allowed after the faculty member has received his/her UAE resident visa. The Human Resources Department will guide you in how to obtaining your family members sponsorship visas. Sponsorship of the family requires authenticated certificates (marriage for spouse/birth for children),

Medical exam for spouse and children (over 18 years) and fees for medical exam, resident visa and Emirates ID will be held by Faculty Members.

Faculty Member must take steps to obtain their families EID Application and Medical Insurance Cards within Thirteen Days (13 Days) from the entry stamp date on entry permit for residence visa to avoid AED 100 penalty from Health Authority of Abu Dhabi (HAAD).

Faculty must take steps to obtain their families' sponsorship/resident visas within Sixty days of UAE entry stamp date on entry permit for residence visa to avoid AED 25 per day penalty plus other electronic fees. Residence Visas are normally valid for three years.

### **TELEPHONES**

The University telecommunication systems are intended for business purposes only. This includes calls through the switchboard, fax equipment, mobile phones, direct lines and video lines. Personal calls should be made only in the event of urgent necessity and shall be reimbursed to the University, as appropriate.

### **VISA RENEWALS**

The Human Resources Department will assist faculty in visa renewals for the faculty members and their sponsored family members including spouse, dependent children (males under 18 years of age; no age limit for unmarried females).



## **CLEARANCE PROCEDURE**

Upon learning of an employee's separation from the university, and in order to ensure a smooth separation for employees and allow sufficient time for appropriate areas of the University to reconcile accounts or collect materials and property, the employee is responsible for the prompt completion of the appended "Clearance Form" and for obtaining the signatures of the individuals listed in the various departments on the form.





## **CONTINUING EDUCATION**

Faculty, staff and their family members are eligible to enroll in extended education courses offered by the Continuing Education Center (CEC), based on seat availability. University employees get a 15% discount for classes. Current course offerings are posted on CEC's website at <http://CEC.uaeu.ac.ae/>. CEC also has Abu Dhabi and Dubai locations offering professional development courses to the business community.

## **AL MULTAQA**

Al Multaqa, the University Social Club, was established in March 1999. The main objective of the Social Club is to strengthen social ties and to have a convenient outlet for the skills, social, cultural, scientific and sports activities.

Al Multaqa sponsors many activities such as: marathons, tournaments, trips to UAE malls and parks, lectures on different fields (finance, health, culture, heritage, and science), ICDL classes, children's activities and programs, international festival, and language classes. Al Multaqa also offers memberships to the four local hotels' recreational clubs and facilities at a discounted rate for individuals, couples, and families. In addition, Al Multaqa facilities are available to the University faculty and staff for socializing and hosting personal events for a service fee.

## **AL MULTAQA INFO IS AS FOLLOWS:**

- Office Phone Number: 03-755-1155
- E-mail: [multaqa@uaeu.ac.ae](mailto:multaqa@uaeu.ac.ae)
- Location: Islamic Institute
- Office hours: 7:30 am – 5:30 pm, Saturday through Wednesday
- Open hours: 7:30 am – 10:00 pm, Saturday through Thursday

## **SPECIAL UAEU EVENTS AND CONFERENCES**

The University sponsors many activities and conferences. The Community Relations Department broadcasts the announcements of events to the University community's University email addresses. Major current events are often posted on the University's website or at <http://www.uaeu.ac.ae/news/>. Faculty and staff can volunteer or be nominated to help organize many of these events.

**FACULTY  
HANDBOOK**  
AY 2019- 2020

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