


 جامعة الإمارات العربية المتحدة United Arab Emirates University 	<b>Academic Personnel Policies Manual</b>	Policy Number	AP-00
		Effective Date	12-Aug-2018
	<b>Subject</b> Definitions and Abbreviations	Most Recent Review Date	15-Apr-2018
	<b>Responsible Office:</b> DVC for Academic Affairs	Due Date for Next Review	01-Sep-2021
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## Definitions and Abbreviations

The Definitions and Abbreviations used in the Academic Personnel Policies and Procedures have the following meanings, unless otherwise is indicated in the text:

- Academic staff : Faculty members and instructors
- Academic Year : A one-year period established annually in the official University calendar
- Adjusted salary : Part of the salary defined in according with the terms and conditions of the employment contract, exclusive of any allowances, bonuses and benefits such as overtime, etc....
- Administrative academic appointment: Appointment into a leadership academic position shall be additional to faculty member and instructor primary position. It is generally for a specific period during which the faculty member or instructor receives remuneration for the relevant position while occupying it
- Allowances : Other monthly payments that are made in addition to the adjusted salary, according to the contract, policy or the relevant procedure
- Bonuses : Amount paid to a faculty member/instructor (once or on monthly basis for a specific period) in consideration of doing work for the University, additional duties or efforts or as a result of faculty member and instructor performance evaluation on a specific period of time
- Chancellor : Chancellor of the United Arab Emirates University
- CMHS : College of Medicine and Health Sciences
- Complementary allowance : A component of the gross salary that is paid monthly, but not included in the calculations for end of service gratuity or other benefits
- Contract : An agreement between the University and faculty member/instructor under which she/he to work with the University and under its administration for a salary the University undertakes to pay
- Country : United Arab Emirates
- Credit Hour (for the purpose of this policy): The unit of measuring educational credit usually, based on the number of classroom hours per week throughout a term
- Dean : Dean of the College
- Department Chair : Chair of the Academic Department
- Dependent children : Unless otherwise specified, the general definition of the dependent children is sons of the faculty member/instructor up to eighteen years old, and unmarried or divorced daughters as long as they are sponsored by the faculty member/instructor
- Faculty Member : Professors, Associate Professors, and Assistant Professors. A Faculty member normally holds a Ph.D. degree
- Gross salary : Represents the adjusted salary plus complementary and other allowances

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- Instructor : Normally holds a Master’s degree and is assigned to teach specific courses
- Law : Federal Law No. (4) for 1976 on the Establishment and Organization of the UAE University
- Manual : A policies and procedures manual is a functional guide for conducting the operations of a division or a department. The manual typically consists of policies, procedures and signatory authority matrix
- Medical committee : Governmental medical committee as approved by the Ministry of health/health authority, mandated to review medical reports
- NFPDP : National Faculty Professional Development Program
- Policy : A definite course or method of action to guide and determine present and future decisions. A policy is a guide to decision-making under a given set of circumstances within the framework of corporate objectives, goals and management philosophies
- Procedure : A particular way of accomplishing something, or an established way of doing things. A procedure is a series of steps followed in a definite regular order that ensures the consistent and repetitive approach to actions
- Provost : Deputy Vice Chancellor for Academic Affairs
- Registrar : Dean, Admission and Registration Deanship
- Secondment : An arrangement between the University and another entity, whether ministries, federal public authorities or corporations, local governmental bodies, or international organizations, under which the service of a faculty/instructor is temporary transferred to such entity, for a specific period of time
- Spouse : The wife of a male (or a husband of a female) faculty member/instructor
- Students : Male and female students
- Transfer : Whereby services of a faculty member or instructor are transferred to an administrative unit or other department or research center within the University or outside it.
- UAE : United Arab Emirates
- University, or UAEU : United Arab Emirates University
- University Community : UAEU students, faculty members and instructors, and staff
- University Council : Governing Board of the United Arab Emirates University
- Vice Chancellor : Vice Chancellor of the United Arab Emirates University