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 accordance 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
**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