


 جامعة الإمارات العربية المتحدة United Arab Emirates University 	<b>Academic Personnel Policies Manual</b>	Policy Number	AP-00
	<b>Subject</b> Signatory Authority: Academic Personnel	Effective Date	12-Aug-2018
		Most Recent Review Date	15-Apr-2018
		Due Date for Next Review	01-Sep-2021
	<b>Responsible Office:</b> DVC for Academic Affairs	Page Number	1 of 2

### Signatory Authority: Academic Personnel

	Transaction Description	Signatory Authority Level				
		Dean	Provost	Vice Chancellor	Chancellor	University Council
<b>Policies &amp; Procedures</b>	New or amendments to academic personnel policies		X	X	X	X
	New or amendments to academic personnel procedures		X	X		
<b>Academic Personnel Management</b>	Creation of new academic ranks		X	X	X	X
	Top academic administrative appointments (Dean, Vice Dean)		X	X	X	X
	Academic administrative appointments (Assistant Dean, Department Chair, Program Coordinator, Coordinators of Graduate Programs, and other academic administrative appointments)		X	X		
	Faculty appointments	X	X	X	X	
	Instructors appointments	X	X	X		
	Exceptions for academic personnel appointments (salary, contract duration, age when hired, terminal degree other than Ph.D. or M.Sc., etc.)	X	X	X		
	Joint appointment and “special contract” appointments	X	X	X		
	Visiting faculty appointments	X	X	X		
	Adjunct faculty appointments	X	X			
	Appointments of experts and consultants			X		
	Honorary appointments	X	X	X	X	
	Administrative allowances & special allowances		X	X	X	
	Approval of allowances from non-federal funds	X	X			
	Academic personnel secondment	X	X	X		
	Faculty/instructor contracts renewal/non-renewal	X	X			
	Faculty contract termination during the probationary period	X	X			
	Faculty contract termination before its expiration	X	X	X		
	Extension of faculty contract beyond the age of 65	X	X	X		
	Salary adjustment (merit, promotion, increment, etc.)	X	X	X		
	Approval of Excellence Allowance		X	X	X	
	Academic personnel transfer	X	X	X		
	Resignation of dean or academic administrator		X	X		
	Resignation of other academic personnel	X	X			
Retirement and resignation of Emiratis faculty members		X	X			
Academic advisory boards		X	X			
Faculty attendance of conferences	X					
Professional and consulting services	X	X				
Sabbatical leave and exceptional leave of absence: Approval/Exceptions	X	X	X			

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	Transaction Description	Signatory Authority Level				
		Dean	Provost	Vice Chancellor	Chancellor	University Council
<b>Academic Personnel Management (Cont.)</b>	College recognition awards	X				
	University recognition awards		X	X		
	Approval of faculty absence	X				
<b>Faculty Promotion</b>	Establishment of additional performance standards	X	X			
	Faculty promotion		X	X		
<b>Faculty Workload Management</b>	Workload reduction up to three credit hours	X				
	Workload reduction of more than three credit hours	X	X			
	Additional guidelines for workload distribution/calculations	X	X			
	Teaching overload pay	X	X			
	Faculty buy-out time	X				
	Summer session teaching load	X	X			
	Course credit re-adjustment	X	X			
<b>Faculty Discipline</b>	Implementation of major sanctions, as given in the Policy	X	X	X		
<b>Grievance</b>	Grievance related to discipline		X	X		
	Faculty promotion appeal		X	X		
	Appeal of grievance related to reappointment or dismissal		X	X		
	Faculty/instructor contracts renewal/non-renewal appeal		X	X		
	Faculty performance review grievance	X				
	Appeal of sanctions imposed on faculty member				X	
	Grievance on wrongdoings or on decisions related to other-than the previously mentioned actions	X	X			