

## 5.a. Faculty and Professional Staff Role

<b>Subject</b>	Faculty and Professional Staff	<b>Effective From</b>	Sep - 2011
<b>Policy #</b>	5.a.	<b>Latest Revision</b>	Dec - 2023
<b>Title of The Policy</b>	Faculty and Professional Staff Role	<b>Next Review</b>	Dec - 2024
<b>Responsible Entity</b>	Colleges Councils, HR Unit	<b>Policy Pages</b>	3
<b>Definitions</b>	<b>AAU:</b> Al Ain University		
<b>Purpose</b>	This policy describes the role and responsibilities of the faculty members. It describes the management of faculty resources and defines the duties of faculty encompassing the following areas: instruction, advising, committee work, thesis supervision, research, community engagement, and curriculum development.		
<b>Scope</b>	AAU Faculty and Professional Staff.		
<b>Statement</b>	In consonance with its mission and goals, AAU has a well-articulated policy and a well-structured process to ensure faculty and professional staff involvement in academic and institutional matters.		
<b>Procedures</b>	<p><b><u>Management of Faculty Resources</u></b></p> <p>Management of the faculty resources is the responsibility of the college's administration. Effective development and use of faculty resources will determine, more than any other factor, whether AAU meets its responsibility to engage its resources toward the fulfilment of the AAU mission. The multiple responsibilities must be balanced among the faculty members so that each faculty member has realistic expectations and in a way that reasonably distributes tasks among the faculty members.</p> <p>The management of faculty members' resources includes:</p> <ul style="list-style-type: none"> <li>• Setting realistic expectations for individual faculty members.</li> <li>• Assigning reasonably distributed responsibilities and workloads across all faculty members.</li> <li>• Communicating performance expectations to faculty members clearly and timely.</li> <li>• Systemizing faculty review, promotion, and reward processes in line with the university's mission.</li> <li>• Projecting faculty resource requirements.</li> <li>• Promoting support and assessment of knowledge development</li> <li>• Providing feedback on performance achievements.</li> </ul> <p><b><u>Teaching Expectations</u></b></p> <p>Assignment of teaching responsibilities must ensure that students in different degree programs and in different educational delivery modes have equivalent exposure to high-quality learning experiences. As part of the teaching duties, a faculty member is required to meet Assurance of Learning standards in the course delivery through the following:</p> <ul style="list-style-type: none"> <li>• Participate in curriculum development (revisions of existing courses, development of</li> </ul>		

new courses, and initiation of new programs/concentrations).

- Develop the course syllabus with clear objectives, learning outcomes, and an assessment scheme.
- Ensure coverage and proper assessment of course learning outcomes.
- Evaluate and draw improvement plans on course content, delivery, and assessment.
- Maintain an updated course file in which he/she documents the course guidelines and materials as outlined in the Course File.
- Cover the teaching load as per the faculty contract.
- Designate appropriate office hours (two hours weekly per section taught).

### **Research**

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. All faculty members are expected to be more productive in research. While research activities in different disciplines need to be measured in different ways, AAU's expectation is that all its faculty members are engaged in active research who publish their findings in internationally peer-reviewed journals that are at the top of their fields, and acquire internal and external research funding, and train undergraduate and graduate students.

The expectations from senior faculty members are much higher than those of faculty members who are in junior ranks in their academic careers. In line with these measures (publication track record and securing research grants) for each faculty member are already being used during their annual performance evaluation and promotion.

### **AAU Service & Community Engagement**

Participation in these activities is generally expected to account for 20 to 30 percent of the faculty workload. Service is one of the three categories considered in the promotion process. For further details, faculty members must refer to the Faculty Members Annual Plan as well as the promotion policy.

### **AAU Services**

The participation of the faculty member in AAU committees provides the means for involvement in the academic community and its development and gives the faculty member the opportunity to explain his point of view and share the responsibility in executing university policies. Service to AAU includes

1. Participation in university governance through various committees.
2. Curriculum development.
3. Academic advising.

### **Community Engagement**

Service to the broader community includes participation in community activities, participation in professional associations, and assistance to local businesses. Also, the participation in providing community engagement through training sessions, workshops, seminars, consultation, and other scientific activities supplements the faculty member's duties which enables him to play an active and direct role in helping society.

### **Faculty Curriculum Vitae**

Faculty members are responsible for documenting their achievements in their Curriculum Vitae (CV). Faculty members should provide their current information in the prescribed format to the college Deans and department Heads for their approval along with

	supporting documents for evidence prior to sending the final copy to the HR Unit. The faculty members should update their CVs on an annual basis. The updated CV must be submitted two weeks ahead of the beginning of a new academic year.
<b>Recent Changes</b>	