

5.b.5 Employment-Faculty and Staff Contract

Subject	Faculty and Professional Staff	Effective From	Sep - 2011
Policy #	5.b.5	Latest Revision	Feb - 2025
Title of The Policy	Employment-Faculty and Staff Contract	Next Review	Dec - 2025
Responsible Entity	Colleges Councils, HR Unit	Policy Pages	3
Definitions	AAU: Al Ain University		
Purpose	This policy outlines a clear understanding of the contract types and renewal of contracts for staff members and transfer procedures.		
Scope	AAU faculty and professional staff members.		
Statement	Contract Types for Faculty Members: • Full-time Faculty Members: The full-time faculty ranks are: instructor, assistant professor, associate professor and professor. Appointment to any rank is made according to regulations for recruitment. The duration of the faculty contracts is two years which is renewed, as a rolling contract. (provided the contract renewal conditions are met). • Visiting Faculty Members: A visiting faculty member may be a distinguished faculty member who is on leave from another college or university, or from a comparable educational or research institution. Appointment to this rank is either on a semester-based contract or on an annual contract basis. A visiting faculty member can be a visiting professor, a visiting associate professor, or a visiting assistant professor. The same qualifications and procedures shall apply for visiting faculty members as per the initial requirements for full-time faculty ranks. Recommendations for the reappointment of a visiting faculty member shall be made by the relevant college recruitment committee to the (AAU Appointment and Promotion Committee) for final approval. A visiting faculty appointment may not be renewed for more than two consecutive years. A visiting faculty member is entitled to specific resources and access to specific facilities at the university as provided to the full-time faculty members. • Part-Time Faculty Members A part-time faculty member is one whose major employment is not with AAU and whose teaching load is 6 hours or less per semester. Part-time faculty members are entitled to the professional privileges accorded to full-time members. Part-time faculty appointments are subject to the university regulations as followed while recruiting full-time faculty members. The qualifications of a part-time faculty member are subject to the same criteria as a full-time faculty member. Recommendations for part-time faculty hiring shall be made by the relevant college recruitment committee to the (AAU Appointment and Promotion Committee) for final approval. The contract duration for this position is one semester and		

	the compensation is made on a per-course basis taking into consideration the total hours of service provided. The ratio of part-time faculty members in each academic program should not exceed 25% of the total faculty members. Contract for Professional Staff Members: The standard contract type for professional staff is full-time and the duration of the contract is two years. The duration of the contract may vary for different positions at the sole discretion of AAU.
Procedures	Contract Renewal: According to the AAU's comprehensive evaluation process, both faculty and staff go through performance reviews yearly basis, contract renewal decision is based on the results of the same. Faculty Staff: • The faculty member is evaluated by the students, Department Head, and College Dean. • While students assess the faculty member's teaching performance, evaluations written by the Department Head and the College Dean have a more comprehensive and detailed scope where they assess the faculty member's teaching, research activities, university and community service, as well as serving at committees of different levels. • Based on the overall performance evaluation for two years, AAU makes the decision whether or not to renew the staff member's contract for the next two years. Professional Staff: • The staff member is evaluated by the Department Head. • The department head reviews the results of the previous yearly evaluation and take into account the effectiveness of the staff member during the course of performing his/her duties. • Based on the overall performance evaluation, the decision whether or not to renew the staff member's contract is made. Transfers: The assignment of academic staff aligns with their initial campus of recruitment. However, their services may be subject to temporary or permanent transfers between colleges or campuses. Temporary transfers refer to assignments spanning a semester, where the faculty member may carry a partial or full workload at the transferred campus. Permanent transfers refer to a complete relocation of the faculty member's profile to the transferred campus. Transfer Procedure: The dean of the college identifies the necessity for faculty member transfers based on college requirements such as student needs and specialization requirements. The transfer request is then endorsed by the Appointment and Promotion Committee, following which the Human Resources Unit is notified to facilitate the transfer formalities. Impact of Transfers: Permanent Transfers: Housing allowances for staff members are adjusted according to the new campus. However, other aspects of remuneration remain consistent and identical across both campuses.

	Temporary Transfers: In case if temporary transfer takes place, AAU facilitates on below aspects: • Travel Expense: AAU provides transportation between campuses and compensation for travel expenses such as fuel is covered by AAU in case if transportation is not provided. • Use of Facilities: Access to office space, administrative support, and other necessary facilities at the second campus to ensure the staff member can work efficiently while away from their home campus. • Technology Support: Provision of necessary technology and support to facilitate remote work and communication between campuses. • Health and Safety Support: Assurance of health and safety measures, including emergency support and healthcare access at the second campus. • Additional Benefits: Depending on the specific arrangements, other benefits such as parking permits, library access, etc.
Recent Changes	March 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal- M.Sc. in Clinical Pharmacy). June 2024: This policy has been revised & updated as per the CAA ERT requirements (Renewal- B.Sc. in Computer Engineering and B.Sc. in Networks and Communication Engineering).