

Office of the Chancellor

Date : 21 November 2024

To : Vice Chancellor
Provost
University Strategy and Governance Committee

From : Chancellor, Prof. Ghassan Fouad Aouad

Subject : **Faculty and Professional Staff Role Policy**

This Executive Order is issued through the endorsement of the above Board of Directors' approval reference and under the authority of the Chancellor as outlined in the Policy on Policy Management under Executive Order No. 0824.

Effective immediately, Vice Chancellor and Provost are given the authority to implement the revised "Faculty and Professional Staff Role Policy" outlined in this Executive Order.

The attached policy is aligned with ADU's strategic goals by creating a service-oriented organization characterized by evidence-based assessment, continual improvement, instilling a culture of valuing people, and creating an environment conducive to innovation and professional excellence of faculty and staff.

The custody of the Executive Order shall be maintained in the Chancellor's Office of the University. If you have questions regarding this Executive Order, please contact Anabella Briones.

Please take the necessary action to ensure that all parties involved are informed of this communication.



Prof. Ghassan Fouad Aouad
Chancellor

FACULTY AND PROFESSIONAL STAFF ROLE POLICY

POLICY OVERVIEW

The purpose of this policy is to define the general roles, responsibilities and reporting lines of the faculty and professional staff of the institution.

Board Resolution	R.012.24
Executive Order	1291
Supersedes	1118
Version Number:	07
Date Approved:	14 November 2024
Effective Date:	14 November 2024
Policy Owner:	Provost
Viewing Access Level:	Employee
Next Review Date:	Fall 2027

Change History

Version Number	Change Description	Date	Changed By
02	<ul style="list-style-type: none"> Provisions have been inserted to ensure that syllabi are posted in the University's learning management system and course files and competed for all courses. The roles of faculty in student advising have been clarified based on the introduction of professional advisors in 2011. The term "Administrative and Committee Responsibilities" section has been changed to "University and Community Service," and other aspects of the section have been reworded to the consistent with the University's promotion policy. 	05.11.2012	VC
03	<ul style="list-style-type: none"> The list of subjects that should not be discussed by the faculty in any classroom is given explicitly. Reference to ELI courses has been removed. 	01.02.2014	Provost
04	<ul style="list-style-type: none"> Renewal of "Review Date" only as per CAA requirement 	15 April 2020	Policy Officer
05	<ul style="list-style-type: none"> Added lines to address faculty roles and teaching hours for e-learning 	8.10.2020	Associate Provost
06	<ul style="list-style-type: none"> Made a reference to the Faculty Development Framework 	November 2024	Provost

07	<ul style="list-style-type: none"> Added the Scope, Roles and Responsibilities, Benefits, and Implementation section to standardize the policy. 		
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1. Scope

The Policy applies to all faculty members, professional staff, leadership, and the Human Resources department within the university. It defines the roles, responsibilities, and expectations for each group, establishes performance criteria, and provides guidelines for professional development. The policy also includes mechanisms for monitoring compliance and ensures that all university faculty and staff understand their duties and how they contribute to the institution's goals, while supporting effective management and professional growth.

2. Faculty Roles and Responsibilities Teaching:

In conformity with the Faculty Development Framework, all members of the faculty are expected to teach. Teaching loads may comprise of face-to-face courses, e-learning/hybrid learning, or a mixture of delivery modes. Effective teaching is one of the criteria used to evaluate faculty, as indicated in the Faculty Annual Performance Evaluation Policy and Faculty Promotion in Rank Policy.

Any faculty member teaching a course at the University must perform satisfactorily the teaching requirements set by the individual college and department, including:

- 2.2 Meet all scheduled classes. The department chair or Dean must be notified, in advance, of planned absences; the faculty member must work with the chair or Dean to arrange appropriate coverage of the class in such an instance. In the event of an emergency absence, the faculty member must notify the chair or Dean as soon as possible.
- 2.3 Keep appropriate office hours, as indicated below.
- 2.4 Provide students with a syllabus via the University's learning management system.
- 2.5 Administer student course and instructor evaluations at the time designated by the department or college.
- 2.6 Complete course files for each course taught.
- 2.7 **Student Advising:** Each faculty member is expected to be an academic adviser to students. His/her role as an academic adviser will complement the role of the professional academic advisor, as dictated by college-level procedures.
- 2.8 **Research and Scholarly Activities:** All faculty members are expected to engage in scholarly activities such as research and creative works. Abu Dhabi University encourages research by sponsoring faculty members to participate in professional conferences and providing internal grants and grant writing workshops.
- 2.9 **University and Community Service:** All faculty members are required to carry out service to the University and the community. This may involve serving on various University, College, or Departmental committees. As part of the service responsibilities, faculty are encouraged to become actively engaged in the local community.

3. Faculty Office Hours

3.2 The reason for faculty holding office hours is to provide students with regular opportunities to meet with them outside of the classroom. Faculty will schedule $\frac{2}{3}$ of an office hour each week for each credit hour being taught in a given semester or term. For example, a faculty member teaching four three-credit courses would schedule eight office hours per week.

3.3 Office hours must be posted on the office door and included in the course syllabus at the start of each semester or term. Faculty are expected to be available to students during their posted office hours and also available by appointment at other reasonable times. Students should be notified in advance of any deviation from the posted office hours. For courses delivered by e-learning/hybrid learning, faculty will conduct office hours virtually using the University's approved technologies.

4. Faculty Reporting Lines and Assignment of Classes

4.2 The faculty members in a department report to and are evaluated by the Department Chair. Department Chairs report to and are evaluated by the Dean of the college. Department Chairs assign teaching tasks to faculty members with the approval of the respective Dean and in coordination with the Office of the Provost.

4.3 Changes in teaching assignments must occur with timely notice to the faculty member. Faculty cannot change the meeting time or location of a course without the concurrence of all students in the course and the approval of the relevant Department Chair and Dean.

5. Academic Freedom

5.2 Abu Dhabi University is dedicated to the advancement and transmission of knowledge and understanding. Abu Dhabi University sees academic freedom as essential to the achievement of these purposes. It, therefore, supports and encourages freedom of inquiry for the faculty and ensures that they may responsibly pursue these goals through teaching, learning, research, discussion, and publication, free from internal or external restraints that would unreasonably restrict their academic endeavors, sensitively mindful of the unique context of higher education in the UAE. To this end:

5.2.1 Faculty members will share in the responsibility for maintaining an environment in which academic freedom flourishes and in which the rights of each member of the academic community are respected, mindful of the context;

5.2.2 Faculty members are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research and publication for pecuniary return should be based upon a prior understanding with the authorities of Abu Dhabi University; and

5.2.3 Faculty members are entitled to freedom in discussing their subject in the classroom, but they should exercise the professional responsibility not to introduce any controversial matter which has no relation to the

subject. Also, there are certain subjects that must not be discussed in any classroom; the list of subjects includes religion, government, politics, gender relations issues, cultural issues related to the UAE value system, personal views, and issues imposed by external sources such as the government. With this caveat, Abu Dhabi University will not impose any limitation on a faculty member's exposition on their subjects within or outside the University.

- 5.2.4 Faculty are expected to maintain respect for the local customs, rules, and regulations in all of their professional endeavors.

6 Professional Staff Roles and Responsibilities

- 5.3 All members of the professional staff are expected to carry out responsibilities as dictated in their official job descriptions. Professional staff is evaluated based on their performance in carrying out these responsibilities.

7 Culturally Appropriate Behavior when Dealing with Students

Faculty and Professional Staff must exercise culturally appropriate behavior when dealing with students. Special care must be taken when dealing with students of the opposite gender. Follow these simple but very important rules:

- 7.2.1 Doors of meeting rooms must be kept open at all times unless there is clear visibility into the room,
7.2.2 Office windows must not be covered, and
7.2.3 At all times, there must be clear visibility into the meeting room
7.2.4 Respect students' personal space

8 Benefits

The Policy provides strategic benefits by clearly defining roles and expectations, which enhances accountability, productivity, and alignment with institutional goals. It promotes transparency and standardization, fostering a fair work environment, supporting collaboration, and reducing role ambiguity. The policy also aids in attracting and retaining talent by offering clear career paths and development opportunities. Additionally, it strengthens governance, supports adaptability to change, and contributes to organizational efficiency and a positive work culture that aligns with the university's strategic objectives.

9 Roles and Responsibilities

- 5.4 The Human Resources Department is responsible for leading the implementation of this policy and ensuring transparency in defining roles, overseeing recruitment and onboarding processes, and providing training as needed for compliance. HR also monitors adherence to the policy and supports conflict resolution related to roles and responsibilities.
- 5.5 Faculty and Professional Staff are responsible for complying with the policy and taking ownership of their roles. They must understand and execute their duties, pursue ongoing professional development, and seek clarification when needed. Collaboration with colleagues and department heads is essential to meet institutional goals.

10 Implementation

- 5.6 The policy will be communicated to all stakeholders, outlining its rationale and their roles. It will be strictly implemented by the Human Resources department under the supervision of the Vice Chancellor's Office.
- 5.7 The policy should be periodically reviewed or adjusted as needed based on feedback and evolving institutional needs to ensure continuous improvement.

Exceptions

The Chancellor reserves the right to decide on any situation/circumstances outside the conditions stated in this policy.

Authorization

This policy was authorized by the **University Chancellor:**



21 November 2024

Date