جامعة الخليج الطبية
GULF MEDICAL UNIVERSITY
ACADEMIC HEALTH CENTER

GMU-POL-S05-002 - Employment

Standard 05: Faculty and Professional Staff

Process Owner HR department

Prepared by HR department

Reviewed by Vice Chancellor Academics & Incharge HR

BOT Approval Approved

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Modification History

Policy / Version Number	Date	Revision Summary
1.1	01.01.2019	Format changed with inclusion of document control information
1.2	22.10.2022	HCM changed to HR. Preceptor added to 5.1.3 Research associate added to 5.1.4
1.3	14.03.2023	policy is revised to align with the new format. Purpose and scope revised to meet the objective of the policy.
1.4	28.10.2024	Added policies and procedures governing equity, diversity and inclusion.
1.5	05.03.2025	The percentages of

		part- time and non-terminal degree faculty teaching in each program have been reviewed.
1.5	27.05.2025	Include a formal definition and guidelines for "Acting Positions," outlining their temporary nature, typical duration, and conditions under which full-time employees assume higher-level responsibilities.

Relevant to

All faculty and Staff

Used with

Policy on Professional Requirements for Teaching, Manpower Planning and Recruitment Policy.

Purpose and Scope

This policy describes the employment of faculty and staff. The University is committed to creating an accessible, supportive environment for individuals from racial/ethnic groups and cultural backgrounds within the university community.

Gulf Medical University is committed to a policy of equal employment opportunity. Employees shall be selected solely on their eligibility for the post irrespective of their race, color, nationality, gender, age or disability.

The quality of GMU is dependent upon the quality of its faculty. The university's policy is to attract, employ, and retain faculty with outstanding professional profiles.

Abbreviations and Definitions

Full- time: Any employee who is regularly scheduled to work 48 hours per week shall be classified as Full-Time.

Part-time: Any employee who is regularly

scheduled to work less than thirty hours per work week shall be classified as Part-Time.

Temporary: Employees hired for a specific project, job or assignment with the understanding that the employment is anticipated to end within a short time shall be classified as Temporary.

Acting Position:
Refers to a temporary assignment to a Full-Time employee to serve for a period of 6 months to one year or more. The employee takes on the responsibilities of a higher role that is vacant and needs stable leadership. The acting appointee may be considered for the permanent position if found suitable.

Graduate Faculty: Graduate faculty demonstrates that faculty members who instruct in graduate programs hold a relevant specialist terminal degree earned from an internationally recognized institution of higher education, and either evidence a strong record of active engagement in research and scholarship, including recent publications, or have significant professional experience in applied fields as practitioners.

Policy

Gulf Medical University shall employ a variety of types of employees in order to meet its organizational needs.

1. Equity, Diversity, and Inclusion (EDI) Policies and Procedures

Gulf Medical University (GMU) is committed to fostering an inclusive and equitable environment for all faculty members, regardless of race, gender, religion, sexual orientation, nationality, disability, or socioeconomic background. GMU values diversity and

recognizes the contributions of individuals from different backgrounds and experiences.

i. **Non-Discrimination Policy**

GMU shall ensure that all hiring, promotion, and employment practices are free from discrimination based on race, ethnicity, gender, age, disability, sexual orientation, or any other protected category. All employment decisions will be made on the basis of merit, qualifications, and the needs of the institution.

ii. **Inclusive Recruitment Practices**

GMU is dedicated to building a diverse faculty that reflects a wide range of backgrounds and perspectives. The Human Resources Department, in collaboration with academic units, will actively seek to diversify applicant pools by implementing inclusive recruitment strategies such as inclusive job advertisements.

iii. **Equal Opportunity in Hiring and Promotion**

All faculty members, regardless of race, gender, age, religion, disability or other personal characteristics shall be given equal opportunities and fair considerations for professional development, promotion, and participation in university governance. This includes access to leadership opportunities, participation in research projects, and eligibility for faculty awards and recognitions.

i. **Support for Underrepresented Groups**

GMU is committed to providing support and resources to underrepresented faculty members, including mentorship programs, networking opportunities, and professional development aimed at fostering an inclusive community.

i. **Diversity Training and Development**

All faculty members, including part-time and adjunct staff, will be provided with diversity and inclusion training to ensure a welcoming environment for all members of the university community. This training will cover issues related to unconscious bias, inclusive teaching practices, and fostering respectful communication in the classroom and workplace.

i. **Equitable Workload Distribution**
GMU shall ensure that faculty members are assigned responsibilities equitably, regardless of their race, gender, nationality, or other factors. This includes teaching loads, committee assignments, and administrative duties. Any disparities in workload distribution will be reviewed and addressed by the academic leadership.

i. **Inclusive Academic Culture**

GMU promotes an academic culture where diverse viewpoints and interdisciplinary collaboration are valued. Faculty members are encouraged to integrate inclusive practices into their teaching and research, ensuring that the university's curriculum and scholarly activities reflect diverse perspectives and approaches.

i. **Reporting and Addressing Discrimination and Harassment**

GMU has established clear procedures for reporting any incidents of discrimination, harassment, or inequity in the workplace. Any faculty member experiencing or witnessing such behavior is encouraged to report the issue to the relevant department or HR. GMU guarantees a confidential and impartial process for addressing complaints and taking corrective action where necessary.

2. **Faculty Designations**

- Professor
- Clinical Professor
- Associate Professor
- Clinical Associate Professor
- Assistant Professor
- Clinical Assistant Professor
- Lecturer
- Clinical Lecturer

Only individuals who fulfill the required shall be appointed by the university to the respective faculty position.

2.1 Professor, Associate Professor, Assistant Professor

- An Assistant Professor shall have a minimum of 5 years of full-time teaching experience (or equivalent) as lecturer after obtaining the terminal qualification in the concerned specialty along with research publications and evidence of participation in continuing education programs. Faculty with an Academic Doctorate and a minimum of one-year post-doctorate teaching experience shall be appointed as Assistant Professor.

- An Associate Professor shall have a

minimum of 8 years of full-time teaching experience of which at least five years should be as Assistant Professor (or equivalent). A terminal degree (Doctorate or its equivalent) shall be mandatory. In addition, involvement in research and publication of work done, membership in administrative or academic boards and contributions in the field of medical education may be considered in addition.

- A Professor shall have a minimum of 10 years of full-time teaching experience of which at least 5 years should be as Associate Professor (or equivalent). Doctorate or its equivalent in training or other experience shall be mandatory. Scholarly achievements, membership in professional bodies, administrative experience of chairing academic units, publications or contributions to textbooks as author shall be considerable as additional requirements.
- Faculty who do not hold a terminal degree shall be appointed only as lecturer or instructor/demonstrator/teaching assistant and not as professorial rank (2.2)

- A qualified professional (PhD level) who joins a faculty on a research grant, whose main responsibility is research with teaching, will be given the following title:
    - Assistant Professor (Research)
    - Associate Professor (Research)
    - Professor (Research)

- Clinical faculty involved actively in-patient care or in other services related to a clinical department or discipline shall be considered for appointment as clinical faculty.
    - Professor (Clinical)

- Associate Professor (Clinical)
- Assistant Professor (Clinical)

- Professorial titles may be granted from the Office of Vice Chancellor Academics to academically qualified faculty members, including those on part-time contract who receive no remuneration from the University.

- Professorial titles shall normally be granted to full-time faculty members who have completed their higher education* within their own discipline and who meet the academic qualifications established by their department and the University.

- The graduate faculty must hold the rank of Assistant Professor, Associate Professor or Full Professor; have earned a doctorate or other terminal degree in the teaching discipline or a related discipline; and produce continued tangible evidence of continued productive scholarship, as normally defined within the discipline concerned. In particular, the faculty must demonstrate research capability and competence in directing independent investigation.

- A graduate faculty must demonstrate commitment to the academic community, institution, discipline, and students. In addition, they must possess a high level of competence in teaching.

- A Graduate Faculty is required to engage in the following responsibilities:

  - Teach graduate courses
  - direct or serve on graduate theses or graduate projects, seminar papers and/or graduate comprehensive examinations;
  - supervise

internships/preceptorships;
- serve on the Graduate Council and/or Graduate Curriculum Committee;
- supervise directed or independent studies;
- advise graduate students.

- Adjunct Faculty individuals external to university or those with less than full-time appointment may be appointed as graduate faculty.

- Adjunct faculty whose primary professional involvement (and employment) is external to the University, must meet all criteria, including the doctorate or other appropriate terminal degree) and whose involvement in, and contributions to graduate programs are nearly the same as that of GMU faculty.

- Preference shall be given to adjunct faculty whose organization is a recognized formal partner in a GMU graduate program; who are involved in planning and delivering the curriculum; who advise graduate students; who maintain an active program of peer-reviewed scholarship that includes research with GMU students and faculty.

- The adjunct faculty must mentor at least two graduate students through the entire graduate process as a course supervisor or clinical site supervisor (of a thesis, seminar paper, or graduate project). A close scrutiny of the credentials, roles, and contributions to GMU graduate programs of adjunct faculty/professionals external to the University shall be done.

- Teaching courses in baccalaureate degree programs or associate degrees offered in conjunction with a higher diploma of three

years or more beyond secondary school shall require a terminal degree in the teaching discipline, usually a doctoral degree or, where appropriate, a terminal master's degree;

- In addition, significant performance in the following areas shall be considered: teaching, research / scholarly achievement in the form of publications; Membership in regional, national and international professional bodies/agencies in related area of specialization; Expertise in Medical Education; Clinical Experience.

- Outstanding performance is expected in at least four of the five areas mentioned above and will be given more weightage while deciding the initial compensation.

- The term "completion of higher education" normally means attainment of the PhD degree or its equivalent (ScD, Doctorate d'état, etc.) in all faculties, except the Faculty of Medicine, in which attainment of the MD degree or its equivalent constitutes "completion of higher education". It is recognized that in some disciplines (e.g., physiotherapy, nursing) the doctorate is not common and the master's degree may be considered adequate for professorial ranks.

3. **Lecturer and Senior Lecturer**

A Lecturer shall have a minimum of 2-years of teaching experience after acquiring the terminal qualification in the concerned specialty. A senior lecturer position can be awarded based on an extended service as a Lecturer and is equivalent to an Assistant Professor rank.

GMU shall ensure that no more than 20% of the program credits are taught by faculty with non-terminal

degree.

4. **Professional Staff or teaching assistants include Instructor,Demonstrator, Preceptor, Tutors and technicians.**

These titles shall be normally granted to individuals who have not completed their higher education or who do not otherwise meet the criteria for a professorial title in the respective faculties.
The qualifications and experience of all professional staff members are appropriate to the level of their appointment and the duties to which they are assigned.

5. **Research Associate/Assistant**

These titles shall be granted to academically qualified individuals who are expected to engage in research in conjunction with a faculty member, or under the supervision of a faculty member, on a non-remunerated basis. This title is restricted to individuals who do research.

6. **Visiting Faculty**

The adjective “visiting” shall be used with any faculty title to describe faculty members who are academically qualified, but who are employed by the University for a short term, normally two years or less.

7. **Adjunct faculty**

- Adjunct faculty shall be appointed to perform specific activities in GMU’s teaching program. Normally, these individuals may be compensated on an hourly basis.
- Appointments shall be governed by the terms and conditions outlined below:

- Adjunct faculty shall be recommended by a faculty for a limited term, normally not exceeding one year, subject to renewal. A change from an adjunct status to a regular faculty status requires the normal procedures applied to new faculty appointments.
- Appointment of adjunct faculty to all ranks and renewal of appointment require only approval of the Vice Chancellor Academics.

8. **Part-time Faculty**

    1. GMU shall ensure that no more than 20% of the program credits are taught by part-time faculty.
    2. GMU will ensure that part-time faculty meet the same qualifications for appointment as do full-time faculty
    3. GMU will makes it clear, through part-time contracts and through policy statements, that part-time employment is for specified courses and for a specific semester and is not a continuing appointment
    4. GMU will provide orientation for part-time faculty
    5. GMU will ensure inclusion of part-time faculty in program development, professional development, and other institutional functions
    6. GMU will ensure that part-time faculty have access to instructional materials, including library and copying services, and can effectively provide office hours to meet the needs of the students
    7. GMU will ensure that part-time faculty of partner institutions teaching in joint degree programs have experience and qualifications as required for the full-time faculty

9. **Faculty Contracts**

    1. **Initial Contracts**

        Initial faculty appointments are

normally for two years and faculty shall sign the limited contract renewable every two years subject to his / her performance evaluation and mutual consent. As per the UAE Labor Law, the faculty. appointment shall be confirmed after successful probation evaluation. The probation period is 6 months from the date of joining. The academic performance of each faculty member shall be evaluated on completion of probation period and also annually.

2. **Renewal of Contract**

All the terms and conditions in the job contract shall conform to UAE Labor Law.
Faculty Performance Evaluation is conducted every year. Based on performance ratings and receipt of a favorable recommendation, the contract shall be renewed for another two years based on mutual consent.

3. **Search and Appointment for Regular Faculty Positions**

In accordance with GMU policies, the responsibility of initiating recommendations for appointment shall reside at the academic unit level. Recommendations may be routed to the Chancellor for final review and approval.
The University shall abide by the non-discrimination policy of GMU and follow a set of guidelines while appointing faculty to positions at the University.

HR would be responsible for Search and Appointment of all the Faculty and Staff.
The detailed process pertaining to Recruitment is mentioned in the Manpower Planning & Recruitment policy.

4. **Appointment**

At the time of the appointment each faculty/staff shall be given the access of a detailed Job Description, which include his/her designation and terms of reference of the position. Initial appointments are normally for two years and faculty/staff signs a limited contract renewable every two years subject to his / her performance evaluation and mutual consent. As per the UAE Labor Law, the faculty/staff appointment shall be confirmed only after satisfactory completion of six months' probation. The academic performance of each faculty/staff is evaluated annually and on the approval of the department chair the contract will be ratified.
All appointments to faculty ranks shall be made by the Chancellor on the recommendation of a College, Department or other appropriate academic unit with the concurrence of the appropriate Dean and the Vice Chancellor Academics and based on the approved manpower.

The letter of appointment shall be issued by the office of the Chancellor. This letter of

appointment shall state clearly the (a) academic unit, (b) rank, (c) basic salary and other allowances, (d) other benefits and (e) the length and type of contract.

1. **Acceptance of Appointment**

   Those appointed to the faculty/staff are expected to observe the professional standards and procedures set forth in the Faculty/staff Handbook. Included within these standards is the expectation that all those appointed to the faculty shall provide the University with full and accurate information with regards to their credentials, including the official transcripts. It is expected that faculty shall fulfill the specified teaching and scholarly activities, services and other duties.The contract once signed by both parties shall constitute the terms of the employment. All employment shall be subject to satisfaction of the conditions necessary for issue of the UAE residency visa and labor card (work permit).

2. **Adhoc Appointment**

   When a vacancy occurs late in the normal recruiting/hiring time-frame, the Dean may petition the

Chancellor to conduct a hire on an adhoc basis that may bypass some stages of the standard procedures. After consulting with the department chair (who, in turn, shall consult with the department faculty when possible), the Dean shall recommend to the Chancellor appointing a faculty member for a one-semester or a one-year contract. Only in unusual circumstances shall an adhoc appointment continue for more than one year. The Dean shall inform the department chair when a person has been appointed to fill the vacancy.

3. **Appointment of Visiting Professor**

regular faculty positions. In cases of an interim appointment the adhoc appointment process may be followed. Visiting faculty shall rarely be appointed for more than one year. Visiting faculty shall be appointed through the same processes as described above for

4. **Appointment of Adjunct Faculty**

The University may avail of the services of adjunct faculty in many academic units. Adjunct faculty shall

be identified, employed, reviewed, counseled, promoted, retained, or terminated as part of a coherent academic plan. The duties, expectations, and rights of adjunct faculty shall be stated clearly. Department Head shall orient the adjunct faculty about the mission and objectives of the department in its relation to the institution, as well as the terms and conditions (curriculum, general rules, and policies) of instruction and research that are aligned with the institution's objectives. The adjunct faculty shall receive all appropriate College and University communications and participate in the department meetings, as well as appropriate public events, seminars, and symposia held by the college / university.

5. **Legal Issues Relating to Employment of Faculty / Professional Staff**

   Any legal dispute related to the employment of Faculty / Staff shall be dealt within the jurisdiction of the UAE Labor Laws.

Acting Position:

Refers to a temporary assignment to a Full-Time

employee to serve for a period of 6 months to one year or more. The employee takes on the responsibilities of a higher role that is vacant and needs stable leadership. The acting appointee may be considered for the permanent position if found suitable.