



22 June, 2015

Hiring Visiting Faculty

As outlined in Article 3.6 of the HR Policy Manual, the PSUAD may, on occasion, have a need to engage Visiting Faculty to provide teaching support for a period in excess of what is normally covered by Part-time Faculty or “Professors/Professionals On Assignment”.

Faculty engaged in such cases will be contracted as a “Visiting Faculty” and would normally only receive the benefits outlined below.

- 1) Visiting Faculty are generally contracted for a period of one academic semester to deliver specific teaching duties as assigned by the Head of Department and/or the Deputy Vice Chancellor Academic as applicable.
- 2) To initiate the recruitment process, the Head Of Department should review the need with the Deputy Vice Chancellor. If there is agreement in principle, the HOD shall complete a recruitment requisition form and submit it to the Human Resources Department for validation. HR will contact the Finance Department for budget confirmation.
- 3) The need for a Visiting Faculty normally comes as a result of a rationalization of the use of Part-time Faculty or “Professors/Professionals On Assignment”. As such, the Finance Department will need to receive the details on how this recruitment will be implemented in a cost-neutral manner.
- 4) Visiting Faculty are paid at the end of each month a lump-sum amount (prorated for part months). The monthly payment is based on academic rank and follows a salary grid maintained in HR.
- 5) Other than the specific benefits noted in this article, or otherwise stated in their employment agreement, Visiting Faculty are not entitled to any other benefits, allowances or expense reimbursements.
- 6) For Visiting Faculty joining from outside the country (or for local hire cases where the PSUAD will be the sponsor), the University will arrange for and cover the costs of visas, ID cards and related medical tests. Employment is subject to the PSUAD being able to obtain relevant Government clearances and visas. Medical insurance under the University’s medical insurance scheme is provided at no cost to those engaged under its sponsorship.
- 7) During their period of employment, Visiting Faculty from outside the UAE will be provided furnished accommodation by the University (inclusive of internet access). The Faculty member will be responsible for meals and monthly expenses during this period.
- 8) If joining from outside the UAE, the Visiting Faculty will be provided economy class tickets to and from their point of recruitment (provided visas are cancelled and the Faculty member leaves the

UAE). Mid-contract leave tickets are not provided during the employment period even if the contract period is for two contiguous semesters.

- 9) For those engaged locally, and who are not under PSUAD sponsorship, the candidate must provide a non-objection letter for performing remunerated duties. Such letters are issued by the sponsor (ie. husband / employer).
- 10) Tickets and accommodation are not provided for spouses or dependents. If the Visiting Faculty wishes to have a family member join them, they shall be responsible for all associated organization and costs.
- 11) Visiting Faculty do not accrue vacation during their period of engagement. And leave during the term of engagement is limited to the periods in the Academic Calendar where faculty are not required to be in attendance (ie. winter and spring break and declared public holidays)
- 12) The normal teaching load for Visiting Faculty shall be four courses (156 hours per semester). Variation to the teaching load requires consideration of the budget impact, prior endorsement of the DVC Academic and approval of the HR Committee.
- 13) Once the recruitment requisition form has been signed off and Budget confirmation has been obtained, the hiring department can start interviews. The hiring department should advise the HR Department if position posting and interview support is required.
- 14) Once interviews are completed, the hiring department shall complete an interview assessment form rating the preferred candidate and present the form, along with the CV, passport and visa, to the HR Department for further formalities (this will include presenting the file to the DVC Academic and the HR Committee for validation and compensation finalization and to the VC for final approval).
- 15) Once the recruitment is approved by the VC, HR will contact the candidate to complete the file and discuss further steps, including the need for government clearances. Contracts are then signed by the Vice Chancellor.