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Table of Contents

1. Scope and Exceptions (if any)	2
2. Purpose and Background	2
3. Definitions and Abbreviations	2
4. Policy Content	2
5. Consistency with the Organizational Values, Mission, and Vision	7
6. Roles and Responsibilities	7
7. Related Resources	8
8. Performance Indicator	8
9. References/ Contact	8
10. Search Tags	8
11. Changes Log	9
12. Approvals Log	9

Academic Appointment of Clinical Faculty Employed by DH

DUBAIHEALTH/GL/MBRU-PO/004

V2.0

1. Scope and Exceptions (if any)

1.1 This document applies to all physicians and dentists employed by DH for more than a year.

2. Purpose and Background

- 2.1 The Mohammed Bin Rashid University of Medicine and Health Sciences (MBRU) has established a clinical faculty track for clinicians who are primarily responsible for providing patient care in Dubai Health (DH). In addition to expectations for clinical excellence, faculty in this track are expected to contribute to teaching, mentoring of trainees and other faculty, scholarly and creative activity, and institutional and public administrative services.
- 2.2 This document was drafted by a task force after broad consultations and after benchmarking faculty appointment and promotion guidelines with other regional and international academic healthcare institutions.
- 2.3 The document details the general criteria for appointment and advancement of clinicians in the clinical faculty track at MBRU.

3. Definitions and Abbreviations

Definitions		
#	Term	Definition
1	Clinicians	Includes physicians and dentists with more than one year of employment at DH.
Abbreviations		
#	Term	Stands for
1	DH	Dubai Health
2	MBRU	Mohammed Bin Rashid University of Medicine and Health Sciences

4. Guideline Content

4.1 Currently appointed MBRU adjunct clinical faculty in DH

- 4.1.1 Adjunct clinical faculty who are currently employed by DH and appointed by MBRU may be appointed as clinical faculty in their current rank, without the prefix “Adjunct”, after an initial evaluation of the respective Faculty Appointment Committee(s) and following the approval of the Provost/ respective Dean.
- 4.1.2 After an initial appointment in the current rank, clinical faculty may apply for promotion to a higher rank if they deem themselves to be ready for promotion/progression. An advisory committee will provide consultation to such candidates and will assist in the process.

4.2 Other full-time clinicians employed by DH

- 4.2.1 All full-time clinicians employed by the DH will be given an initial academic appointment with the responsibilities and rights listed in 6.2 and 6.3.
- 4.2.2 Following their initial academic appointment, clinicians may apply for consideration to a higher academic rank. Review of the application will be made by the MBRU Faculty Appointment Committee, and a recommendation will be submitted to the Provost/Dean of the College of Medicine or Hamdan Bin Mohammed College of Dental Medicine (HBMCDM) for final decision.
- 4.2.3 After the initial appointment is made, clinical faculty who are appointed to Clinical Assistant Professor or Clinical Associate Professor ranks will require a minimum of 5 years of service within that rank before they are eligible to apply for promotion to the next academic rank.

Academic Appointment of Clinical Faculty Employed by DH

DUBAIHEALTH/GL/MBRU-PO/004

V2.0

4.2.4 There is no mandatory requirement for advancement from Clinical Associate Professor to Professor rank. As such, there is no prescribed time period for progression to the rank of Professor.

4.3 Clinical faculty will be supported through a range of education, research, and professional development programs and services at MBRU.

4.4 Ranks Of Appointment

4.4.1 Clinical Instructor

4.4.1.1 The Clinical Instructor is an entry-level appointment for all DH clinicians. Advancement to higher ranks must meet the criteria listed in PO F021 and PO F022 and must be applied for with necessary documentation.

4.4.2 Professorial Ranks

4.4.2.1 The professorial ranks are Clinical Assistant Professor, Clinical Associate Professor and Clinical Professor.

4.4.2.2 Demonstration of scholarly activity is necessary for appointment into the Associate and Full Professor ranks. Scholarly activity relates to research, clinical/administrative and teaching.

4.4.2.3 Each of the mentioned ranks has a guideline for the minimum number of peer-reviewed original research publications that count toward research and other scholarly activity.

4.4.2.4 Original research must be published in peer-reviewed indexed journals (PubMed or Scopus).

4.4.2.5 Abstracts, posters, conference proceedings, letters to editors, commentary, or other scholarly or creative products constitute “other scholarly activity” and are accorded lesser weight than full papers. For more information, please refer to forms PO F021 and PO F022.

4.4.2.6 Most importantly, the contribution of the author to the specific research work is critical and will be a major factor in the evaluation process for eligibility.

4.4.2.7 Examples of scholarly clinical/administrative and teaching activities required for promotion/progression for specific professorial ranks are:

4.4.2.7.1 For Clinical Associate Professor ranks:

- Contributes to and delivers quality clinical service as evidenced by clinical records, peer and student evaluations and awards.
- Participates actively and successfully in developing/reviewing clinical programs and service processes such as protocols, technical reports, and audits.
- Subscribes to professional societies and attends professional meetings.
- Makes oral and/or poster presentations at scientific/ professional events.
- Participates in teaching and assessment of undergraduate medical students, postgraduate students and GME trainees, e.g., bedside teaching, simulations, practicals, entrustable professional activities (EPAs), case-based discussions (CBDs) and Objective Structured Clinical Examinations (OSCEs).
- Contributes to clinical residency programs/skills, quality improvement projects, supervision of trainee research, and mentoring students and juniors.

4.4.2.7.2 For Clinical Professor

Academic Appointment of Clinical Faculty Employed by DH

DUBAIHEALTH/GL/MBRU-PO/004

V2.0

- All examples in 4.4.2.7.1
- Leads scholarly work in clinical service and participates in shaping policies on clinical service.
- Applies for grants, publishes work on clinical studies and provides citations.
- Invited as an expert (consultant, external examiner, assessor, referee, reviewer).
- Membership and/or chair of national and/or regional professional committees.
- Gains regional/international recognition in the profession.

4.4.3 For information on clinical faculty appointment criteria, ranks, guidelines, and the respective minimum requirement, please refer to PO F021. These represent general guidelines.

4.4.4 For appointment and promotion, the overall clinical, teaching, research, and administrative portfolios of applicants will be evaluated for their scholarly activities and merit, and decisions on appointment and promotion will be guided by the totality of achievements by the applicant.

4.5 Eligibility Criteria for Appointments to Academic Clinical Ranks

4.5.1 Clinical Instructor

4.5.1.1 Bachelor of Medicine and Bachelor of Surgery (MBBS), Bachelor of Dental Surgery (BDS), Doctor of Medicine (MD) Degrees, or equivalent.

4.5.1.2 Appointment at least as a Specialist or General Practitioner (GP) in the area of expertise.

4.5.2 Clinical Assistant Professor

4.5.2.1 Board certification or equivalent, appointment as clinical Consultant OR

A minimum of five years as a Specialist or GP (previous years of experience in this capacity will be considered) and scholarly activity, including a minimum of 5 peer-reviewed original research publications in indexed journals.

OR

Consultants who have previously held the position of Assistant Professor in a recognized academic institution may be considered for the appointment at the rank of Clinical Assistant Professor

AND

4.5.2.2 A proven record of teaching undergraduate and postgraduate students/trainees.

4.5.3 Clinical Associate Professor

4.5.3.1 At least five years' experience as a Consultant or ten years' experience as a specialist or GP (previous years of experience in this capacity will be considered) with clinical expertise at the consultant level, and scholarly activity including 10 peer-reviewed original research publications in indexed journals with major contribution (at least 50% of publications should be original research).

OR

Practicing Consultants who have previously held the position of Associate Professor in recognized academic institutions.

4.5.3.2 A proven record of teaching undergraduate and postgraduate students/trainees, and track record or evidence of mentorship.

4.5.3.3 Clinical and Academic administrative responsibilities in DH (Please refer to [examples](#)).

Academic Appointment of Clinical Faculty Employed by DH

DUBAIHEALTH/GL/MBRU-PO/004

V2.0

4.5.4 Clinical Professor

4.5.4.1 At least ten years of experience as a Consultant, and scholarly activity including 20 peer-reviewed original research publications in indexed journals with significant contribution. At least 50% of the publications should have originated from original research.

AND

4.5.4.2 Practicing Consultants who have previously held the position of Full Professor in recognized academic institutions.

4.5.4.3 A proven record of teaching undergraduate and postgraduate students, and track record or evidence in mentorship.

4.5.4.4 Clinical and Academic administrative responsibilities in DH (see suggestions above).

4.5.4.5 A proven record of local, regional, and international recognition as an expert in their field.

4.5.4.6 Two letters of recommendation from two international experts in the rank of Professor, in the field of the candidate.

4.6 Process of Appointment

4.6.1 Initial Appointment of Clinical Faculty

4.6.1.1 All DH clinicians can apply to be appointed as Clinical Faculty in accordance with these guidelines.

4.6.1.2 After this initial appointment, the candidate may apply for a clinical faculty rank above Clinical Instructor if the criteria listed in PO F021 are met. The application must be submitted via the relevant Dean's Office.

4.6.1.3 Select clinicians who are currently involved with scholarly activities (education, research, and scholarly administrative functions) may consider applying for a suitable academic professorial clinical rank (clinical associate professor and clinical professor), depending on the approved criteria for appointment and promotion.

4.6.1.4 Consultants with Board certification or equivalent will be considered for the rank of Assistant Clinical Professor with no requirement for peer-reviewed publications or scholarly activities.

4.6.1.5 The candidate is required to submit as part of the application the following supporting documents in evidence of meeting the criteria:

4.6.1.5.1 An updated Curriculum Vitae that complies with the requirements outlined in PO F020, PO F021, and PO F022 as applicable.

4.6.1.5.2 For clinicians applying for Associate and Full Professor ranks, a letter summarizing scholarly activities including research and peer-reviewed original publications (highlighting the authorship role in the specific publications), clinical/administrative scholarly functions and teaching responsibilities.

4.6.1.5.3 Letter of support from the applicant's Head of Department.

4.6.1.5.4 If applying for Clinical Professor, a list of international experts as potential referees familiar with the applicant's research work and academic contributions. The Clinical Faculty Appointment Committee will seek letters of recommendation as needed.

4.6.1.5.5 Other materials that may support the appointment.

4.6.1.6 The following process shall be followed in all clinical faculty appointments:

4.6.1.6.1 Approval by the Clinical Faculty Appointment Committee

4.6.1.6.2 Approval by the Provost/Dean.

4.7 Yearly Appraisals of Clinical Faculty

- 4.7.1 Appraisal of clinical faculty related to clinical service, teaching, scholarly, and faculty development activities will be conducted during the regular annual evaluation by the faculty member's hospital department head or the chief of service.
- 4.7.2 Clinical faculty are required to provide evidence of their academic contributions and activities during the previous year along with an updated CV. This is also an opportunity to consider the criteria and decide on applying for promotion to a higher rank, or to create an action plan for future promotion.
- 4.7.3 All clinical faculty are expected to meet ongoing required training for teaching, either by attending faculty development conferences and/or completing online training (e.g., MBRU Advanced Clinical Educator (ACE) course) as this will form part of the appraisal.

4.8 Use of titles by academic appointees

- 4.8.1 On accepting an appointment, a clinical faculty appointee undertakes that he/she
 - 4.8.1.1 Shall be obliged to include the official rank title conferred by MBRU in all communications where the appointment is cited.
 - 4.8.1.2 Shall cease using the title if employment with the DH is ended and if there are no further teaching activities with MBRU/DH students or trainees.
- 4.8.2 In case of transfer to an affiliated hospital outside DH and involved in teaching MBRU students and trainees the title may be changed to Adjunct status.

4.9 Withdrawal of titles from academic appointees

- 4.9.1 MBRU reserves the right to withdraw the academic title from a clinical faculty appointee if there are sufficient grounds for such an action. Such grounds may include:
 - 4.9.1.1 A clinical faculty does not fulfill the obligations described above.
 - 4.9.1.2 A clinical faculty engages in unethical or illegal activities.
 - 4.9.1.3 A clinical faculty ceases to be in an employment in which they can continue to contribute to the educational activities of MBRU/DH.
- 4.9.2 The Dean may stipulate conditions for re-instatement if it is considered appropriate.

4.10 Appeal Process

- 4.10.1 A candidate who disputes a decision of MBRU/DH on any of the issues relating to clinical faculty appointment shall have a right of appeal to the Provost in writing.

4.11 Application process of Promotion

- 4.11.1 All clinical faculty may apply for promotion or advancement to a higher academic rank if they meet the required time in service and academic criteria stated in PO F021. The application must be submitted via the Dean's Office.
- 4.11.2 A summary of minimum requirements is listed below:
 - 4.11.2.1 For promotion from Clinical Instructor to Clinical Assistant Professor
 - 4.11.2.1.1 Specialists and GPs are required to additionally have served at least five years at the Specialist or GP level.
 - 4.11.2.1.2 While Consultants are exempt from original peer-reviewed publications, Specialists/GPs must demonstrate scholarly activity that includes 5 original publications.
 - 4.11.2.2 For promotion from Clinical Assistant Professor to Clinical Associate Professor
 - 4.11.2.2.1 A period of service in rank of 5 years at consultant level.
 - 4.11.2.2.2 Scholarly activity that includes at least 5 original peer-reviewed publications in rank, with significant contribution (minimum of 10

Academic Appointment of Clinical Faculty Employed by DH

DUBAIHEALTH/GL/MBRU-PO/004

V2.0

publications in total of which at least 50% should originate from original research).

4.11.2.3 For promotion from Clinical Associate Professor to Clinical Professor

4.11.2.3.1 A period of service in rank of 5 years at Consultant level.

4.11.2.3.2 Scholarly activity that includes at least 10 original peer-reviewed publications in rank of Clinical Associate Professor, with significant contribution (minimum of 20 publications in total of which at least 50% should originate from original research).

4.11.3 For a more complete listing of clinical, teaching, scholarly, and service requirements see PO F020, PO F021 and PO F022.

4.11.4 Candidates considering promotion should review their activities with their Department Chief or Director, and then submit the following:

4.11.4.1 A Curriculum Vita to the Dean's Office that complies with the requirements outlined in PO F020, PO F021 and PO F022, as applicable.

4.11.4.2 The candidate is required to include the following:

4.11.4.2.1 Supporting documents in evidence of meeting criteria.

4.11.4.2.2 Evidence and details of previous experience of undergraduate and postgraduate university teaching, including postgraduate medical trainees.

4.11.4.2.3 Assessment of teaching by students and trainees, peers, and chair of department, if appropriate

4.11.4.2.4 Documentation of scholarly activities

4.11.4.2.5 Other materials that may support the appointment.

4.11.4.3 The following process shall be followed in the case of all clinical faculty promotions:

4.11.4.3.1 Approval by the Clinical Faculty Appointment Committee

4.11.4.3.2 Approval by the Provost/Dean.

5. Consistency with the Organizational Values, Mission, and Vision

Vision	Together we advance health for humanity
Mission	We serve to impact lives and shape the future of health through the integration of care, learning, discovery and giving
Values	Patient First Respect Excellence Teamwork Integrity Empathy

This policy is aligned and consistent with Dubai Health's Vision, Mission and Values.

6. Roles and Responsibilities

6.1 Clinical academic appointees shall report to the academic unit to which they are appointed.

6.2 Responsibilities within DH include:

6.2.1 Teaching, supervising, and mentoring students, residents, and other trainees at the workplace.

6.2.2 Excellence in clinical service.

6.2.3 Engaging in activities that enhance research and scholarship within MBRU and DH.

6.2.4 Supporting the mission, policies, and activities of MBRU and DH.

6.2.5 Respecting and abiding by the bylaws of MBRU and DH.

6.3 Rights of Clinical Faculty Appointees

Clinical faculty appointees:

- 6.3.1 Can participate in the governance of the educational program at MBRU by having the opportunity to attend the program, departmental, or college meetings as appropriate.
 - 6.3.2 Have the right to apply for and hold internal/external research grants and awards.
 - 6.3.3 Enjoy benefits given to regular academic faculty such as parking, select faculty development opportunities, library and internet access, and attendance at MBRU functions.
 - 6.3.4 Have the right to use their MBRU academic title in their communications including business cards, email, and letterhead.
 - 6.3.5 Serving in a teaching capacity will be subject to students' and trainees' evaluation.
 - 6.3.6 Shall be routinely evaluated and advised by their line manager as part of a yearly job review to ensure the success of the academic contribution of the clinical faculty, and eligibility for promotion if applicable.
- 6.4 Department of Strategy and Institutional Excellence is responsible for organizing the process for updating Guidelines, Forms & policies and procedures at MBRU and monitoring and evaluating their proper implementation.

7. Related Resources

7.1 [PO F023 - Clinical Faculty Application Form](#)

7.2 [PO F020 –Curriculum Vitae](#)

7.3 [PO F021 –Summary of criteria for initial clinical faculty appointment and for promotion in rank in the Dubai Academic Health Corporation](#)

7.4 [PO F022 –Clinical professorial ranks criteria for promotion and advancement](#)

8. Performance Indicator

As required (hyperlinked).

9. References/ Contact

Contacts			
#	Area	Title	Role
1	Appointment of clinical faculty employed by Dubai Academic Health Corporation	Academic Affairs	Provost
2	Promotion of clinical faculty employed by Dubai Academic Health Corporation	Academic Affairs	Provost

10. Search Tags

- Appointment of clinical faculty
- Promotion of clinical faculty

Academic Appointment of Clinical Faculty Employed by DH

DUBAIHEALTH/GL/MBRU-PO/004

V2.0

11. Changes Log

Changes			
#	Date	Title	Article Number/ Description and Justification
1	October 2023	Provost	New
2	May 2025	Clinical Faculty Appointment at DH	• Review of Policy and standardization of practice with current criteria for appointment of assistant professors in the university. • Migrated to new Dubai Health Template

12. Approvals Log

Approvals			
#	Date	Title	Role
1	October 2023	Approved by the Academic Council	
2	May 2025	Approved by the Academic Council	