



# Adjunct Faculty Appointment Policy

# Adjunct Faculty Appointment

Human Resources

|                |           |
|----------------|-----------|
| Policy No.     | HR - P019 |
| Effective Date | Feb 2021  |
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### DIFFUSION

MyMBRU

**N.B** Document shall be reviewed every 3 years or on “as needed” basis.

## 1 Introduction

- 1.1 In Across MBRU adjunct Faculty are often appointed to supplement the full-time Faculty. Adjunct Faculty are qualified health professionals of appropriate distinction, whose primary employment is external to MBRU. Adjunct appointees at MBRU are supported through a range of education, research and professional development programs and services at the University

## 2 Purpose

- 2.1 The Adjunct Faculty Appointment Policy is to guide the process of appointments of all adjunct Faculty members at MBRU in compliance to all existing mandates, accreditation requirements and local legislations.

## 3 Scope

- 3.1 The scope of this Policy extends to all Colleges, Institutes and academic units under MBRU.

## 4 Definitions and Abbreviations

- 4.1 Chair : Chair for Faculty Appointments e.g. Faculty Recruitment and Promotion
- 4.2 College : Any of the MBRU Colleges  
Committee
- 4.3 Financial Year : Covering the period from 1st September – 31st August
- 4.4 HR : Human Resources Department
- 4.5 MBRU : Mohammed Bin Rashid University of Medicine and Health Sciences
- 4.6 NOC : No objection certificate
- 4.7 SIE : Strategy and Institutional Excellence Department

## 5 Responsibilities

5.1 HR is responsible for the administration of the adjunct Faculty appointment policy.

5.2 The Colleges are responsible for the selection, ranking and recommendation of the candidate for the adjunct Faculty appointment.

5.3 The adjunct Faculty member is responsible for the following :

### 5.3.1 Teaching

- Develops and prepares teaching and learning activities in courses, including their goals, learning objectives, content and assessment that align with the educational mission of MBRU.
- Conducts pedagogical and training sessions.
- Participates in the assessment of students to ensure that academic goals have been achieved.
- Provides educational and mentoring support to students to facilitate their achievement of educational goals.
- Guides and supervises students in the acquisition of skills and conduct of scholarly activities.
- Provides on-site clinical supervision where required for the students.

### 5.3.2 Scholarship

- Engages in research activities on themes that align with the research goals of the College and of relevance to the country.
- Publishes quality research outcomes in high impact journals to enhance the international standing of MBRU.

### 5.3.3 Professional Service

- Engages in high quality professional service and contributes to the advancement of the health status of the community.
- Provides clinical services within the medical facility as and when required.

### 5.3.4 Community Service

- Seeks and develops relationship in their area of expertise with suitable external partners to advance health and knowledge and thus raise the profile of the University.
- Provides opportunities for assisting professional colleagues to maintain and enhance their skills by offering continuing professional development in their specialty.

- 5.4 SIE is responsible for organizing the process for updating policies and procedures at MBRU and monitoring and evaluating their proper implementation.

## 6 Procedure/Process

- 6.1 All adjunct Faculty position interests are received by the Dean's Office and communicated to the Chair for further evaluation. The Dean may invite applications from healthcare facilities both within UAE and overseas.
- 6.2 The Chair will respond to all relevant applications by emailing the adjunct Faculty application form and guidelines for adjunct Faculty appointment.
- 6.3 Applicants within UAE should hold a valid UAE Residence permit. All applications should include endorsement of the concerned authority at the affiliated clinical healthcare facilities / alternate healthcare facilities as per the discretion of the Dean.
- 6.4 The list of all candidates is submitted by the Chair's office representative to HR for administrative clearance along with the updated CV, passport copy, NOC and Emirates ID copy (for candidates within UAE).
- 6.5 The list of all candidates is submitted by the Chair's office representative to HR for administrative clearance along with the updated CV, passport copy, NOC and Emirates ID copy (for candidates within UAE. NOC will not be applicable for UAE Nationals applicants, provided their assignment at MBRU complies to any additional rules required by their employer in working outside / after working hours, as applicable.
- 6.6 HR will initiate the administrative clearance procedure and notifies Chair upon receiving the clearance.
- 6.7 The Chair presents the applications to the Faculty Appointment Committee for evaluation and recommendation. The list of the Committee endorsed candidates is submitted by the Chair for the Dean's approval.
- 6.8 The Chair communicates the Dean's approval with the updated information sheet indicating the date of appointment and rank of appointment of the candidates to HR.

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- 6.9 HR will prepare an appointment letter for an initial tenure of 2 years for the Dean's signature. HR will send the signed appointment letter to the successful candidate via email with copy to the Dean and Chair.
- 6.10 Upon receipt of confirmation by the Chair, HR will invite the newly appointed adjunct Faculty for an induction program and a facility orientation tour. MBRU pin is provided by HR on the joining day. Email id shall be provided as per Dean's discretion.
- 6.11 HR will establish contact with the HR Departments at the clinical healthcare facility of the newly appointed adjunct Faculty and commence an annual track of their active employment status by the main sponsor, tenure validity and internal compliance requirements as applicable.
- 6.12 It will be the responsibility of the Chair to coordinate with HR for subsequent appointment amendments, renewals or termination of appointment as adjunct Faculty. Termination of appointment may be as a result of adjunct Faculty resignation or as initiated from the primary employer or MBRU.
- 6.13 In the event of need for termination of the appointment, Chair will inform the Dean for approval and notify HR. HR will accordingly inform the clinical healthcare facility and the adjunct Faculty by email, notifying the reason and end date of the Faculty appointment.
- 6.14 HR will notify the Dean and Chair of the appointment termination date, one month prior to the end date of the appointment.
- 6.15 The process for adjunct Faculty appointment renewals will commence with an application from the interested candidate supported with an attested report of academic activities to the Chair.
- 6.16 Upon receipt of the adjunct Faculty application form for renewals, the Chair will present the application and report of academic activities to the Faculty Appointment Committee for consideration. In eligible cases a new appointment will be issued for 3 years.
- 6.17 The outcome will be communicated to the Dean for approval.
- 6.18 In case the Dean decides not to renew the appointment, a notification will be emailed by HR to the adjunct Faculty and the clinical healthcare facility.

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6.19 HR will communicate the outcome of the application to the concerned adjunct Faculty and send copy to the Dean and Chair.

## 7 Supporting Forms

- 7.1 Adjunct Faculty Application Form
- 7.2 Guidelines for Adjunct Faculty Appointment
- 7.3 Report of Academic Activities

## 8 Related Documentation

- 8.1 None

## 9 References

- 9.1 Commission for Academic Accreditation. Standards for Licensure and Accreditation. Ministry of Education, United Arab Emirates.

## 10 Policy History

| MODIFICATION AND REVISION HISTORY |                                                                                                                          |          |             |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------|-------------|
| REV                               | Description of Change                                                                                                    | Reviewer | Review Date |
| 1                                 | New – (Policy number was previously for Stamp policy that is now under Admin Affairs) – Approved by Operations Committee | HR       | Feb 2021    |
| 1.1                               | Changed dept names/terms as per NEW Org structure                                                                        | SIE      | Dec 2022    |