

Mohammed Bin Rashid University of Medicine and Health Sciences (MBRU)

Guidelines for Adjunct Faculty Appointment

PREAMBLE

Appointment of Adjunct Faculty at Mohammed Bin Rashid University of Medicine and Health Sciences (MBRU) offers clear benefits. It provides the faculty member entry to a broad and diverse academic community with shared values and commitments to education and scholarship. It offers an opportunity to teach gifted students, interact with exceptional peers, and take part in a transformative journey in medical education. It affords access to the resources available at MBRU including faculty development programs and state of the art library facilities. It brings prestige and valued status in the community, which helps in attracting funding.

MBRU welcomes applications for adjunct faculty appointments so that the trainees can learn from the experience and expertise of their future colleagues and at locations where they will be practicing in the future.

1. POLICY

- 1.1. An Adjunct appointment is normally intended for individuals whose primary employment is external to the University.
- 1.2. Appointments will be given to qualified individuals of appropriate distinction, whenever such an affiliation supports the academic and professional endeavors of the University.
- 1.3. Adjunct appointees at MBRU will be supported through a range of education, research and professional development programs and services at the University.

2. RESPONSIBILITIES AND RIGHTS

Adjunct academic appointees shall be primarily responsible to the Dean of the College to which they are appointed or to the Chair of the respective division as designated by the Dean.

- 2.1. Responsibilities may include:
 - 2.1.1. Teaching
 - 2.1.2. Supporting and conducting research
 - 2.1.3. Supervising students and residents at the workplace
 - 2.1.4. Engaging in activities that enhance scholarship within the University
 - 2.1.5. Supporting the mission, policies and activities of the University
 - 2.1.6. Respecting and abiding by the Bylaws of Mohammed Bin Rashid University of Medicine and Health Sciences

2.2. Rights of Adjunct Academic Appointees

Adjunct academic appointees

- 2.2.1. participate in teaching at MBRU. Teaching responsibilities will be assigned according to the faculty's area of expertise and qualifications. Adjunct faculty serving in a teaching capacity will be subject to the same student and peer evaluation process as full time faculty.
- 2.2.2. participate in the governance of the educational program at MBRU by having the opportunity to attend Departmental or College meetings as appropriate but will not have voting privileges.
- 2.2.3. may be members but not chair Departmental, College or University committees. They shall otherwise have full membership privileges (except voting rights) on such committees.
- 2.2.4. have the right to apply for and hold internal / external research grants and awards.
- 2.2.5. enjoy benefits given to regular academic faculty such as parking, select faculty development opportunities, library and Internet access, and invitation to University functions including convocations.
- 2.2.6. have the right to use their MBRU adjunct title in their communications including business cards, email and letterhead.
- 2.2.7. shall be initially appointed for two years and renewable terms (subject to terms and conditions) not exceeding three years in duration. In case of non-renewal, there will be a letter from the HR Department to inform the candidate.

3. RANKS OF APPOINTMENT

- 3.1. Professional experience is normally deemed to begin with accreditation from an appropriate professional body. The candidate should also show strong academic and professional standing. Research experience is necessary for appointment of adjunct associate and full professors. Publications presented must be peer-reviewed original research papers. Abstracts, posters, case-reports, conference proceedings, letters to editor or commentary will add value but will not be considered as full papers.

The adjunct appointment criteria permit the appointment of professionals as per the ranks and guidelines, and the respective minimum requirements in the attached Table. These represent general guidelines.

In rare circumstances, individuals who may not have fully met the criteria listed below may be recommended for an adjunct appointment based on MBRU needs and as justified by the Faculty Appointment Committees and approved by the Dean of the College and Provost of the University.

A. Clinical Academic Ranks

3.1.1. Adjunct Clinical Tutor

- 3.1.1.1. Bachelor's degree in the health profession in which the faculty member is teaching.
- 3.1.1.2. At least three years post-internship experience in the concerned health profession.

3.1.2. Adjunct Clinical Lecturer

- 3.1.2.1. Bachelor of Medicine and Bachelor of Surgery (MBBS, BDS) Degrees, or equivalent and Appointment as Specialist in the area of expertise or Bachelor's degree in the health profession in which the faculty member is teaching.

3.1.3. Adjunct Clinical Assistant Professor

- 3.1.3.1. Board certification or equivalent and appointment as clinical Consultant
Or
- 3.1.3.2. Five years as Specialist with a minimum of 5 peer reviewed original research publications in indexed journals;
- 3.1.3.3. A proven record of teaching undergraduate and postgraduate students

3.1.4. Adjunct Clinical Associate Professor

- 3.1.4.1. Five years' experience as Consultant and 8 peer-reviewed original research publications in indexed journals
Or
- 3.1.4.2. Practicing Consultants who have been in the healthcare service for 10 years or more with clinical excellence and relevant academic experience along with a minimum of 4 peer-reviewed original

research publications in indexed journals.

3.1.4.3. A proven record of teaching undergraduate and postgraduate students

3.1.5. Adjunct Clinical Professor

3.1.5.1. Ten years' experience as Consultant, and a minimum of 20 peer-reviewed original research publications in indexed journals

Or

3.1.5.2. Practicing Consultants who have previously held a position of Full Professor in a recognised academic institution

Or

3.1.5.3. Practicing Consultants who have been in the healthcare services for 20 years or more with clinical excellence and relevant academic experience with a minimum of 10 peer-reviewed original research publications in indexed journals

3.1.5.4. A proven record of teaching undergraduate and postgraduate students

B. Non-Clinical Academic Ranks

3.1.6. Adjunct Lecturer

3.1.6.1. Master level Degree (for Health, Science or Arts), Doctor of Pharmacy (PharmD) without residency training or graduate degree (Master's or equivalent professional degree recognized by the institution, Ministry of Health, and Ministry of Higher Education and Scientific Research) in a relevant specialty

3.1.7. Adjunct Assistant Professor

3.1.7.1. Doctorate level Degree (Health, Science or Arts, Doctor of Pharmacy (PharmD) plus Residency Training & Board Certification for Pharmacists)

Or

3.1.7.2. Five years as Specialist with a minimum of 5 peer reviewed original research publications in indexed journals.

3.1.7.3. A proven record of teaching undergraduate and postgraduate students.

3.1.8. Adjunct Associate Professor

3.1.8.1. Five years' experience- post Doctor of Philosophy (PhD) and 8 peer-reviewed original research publications in indexed journals.

3.1.8.2. A proven record of teaching undergraduate and postgraduate students.

3.1.9. Adjunct Professor

3.1.9.1. Ten years' experience post Doctor of Philosophy (PhD) and a minimum of 20 peer-reviewed original research publications in indexed journals.

Or

3.1.9.2. Applicants who have previously held a position of Full Professor in a recognised academic institution

3.1.9.3. A proven record of teaching undergraduate and postgraduate students

4. PROCESS OF APPOINTMENT

4.1. Initial Appointment of Adjunct Academic Staff

4.1.1. The candidate may apply for the adjunct faculty position via the Dean's Office.

4.1.2. The candidate is required to submit a *Curriculum Vitae* that complies with the requirements outlined in Appendix A or Appendix C as applicable.

4.1.3. The candidate is required to include the following supporting documents in evidence of meeting the aforementioned criteria:

4.1.3.1. Copies of Certificates and Diplomas

4.1.3.2. Evidence and details of previous experience of University teaching.

4.1.3.3. Assessment of Teaching by Chair of Faculty Appointment, if appropriate

4.1.3.4. Other materials that may support the appointment.

4.1.4. The following process shall be followed in the case of all adjunct faculty appointments -

4.1.4.1. Approved by Faculty Appointment Committee

4.1.4.2. Approved by Dean.

4.1.5. Letters of appointments are issued from HRAD.

4.2. Re-Appointment of Adjunct Academic Faculty

4.2.1. A candidate who wishes to be re-appointed at the same rank which he/she presently holds or apply for promotion to a higher rank, shall follow the same process as described above and also include the report of academic activities as evidence of contribution to teaching and evaluation of teaching during the previous appointment. He / she must also have attended faculty development activities and obtained certification in medical education.

4.2.2. There is no limit to the number of times an adjunct appointment can be renewed at a given rank.

5. USE OF TITLES BY ADJUNCT ACADEMIC APPOINTEES

On accepting an appointment, an adjunct academic appointee also undertakes that he/she

- 5.1. shall be obliged to include "Adjunct" as a prefix to the rank in all communications where the appointment is cited.
- 5.2. shall cease using the title after the period of appointment
 - 5.2.1. if there has been no renewal.
 - 5.3.1. in the case of resignation/dismissal from principal employer unless explicit permission is given by the Dean to continue to use the title, e.g. in the case of a transfer from one affiliated hospital to another.

6. WITHDRAWAL OF TITLES FROM ADJUNCT ACADEMIC APPOINTEES

- 6.1. MBRU reserves the right to withdraw the academic title from an adjunct academic appointee if there are sufficient grounds for such an action. Such grounds may include:
 - 6.1.1. An Adjunct Academic Appointee does not fulfill the obligations described above.
 - 6.1.2. An Adjunct Academic Appointee engages in activities detrimental to the image of MBRU.
 - 6.1.3. An Adjunct Academic Appointee ceases to be in an employment in which he/she can continue to contribute to the educational activities of MBRU.
- 6.2. The Dean may stipulate conditions for re-instatement, if it is considered appropriate.

7. APPEAL PROCESS

- 7.1. A candidate who disputes a decision of MBRU on any of the issues relating to adjunct appointment shall have a right of appeal to the Dean of the College in writing.

APPENDIX A: CURRICULUM VITAE

The applicant's curriculum vitae should contain, in addition to the standard entries, the following information:

1. A complete list of degrees and other qualifications held, including the awarding institution and its location, and the date conferred.
2. A complete employment history.
3. A complete description of teaching experience.
4. A complete description of clinical experience, if applicable.
5. Other relevant experience, including administrative and other forms of service.
6. A description of current research activities, if applicable.
7. A complete bibliography of publications if applicable. Bibliographic references should be complete and ideally in the Vancouver style, with all authors listed.
8. A listing of grants including role in grant, amount in relevant currency and percent of total effort dedicated to the specific research activity funded by the grant.

APPENDIX B: SUMMARY INFORMATION ON CRITERIA FOR ADJUNCT FACULTY APPOINTMENT IN COLLEGE OF MEDICINE AND COLLEGE OF DENTAL SCIENCE

SPECIALIST		CONSULTANT		
Clinical Academic Ranks				
Adjunct Clinical Lecturer	Adjunct Clinical Assistant Professor	Adjunct Clinical Assistant Professor	Adjunct Clinical Associate Professor	Adjunct Clinical Professor
On appointment as specialist with MBBS, BDS or equivalent plus postgraduate certification	5 years as specialist with 5 publications*	On appointment as Consultant	5 years as consultant with 8 Publications* Or 10 years experience as consultant with clinical excellence and relevant academic experience with a minimum of 4 Publications*	10 years as consultant with 20 Publications* Or Previous experience as Full Professor in a recognized academic institution Or 20years experience as consultant with clinical excellence and relevant academic experience with a minimum of 10 publications*

Non Clinical Academic Ranks

Adjunct Lecturer	Adjunct Assistant Professor	Adjunct Assistant Professor	Adjunct Associate Professor	Adjunct Professor
Master level Degree (for Health, Science or Arts), PharmD without residency training or graduate degree in a relevant specialty	Doctorate level degree plus Residency training	PhD or equivalent 5 publications*	5 years experience post PhD 8 publications*	10 years experience post PhD 20 publications* Or Previous experience as Full Professor in a recognized academic institution
1. All applications should have the approval of the hospital Medical director, and Chair of Academic Affairs or equivalent officials				
2. The application should be routed through the office of the Chair of corresponding department at the College in MBRU, who will forward it to the Chair of Faculty Appointment committee at MBRU with endorsement and recommendation				

LABORATORY MEDICINE				PHARMACY			
No title for BSc				No title for BSc			
Adjunct Lecturer	Adjunct Assistant Professor	Adjunct Associate Professor	Adjunct Full Professor	Adjunct Lecturer	Adjunct Assistant Professor	Adjunct Associate Professor	Adjunct Full Professor
MSc	PhD	5 years as Assistant Professor 8 Publications*	10 years as Associate Professor 20 Publications*	MSc Pharm D without residency	Pharm D plus residency or Board, PhD	5 years as Assistant Professor 8 Publications*	10 years as Associate Professor 20 Publications*

Please see copy of the Application form for more details on the preparation and submission of applications

* Publications must be peer-reviewed original research papers. Abstracts, posters, case-reports, conference proceedings, letters to editor or commentary will add value but will not be considered as full papers.

APPENDIX C: SUMMARY INFORMATION ON CRITERIA FOR ADJUNCT FACULTY APPOINTMENT IN COLLEGE OF NURSING AND MIDWIFERY

CRITERIA
Adjunct Professor
A professor will have a full-time academic appointment as Associate Professor for at least five years in a recognized higher institution of learning. The appointee must have an academic track record that meets the criteria for promotion from Associate to Full Professor rank at MBRU. Evidence of teaching proficiency and of education managerial experience would be expected. 10 years' experience post PhD with 20 publications* * OR Previous experience as full professor in a recognized academic institution. The academic and clinical qualifications must be recognized by the Ministry of Education in the UAE as well as Dubai Healthcare City Authority.
* Publications must be peer-reviewed original research papers. Abstracts, posters, case-reports, conference proceedings, letters to editor or commentary will add value but will not be considered as full papers.

Adjunct Associate Professor

An Associate Professor will possess the qualifications listed for an Assistant Professor and in addition will normally be holding the position of a full-time Associate Professor or will normally have held a full-time academic appointment as Assistant Professor for at least five years in a recognized academic institution. The academic track record and experience must satisfy the criteria for promotion from Assistant to Associate Professor rank at MBRU.

Evidence of teaching proficiency and of education administration experience is expected.

5 years' experience post PhD with 8 publications*

OR

10 years' experience with clinical excellence or management experience in nursing.

* Publications must be peer-reviewed original research papers. Abstracts, posters, case-reports, conference proceedings, letters to editor or commentary will add value but will not be considered as full papers.

Adjunct Assistant Professor

An Assistant Professor will normally hold a PhD or an advanced higher professional qualification relevant to their field of practice.

Evidence of teaching proficiency and of education administration experience is expected.

OR

10 Years clinical or management experience in nursing

The academic and clinical qualifications must be recognized by the Ministry of Education in the UAE as well as Dubai Healthcare City Authority.

* Publications must be peer-reviewed original research papers. Abstracts, posters, case-reports, conference proceedings, letters to editor or commentary will add value but will not be considered as full papers.

Adjunct Lecturer

Lecturers will normally hold a minimum of a Master's degree and where applicable hold a Specialist status or equivalent.

* Publications must be peer-reviewed original research papers. Abstracts, posters, case-reports, conference proceedings, letters to editor or commentary will add value but will not be considered as full papers.