



**HAMAD BIN KHALIFA UNIVERSITY**

**AC-F-17.V01: FACULTY ADMINISTRATIVE  
APPOINTMENT POLICY**



## AC-F-17.V01: FACULTY ADMINISTRATIVE APPOINTMENT POLICY

Date Endorsed by the Provost: 6 April 2017

Date Endorsed by the President: 20 April 2017

Date Approved by BOT:

Effective Date: 2 May 2021

Last Updated:

### 1. PURPOSE

This policy articulates the guidelines for administrative appointments of faculty and return to faculty appointment at the colleges domain.

### 2. POLICY DESCRIPTION

This policy articulates the guidelines for appointing a faculty member to an administrative position. Such administrator may return to their full-time faculty position upon completing an administrative term.

#### 2.1 DEFINITIONS

- **Acting:** Extra appointment for faculty members toward an approved vacant administrative position (director, managers, specialists, etc.).
- **Administrative Appointment of a Faculty (Academic Administrators):** An appointment with a defined college title that carries administrative responsibilities while adhering to and advising on HBKU policies.
- **Associate Dean / Assistant Dean:** Academic Administrative positions to support the dean in managing and overseeing certain functions and duties within the college. These positions may have specific administrative authorities as per the defined Terms of reference upon appointment.
- **Appointing Official:** The administrator responsible for the administrative appointment of faculty.
- **Department Chairs / Division Heads:** Senior faculty members that manage multiple academic programs under similar disciplines.
- **Program Coordinator:** Faculty member that are appointed to manage and administer an academic program.
- **Faculty:** A class of employment with flexible term in the academic sector for personnel who contribute to teaching and/or research:
  - **Ranked Faculty**
    - **Academic Ranked Faculty:** An academic appointment with professorial title without modifiers (e.g., Assistant Professor, Associate Professor, Professor, Distinguished Professor, Emeritus Professor).

#### 2.2 POLICY STATEMENTS

1. Academic Ranked faculty members may concurrently hold faculty and administrative titles; however, the primary and continuous appointment shall be the faculty appointment.
2. The administrative titles are limited to the following levels:
  - Level 1: Associate Provost;
  - Level 2: Associate Dean;
  - Level 2: Assistant Dean;
  - Level 3: Division Heads/Department Chairs;
  - Level 4: Program Coordinators
3. All administrative appointments within the colleges shall be approved by the respective Dean for all levels and require endorsed by the Provost for levels 1 and 2.
4. All faculty administrative appointees shall be entitled to a monthly administrative stipend at the time of appointment and approved by the Dean and/or Provost, as per the following table:

Level of Appointment	Title	Compensation Rate
Level 1	Associate Provost	15% of basic salary
Level 2	Associate Dean	15% of basic salary
Level 3	Assistant Dean	10% of basic salary
Level 4	Division Heads/Department Chairs	7% of basic salary
Level 5	Program Coordinators	7% of basic salary

5. Associate Provost responsibilities are held by academic ranked faculty in rotation between 3-5 years of serving within the Provost office, during their service they are required not to serve on any administrative roles within their colleges including the internal committees.



6. Each college shall establish the appropriate administrative titles and a “Terms of Reference” for each new position to determine the roles, responsibilities, and authority.
7. Generalized responsibilities associated with the appointed positions are to be available in the HBKU HR Guidelines.
8. An appointee shall be provided a letter by the Dean and shall include:
  - The administrative title, role, responsibility and authority;
  - The administrative stipend;
  - Length of appointment;
  - Negotiated terms upon transitioning back from administrative rank which may include, support for faculty development upon fulfillment of the appointment period. These terms may include any of the following options:
    - 6-12 month sabbatical leave (limited to a minimum of 2 years of administrative services and level 1 & 2);
    - 50-100% Teaching reduction for the following year;
    - Administrative and Services reduction;
    - Internal research grant;
    - Seed fund; or
    - other.
9. The Provost must consult with the College Dean in order to assign faculty member(s) to a university level administrative appointment. The appointment will be made by the Provost in consultation with the President, the appointment will have a fixed period of time and with the appropriate monthly financial compensation within the range of 7-15% of basic salary.
10. The Office of Human Resources will oversee the implementation of the appointment in coordination with the Dean.

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### 3. RESPONSIBILITY/SOURCE/AUTHORITY

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This policy and accompanying procedures were developed by the Office of the Provost in coordination with HBKU HR, reviewed and endorsed by the Provost and the University President and approved by the BOT.

This policy assigns the implementation of this process to the HBKU Provost in collaboration with appropriate committees and deans.

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### 4. COMMUNITY SHOULD KNOW THIS POLICY

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President, Provost, Vice Presidents, Deans, Program Coordinators, Associate/Assistant Dean, Division Heads/Department Chairs, Faculty members, HBKU HR.

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### 5. Updates

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SUMMARY OF CHANGES		
Date	Section	Change

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### 6. ACCOMPANYING PROCEDURE

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