



Policy Owner:	Provost			 <p>جامعة حمد بن خليفة HAMAD BIN KHALIFA UNIVERSITY عضو في مؤسسة قطر Member of Qatar Foundation</p>
Responsible Unit:	Provost Office			
Policy Name:	ACADEMIC FACULTY EMPLOYMENT			
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ACADEMIC FACULTY EMPLOYMENT POLICY

Ver.	Approval Date	Effective Date	Type of Change	Approved by
00	08/05/2017	08/05/2017	Initial Release	Board of Trustees
01	02/05/2021	02/05/2021	Revision	Board of Trustees
02	28/02/2023	28/02/2023	Revision	President

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1. Purpose


This policy defines the different faculty classes and types of appointments, process of search and selection, and responsibilities for faculty employment.

2. Scope

Attracting and retaining talent is at the core of HBKU. To achieve its vision of being a globally recognized research-intensive university, HBKU must have the best staff, students and – most especially – faculty. The hiring and appointment policies are designed to ensure that HBKU achieves this goal across all colleges by rigorously appointing top candidates from an already selective pool of applicants.

3. Terms, Abbreviations, and Definitions,

Term/Abbreviation	Definition
Acting Appointment	The temporary appointment of a faculty member to a temporary vacancy on existing administrative position (e.g., Dean, director, manager, etc.) when the incumbent is absent for a period of up to six months
Faculty Administrative Appointment	An appointment that warrants a set of defined titles that carry administrative responsibilities while adhering to and advising on HBKU policies.
College	A degree awarding academic unit or sub-division within the University that provides higher education or specialized professional training in a specific discipline
College Promotion and Appointment Committee (CPAC)	A college committee consisting of at least three professors appointed by the Dean. HBKU Human Resources (HR) is to be involved in the final stage of the hiring phase to observe and offer advisory support on policies and procedures
Distinguished Professor Committee	A committee appointed by the Provost and consisting of at least five full professors
Endowed	An honorary designation toward an Academic/Research Ranked Faculty member that demonstrates an exceptional accomplishment. The designation is contingent on securing endowment from a donor
External Affiliate	Class of faculty titles in which a faculty member is appointed in an external institution and associated with an HBKU college/program
Faculty	A class of employment with flexible term in the academic sector for personnel who contribute to teaching and/or research
Ranked Faculty	A faculty member appointed in one of the following classes of appointment: Academic Ranked Faculty, Research Ranked Faculty, Adjunct Faculty, Clinical Faculty, Of Practice Faculty, Distinguished Professor, Emerita/Emeritus Faculty, Joint Faculty, and Visiting Faculty.
Academic Ranked Faculty	An academic appointment with professorial title without modifiers (e.g., Assistant Professor, Associate Professor, Professor, Distinguished Professor, Emeritus Professor).
Research Ranked Faculty	A class of appointment with professorial rank for research track faculty whose primary duties are research but contribute to the teaching mission and graduate student supervision (e.g., Research Assistant Professors, Research Associate Professor, or Research Professors).
Adjunct Faculty	A class of faculty that applies to time bounded teaching, research, or other functions as determined by the appointing college (e.g., Adjunct Assistant Professor, Adjunct Associate Professor, Adjunct Professor)
Clinical Faculty	A class of appointment used in conjunction with professional and/or academic duties outside of normal teaching, research and service (e.g., Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor)
Of Practice Faculty	A class of faculty whose primary role is teaching and service based on significant prior professional experience (e.g., Assistant Professor of Practice, Associate Professor of Practice, Professor of Practice)

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Distinguished Professor	The highest honorific title conferred by the University to recognize extraordinary, national, regional, and international scholarly attainment. This is not a separate rank but an honor.
Emerita/Emeritus Faculty	An honorary title conferred on a retired faculty in recognition of distinguished service to the University
Joint Faculty	A class of appointment in which a faculty is appointed to two different units within HBKU
Visiting Faculty	A limited-term (or defined-term) appointment to serve as faculty member of the University (e.g., Visiting Assistant Professor, Visiting Associate Professor, or Visiting Professor). This appointment should not extend for more than 3 years
Non-Ranked Faculty	A faculty member appointed in the Instructors and Lecturers or the Researchers and Scientists classes of appointment. Non ranked faculty are personnel who contribute to teaching and/or research but who are not members of the ranked faculty.
Instructors and Lecturers	A class of employment with flexible terms in the academic sector for personnel who contribute to teaching and/or research but do not have a professorial title (e.g., Instructors, Lecturers, Senior Lecturers, etc.)
Researchers and Scientists	A class of appointment to support the core business of teaching and research, including all employment categories at the level of scientists and engineers. These appointments are required to conduct research as their primary role either at colleges or research institutes (e.g., Scientists, Software Engineers, Lab Managers, Lab Technicians, Senior researchers, Research Assistants, Post-Docs, etc.)
Faculty Recruitment and Appointment Committee	A college committee (if distinct from CPAC) made of at least three faculty members appointed by the Dean depending on the academic position sought. HR is to be involved in the final stage of the hiring phase to offer advisory support on policies and procedures
Hiring Official	The administrator responsible for the recruitment of new faculty. For vacant positions in a college, the Dean (or the Acting/Interim Dean) is the hiring official
Interim Appointment	The temporary appointment of a faculty member to a vacant administrative position, i.e., where there is no regular incumbent
University Appeals and Grievances Committee	A committee of five members at the rank of full professor or equivalent appointed by the Provost, including a representative from the research institutes
University Promotion and Appointment Committee (UPAC)	A committee appointed by the Provost to advise him/her on promotion cases forwarded by colleges


4. Policy

4.1. General Principles

- 4.1.1. The Provost, in consultation with the President, exercises the authority over the Academic Faculty Employment Policy.
- 4.1.2. The Office of Human Resources applies the policy and provides services related to processing the selection, recruitment, and appointment in coordination with the Provost Office.
- 4.1.3. HBKU is an equal opportunity employer and educational institution, it prohibits discrimination toward any applicant, student, employee, visitor or third parties.

4.2. Search and Selection


- 4.2.1. The hiring official ascertains from the appropriate University authority or approved business plans on details of the faculty position to be filled.
- 4.2.2. All vacancies will be posted with appropriate details based on the approved job description and the college's additional requirements. The vacancies shall be posted on the HBKU website and reputable international websites or gateways, along with a minimum of one-month advertisement deadline.
- 4.2.3. The hiring official shall nominate a **Faculty Recruitment and Appointment Committee** composed of at least three ranked faculty members. The Faculty Recruitment and Appointment Committee at the college is the agent to the hiring official to search and attract the best talent.

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- 4.2.4. The Faculty Recruitment and Appointment Committee shall undertake each of the following:
- Create a document describing the relevant position in detail, including the required scholarly qualifications and deadlines, in consultation with the hiring official. Applications must include:
 - Curriculum Vitae
 - Teaching Philosophy
 - Research Statement
 - References
 - Advertise the position in addition to using other appropriate methods of candidate solicitation (in coordination with HR and carried out by HBKU Communications).
 - Secure reliable and detailed information on candidates to ensure that a decision is made on a candidate's merit.
 - Review the application pool based on an evaluation matrix of foundational parameters including teaching, research, and professional services and activities.
 - Shortlist, interview, and recommend candidates to the hiring official. If necessary, the Committee may request that selected candidates visit HBKU campus, facilities, and provide a presentation on relevant research topic.
 - Archive and document the selection process (as detailed in the procedures manual) and ensure information is provided to HR.
- 4.2.5. Upon approval of the appointment, the hiring official should forward a recommendation of appointment to the Provost and if necessary, the University Promotion and Appointments Committee.
- 4.2.6. After a faculty appointment is approved by the Provost, HR shall provide the selected candidate with a detailed offer, including all necessary information as per HR practice, and copy the hiring official on the offer letter. HR shall keep the hiring official apprised of all communications between the candidate and HR.

4.3. Appointment Types

- 4.3.1. The University offers different types of faculty contracts for faculty, including:
- **Definite term contract:**
 - Faculty members are normally recruited on fixed term contract for a specified period, no less than one year and not exceeding three years. The initial appointment of an Assistant Professor is a definite term contract of three (3) years. His/her employment may be renewed once the current contract expires after successful annual evaluations in accordance with HBKU policies.
 - Visiting faculty members are also appointed on a definite term contract. A defined-term faculty member will be employed by HBKU for a specified period to serve documented duties and functions on a short-term or medium-term basis. A definite-term appointed visiting faculty will be a fixed-term contract for up to 9 months. His/her employment may be renewed once the current contract expires.
 - Faculty on sabbatical or unpaid leave from their home institutions may be hired on one- year contract or less and must declare their previous or current employment status.
 - **Indefinite duration contract:**
 - Faculty members can be offered indefinite duration contracts if they are appointed at the Associate Professor or Professor ranks.
 - **Rolling contract:**
 - To attract, retain, and provide stability for high performing faculty members, rolling contracts of three-year durations may be offered on an automatic recurring basis.
 - Rolling contracts may be issued for Associate Professors and Professors after serving at least one year.
 - The decision to offer the rolling contract requires the endorsement of the College Dean or academic administrator serving in that role, evaluation by a special committee appointed by the Provost, evaluation by the Provost, and final approval by the President.
 - The evaluation criteria may include but are not limited to:

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- Nominee's productivity as measured against expectations in the discipline,
 - Growth in the quality and quantity of the scholarly output throughout the nominee's career,
 - Scholarly independence and leadership and excellence potential,
 - The referees' opinions on the originality and impact of the scholarly production,
 - The quality of publication media selected by the nominee,
 - Citations of the nominees work as compared to a typical citation in the discipline,
 - Honors and awards,
 - Quantity of funded research,
 - Quality of teaching,
 - Advising of graduate students and post docs,
 - Contribution to the development of programs and curricula,
 - Excellence in service to the University and the field,
 - Consultancies in the field,
 - Public engagement and outreach.
- The contract is renewable each year based on annual evaluation of the faculty member's performance:
- If satisfactory (meets expectations) or above, the annual review will result in renewal of the multi-year term of the rolling contract.
 - If the annual performance evaluation is below "meets expectations", the contract is deemed not to roll, and the faculty member will have the second year to meet expectations and continue the rolling contract.
 - If a faculty member receives two consecutive annual reviews with rating below "meets expectations" within a rolling contract window, then his/her rolling contract is deemed not to roll and, thereafter, will be notified that his/her appointment will not be renewed. He/she will be required to finish the remainder of the rolling contract or given a six-month notice of non-reappointment at the university, whichever is longer.
 - A faculty member who has lost continuation of a rolling contract is not eligible for a future rolling contract.
 - Discontinued faculty on a rolling contract may appeal the decision of contract discontinuation to the Provost; the Provost decision is final.
 - A faculty member terminated for any cause is entitled to compensation for the remainder of his/her rolling contract, excluding termination due to serious misconduct (refer to AC-F-19.V01: Administrative Leave Pending an Investigation of Allegation Policy and Qatar Labor Law).


4.3.2. All types of contracts are governed by HBKU Policies.

4.3.3. All faculty appointments must be assigned a title and an employee class, the appointment classes fall within two categories and following one of the types listed below:

- **Ranked Faculty:**
 - Academic Ranked Faculty
 - Adjunct (appointed only by college)
 - Research Ranked Faculty
 - Clinical Faculty
 - Of Practice Faculty
 - Joint Faculty
 - Visiting Faculty
- **Non-ranked Faculty:**
 - Instructor, Lecturer, and Senior Lecturer
 - Researchers and Scientists

4.4. Faculty Probation Period

4.4.1. A probationary period of six months is given prior to the terms of all contracts taking effect, except for visiting faculty with less than one-year appointment.

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4.5. Recruiting Faculty on Sabbatical or Unpaid Leave of Absence / Joint Agreements

- 4.5.1. HBKU may employ faculty and/or researchers on definite term contracts to HBKU who are either on sabbatical or unpaid leave from their primary employer or on joint agreements between HBKU and the faculty member's primary institution.
- 4.5.2. HBKU may provide the difference in pay, in case the primary institution is providing partial salary and compensation, this is to ensure no payment duplications.
- 4.5.3. HBKU will provide the full salary and compensation for faculty member on unpaid leave from their primary institution.
- 4.5.4. A declaration must be signed by the candidate declaring their employment status along with a "No-Objection Consent (NOC)" from their current employer.

4.6. Faculty Appointments

• Non-Ranked Faculty

4.6.1. Instructor, Lecturer, and Senior Lecturer

The ranks of Instructor, Lecturer and Senior Lecturer are given to individuals who are dedicated to teaching students in the classroom and/or practical laboratory settings. Candidates for an Instructor position are expected to hold a minimum of a master's degree. Candidates for Lecturer and Senior Lecturer positions are expected to have a Ph.D. degree or equivalent in the field of instruction and to have demonstrated potential for effective teaching, professional development, and dedication to the teaching profession. Non-ranked faculty in these categories are teaching faculty dedicated to teaching and service and are not expected to conduct any research or serve on administrative leadership positions.

4.6.2. Researchers and Scientists

Research and scientist professionals with varying levels of proficiency, whose primary responsibility is to directly plan, conceive, conduct and/or (manage) research in a given discipline/field both at the colleges and research institutes.

• Ranked Faculty

4.6.3. Academic Ranked Faculty

Assistant Professor

The rank of Assistant Professor may be awarded to individuals who have earned a recognized Ph.D. (or equivalent) degree in the field of study. To attain this rank, candidates must show adequate training, advanced knowledge in a particular specialty, and demonstrate the potential and ability to excel in teaching, service, and research.

Associate Professor


The rank of Associate Professor may be awarded to Assistant Professors who meet the qualifications for promotion and have shown evidence of having established a productive career, based on the university criteria and the additional criteria of each college. Individuals holding this rank are expected to have gained recognition nationally and have evidence of a growing reputation internationally for their expertise in a particular specialty and are committed to contributing to the college vision and mission. A faculty member who meets the promotion standards at the time of hire also may be awarded this rank.

Professor

An Associate Professor may be promoted to Professor when he/she demonstrates outstanding expertise and experience, including international recognition through peer organizations or the profession at large and evidence of impact and substantial contributions to his/her field. Professors are expected to bring distinction to the college and university.

4.6.4. Clinical Faculty

Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor. All Clinical faculty must devote 60% or more of their time at HBKU to providing or overseeing the delivery of professional services, and to teaching students, residents, or fellows of the university at the undergraduate, graduate, professional, or postgraduate level. They are expected to integrate the delivery of their professional services with their teaching. While the use of Clinical faculty titles is most easily conceived in the context of Health and Life Sciences, Medical disciplines, or Law, where faculty

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are involved in the delivery of professional services to patients and clients, it could apply more broadly for other faculty who continue to be involved in professional activities aligned with their faculty duties.

4.6.5. **Research Faculty**

Research Assistant Professor, Research Associate Professor, and Research Professor are all titles for faculty who devote 70% or greater of their time at HBKU to research. They are also expected to contribute to teaching and service but at a reduced level. At the option of a college, they may teach as an instructor of record and serve on, or chair, graduate committees.

4.6.6. **Of Practice Faculty**

Assistant Professor of Practice, Associate Professor of Practice and Professor of Practice are faculty titles used for individuals who come to HBKU after significant professional experience in their discipline. Their teaching and student interactions should be notably different than of regular faculty with a focus on teaching professional skills appropriate to the discipline. Faculty time should primarily be devoted to teaching and service duties as clearly outlined in their appointment letter. Although in general these appointments will be full-time HBKU appointments, individuals who continue to work professionally can also be appointed at an appropriate percent appointment, similar to Clinical faculty.

4.6.7. **Joint Faculty**

When a faculty member is hired to perform ongoing responsibilities across two or more units within HBKU or has changed responsibilities across units, a joint appointment is possible. Under a joint appointment, no less than 60% of that appointment must be held in a single unit, with that unit having responsibility for all decisions regarding annual performance review, promotion, and other conditions associated with that position in accordance with the policies of that unit. Individuals holding a joint appointment must meet the qualifications for faculty at the rank in which he or she is appointed. The secondary unit shall provide performance reviews for the faculty member to support the primary unit overall evaluation.

All joint appointments are recommended by Deans of colleges or/and by Executive Directors of research institutes then being reviewed by the University Appointment and Promotion Committee and approved by the HBKU Provost and the VP Research when appropriate. Joint faculty members are integrated into the University's academic scheme, and should be recruited, reviewed, appointed, retained and terminated, as defined for faculty. The performance of a joint faculty should be reviewed by the dean or appropriate supervisor of primary unit annually to ensure that his/her contributions continue to meet the expectations of the unit. Joint faculty members should be included on appropriate correspondence or communications of both units and are eligible to sit on the committees of both units.


Joint or dual appointments where a faculty member holds an appointment at both HBKU and a QF partner university shall be made through an MOU between both institutions. This MOU should include at a minimum the terms of the appointment, space allocation, startup funding if appropriate, teaching, and other work expectations, process for annual review, and the process for promotion review.

4.6.8. **Adjunct Faculty**

Adjunct faculty are individuals in employment outside HBKU, who would add value to the HBKU college in which they are to be appointed because of the contribution they can make from their commercial, industrial, or professional experience and affiliations. The adjunct faculty member must exhibit a set of academically beneficial or extraordinary skills due to their professional standing and affiliations.

Adjunct faculty members are appointed to colleges with approval of the respective Dean after being reviewed by the Faculty Recruitment and Appointment Committee. The adjunct faculty will be offered a definite contract or appointment on non-full-time employee basis by the college. An Adjunct Professor is an expert in a special field appointed to give instruction or co-advise thesis/dissertation research activity of students. These non-full-time appointments may be in the ranks of:

- Adjunct Assistant Professor
- Adjunct Associate Professor
- Adjunct Professor

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Colleges shall notify the Provost and HR on all defined contracts or appointments for adjunct faculty.

Financial compensation is not a requirement for adjunct appointment, although colleges may offer financial compensation if needed under specific internal guidelines and approval of the Provost.

The adjunct staff members must always refer to their position at and relationship with HBKU as Adjunct Professor, Adjunct Associate Professor etc.

She/he must offer substantial contributions to the teaching and/or research objectives of a college. Duties usually include the teaching and advising of students but do not include service on college or university committees.

The rank for which an adjunct member is being considered must be determined by applying the same criteria and evaluated on evidence presented to appropriate committees and Deans as those for faculty appointed within HBKU. Adjunct faculty members are integrated into the University's academic scheme, and should be recruited, reviewed, appointed, retained, and terminated according to HBKU policies. The performance of an adjunct faculty should be reviewed annually to ensure that his/her contributions continue to meet the expectations of the college in which the individual has been appointed. The Dean is responsible for informing an adjunct faculty member about the mission and objectives of the college. Adjunct faculty members should be included on all appropriate correspondence relating to the college. Adjunct faculty members are also eligible to sit on Graduate Advisory Committees and/or Dissertation Committees. Adjunct faculty will have access to college facilities, yet not be offered office space in the college.

4.6.9. Visiting Faculty

A Visiting faculty member has an academic appointment at another institution of higher education and will normally be appointed at HBKU at the same rank as the individual's title at the home institution. A Visiting Faculty appointment may have formal teaching and/or research responsibilities and will make identifiable contributions to the college through research and service. Appointment as Visiting Associate Professor or Visiting Professor will require evidence of professional achievements equivalent to those of faculty of the same ranks. Appointments may also be recommended to cover short-term faculty vacancies, including those caused by retirements, leaves of absence, or temporary faculty administrative assignments. The appointee in such cases may participate in the research mission of the college and typically will contribute to the graduate programs through teaching or related activities.

The Visiting Faculty will be offered a definite contract on non-full-time employee basis for one academic year or less. The visiting faculty will be offered a working place/office as per their academic rank and all supporting services during their employment in HBKU. Visiting faculty are also eligible to sit on Advisory Committees and/or Dissertation Committees.


4.7. Honorific Titles

4.7.1. Distinguished Professor

The honorific title of Distinguished Professor exemplifies HBKU's commitment to academic excellence. The Distinguished Professor is a honorific title conferred by the University to recognize extraordinary, national, regional and international scholarly attainment of an individual's discipline. Awarding of the Distinguished Professor title follows the Distinguished Professor Policy.

4.7.2. Endowed Professor

The University seeks to attract, reward, and retain distinguished faculty, leaders, and scholars of international reputation to occupy an endowed chair or a professorship as one of the highest forms of recognition provided by the University. An endowed chair or professorship is intended to improve an existing program by providing support to attract new faculty members. It can also reward an individual of exceptional accomplishments who is already an HBKU faculty member. In addition to rewarding excellence, an endowed position carries with it the expectation of continuing worthy contributions. Many donors stipulate specific requirements for an endowed chair or professorship. This endowment process must be sufficiently flexible to meet the desires and wishes of the donors while adhering to all University policies.

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4.7.3. Emeritus Professor

Upon retirement, an individual who held the rank of professor or had a long-standing relationship to the University/college may be eligible for the title “Emeritus Professor.” In addition to having served at HBKU for a minimum of six years, the faculty member must have shown excellence in teaching, research, or administration, and offered a service of distinction to the University, the community, and professional discipline. Emeritus faculty resident in Qatar may be afforded office space when possible, administrative support, and access to University services depending on availability.

Appointments as Emeritus Professors will be arranged with the Dean and the Provost, subject to President approval. Faculty receiving University Emeritus titles are recognized during the May Commencement Ceremony.

5. Associated Procedures, Guidelines, and Supporting Documents

AC FA.02.001.01 Rolling Contract Procedure

6. References and Related Policies

NA

7. Source, Responsible Office, Authority

This policy and accompanying procedures were developed by the Office of the Provost in coordination with HR, reviewed and endorsed by the University Policy Officer and the Provost and approved by the University President. Implementation of this policy is assigned to the Provost in collaboration with appropriate committees and College Deans.