



HAMADBINKHALIFA UNIVERSITY

AC-F-01.V02: ACADEMIC FACULTY EMPLOYMENT POLICY



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Date Endorsed by the Provost: 6 April 2017
Date Endorsed by the President: 20 April 2017
Date Approved by BOT: 8 May 2017

Effective Date: 8 May 2017
Last Updated: 2 May 2021

1. PURPOSE

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

2. POLICY DESCRIPTION

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.

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 that warrants a set of defined of college title that carries administrative responsibilities while adhering to and advising on HBKU policies.
- **College:** An educational institution or establishment within HBKU specialized in a specific discipline, in particular it provides higher education or specialized professional education and training and conduct research.
- **Distinguished Professor Committee:** A committee appointed by the Provost and is made of at least five senior 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 whereby a faculty is appointed in an external institution and associated with a 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**
 - **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 serving the research track faculty that their primary role is research with a professorial rank (e.g., Research Assistant Professors, Research Associate Professor, or Research Professors).
 - **Adjunct Faculty:** A class of faculty that applies to time bounded teaching or 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.
 - **Distinguished University Professor:** The highest honorific designation conferred by the University to recognize extraordinary, national, regional and international scholarly attainment of an individual's discipline.
 - **Emerita/Emeritus Faculty:** An honorary title in recognition conferred on a retired faculty for distinguished service to the University.
 - **Joint Faculty:** A class of appointment whereby the faculty is appointed to two different units.
 - **Visiting Faculty:** A class of appointment who is employed on limited period of time. This appointment should not extend for more than 3 years.
 - **Non-Ranked Faculty**
 - **Instructors and Lecturers:** A class of employment with flexible term 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, this category includes 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 made of at least three faculty members appointed by the Dean depending on the academic position sought. 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.
- **Hiring Official:** The administrator responsible for the recruitment of new faculty. For vacant positions in a College, the Dean is the hiring official.
- **University Appeals and Grievances Committee:** A committee of five senior members at the rank of professor appointed by the College Deans, including an HBKU HR representative.
- **University Appointment and Promotion Committee:** A committee appointed by the provost to advise him/her on promotion cases forwarded by colleges.

2.2 POLICY STATEMENTS

1. The Provost in consultation with the President exercises the authority over the Academic Faculty Employment Policy.
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.
3. HBKU is an equal opportunity employer and educational institution, it prohibits discrimination toward any applicant, student, employee, visitor or third parties.

Search and Selection

4. The hiring official ascertains from the appropriate University authority or approved business plans on details of the faculty position to be filled.
5. All vacancies will be posted with appropriate details based on the approved job description and the College's extra requirements. The vacancies shall be posted at the HBKU HR website and reputable International websites or gateways along with a minimum of one-month advertisement deadline.
6. 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 shall act as the agent to search and attract the best talent.
7. Faculty Recruitment and Appointment committee shall:
 - Constitute a document describing the relevant position in detail including the required scholarly qualifications and deadlines of advertisement in consultation of the hiring official at the college; Applications must include:
 - Curriculum Vitae
 - Teaching Philosophy
 - Research Statement
 - References
 - Advertise the position publicly in addition to using other appropriate methods of candidate solicitation (in coordination with HBKU HR and carried out by HBKU Communications);
 - Secure reliable and detailed information on candidates to ensure that decision is made on candidate's merit;
 - Review the applicants pool based on an evaluation matrix of foundational parameters including teaching, research, and professional services and activities;
 - The review and selection process shall start after the search is closed.
 - Shortlist, interview, and select candidates. 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 HBKU HR.
 - Recommend candidates for appointments to the college Dean. The hiring official would



decide on the selection and forward the request to HBKU Provost and if necessary, the University Appointments and Promotion Committee.

8. When faculty appointment is approved by the Provost, HBKU HR shall provide the selected candidate with a detailed offer and maintain communications with the College Dean; the detailed offer will include all the necessary information as per Human Resources.

Appointment Types

9. The University offers different type of contracts for faculty, these include:

- **Definite term contract:**
 - Faculty members are normally recruited on fixed term contract for a specified period of time, no less than one year and not exceeding three years. The initial appointment of an Assistant Professor is on 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 of time to serve documented duties and functions that needs on a short-term or medium-term basis. A definite-term appointed visiting faculty will be on a fixed-term contract for up to 9 months. His/her employment may be renewed once the current contract expires.
 - Faculty on sabbatical 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:**
 - All HBKU faculty appointments are non-tenure track. In order to be able to attract, retain, and provide stability for high performing faculty members, rolling contracts of three-year durations may be offered on an automated recurring basis. A three-year rolling appointment maintain the continuation of employment with a minimum of three (3) years of hire.
 - Three (3) year rolling contracts may be issued for Associate Professors and Professors after serving at least one year. The decision to offer the rolling contract will be made by the College Dean at the time of the annual review and based on the evaluation criteria for rolling contracts determined by a special committee appointed by the Provost. The evaluation criteria may include but are not limited to:
 - Nominee's productivity as measured against expectations in the discipline;
 - Growth in the quality and quantity of the scholarly output during the course of 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 continuing the multi-year term of the rolling contract.
 - In the event of an unsatisfactory (does not meet expectations) annual review, the contract is deemed not to roll, and the faculty will have the second year to meet expectations and continue the rolling contract.
 - If a faculty member receives two consecutive annual reviews with an unsatisfactory rating (does not meet 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 and he/she will be required to finish the remainder of the rolling contract or given a 6-month worked notice of non-reappointment at the university, whichever is longer.
 - Faculty member losing the continuation of a rolling contract is excluded from the eligibility of a future rolling contract.
 - Discontinued faculty on a rolling contract may appeal the decision of contract discontinuation to the Dean to override, in case of a negative decision the faculty may appeal to the Provost, and the Provost decision is final.
 - A faculty who is terminated for any cause is entitled for compensation for the remainder of his/her rolling contract, excluding termination on serious misconduct basis (refer to AC-F-19.V01: Administrative Leave Pending an Investigation of Allegation Policy and Qatar Labor Law).
- 10.** All types of contracts are governed by HBKU Policies on Faculty promotions and terminations as per their specifications and scope.
- 11.** 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 (not defined below, please refer to RS...V01);
 - Clinical Faculty;
 - Emeritus Faculty;
 - Joint Faculty;
 - Distinguished Faculty;
 - Visiting Faculty;
 - Non-ranked Faculty:
 - Instructor, Lecturer, and Senior Lecturer
 - Researchers and Scientists

Faculty Probation Period

- 12.** A probationary period of 6 months is given prior to the terms of all contracts taking effect, except of visiting faculty with less than one-year appointment.

Dual Career

- 13.** A faculty candidate with a spouse who also seeking employment will be provided with the possibility of hiring both individuals if feasible.

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

- 14.** HBKU may employ faculty and/or researchers on definite term contracts to HBKU who are either on sabbatical leave, unpaid leave, from their primary employer or on joint agreements.
- 15.** 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. Also, HBKU will compensate the visiting faculty on sabbatical leave for any extra duties performed.
- 16.** HBKU will provide the full salary and compensation for faculty on unpaid leave from their primary institutions.
- 17.** A declaration document must be signed by the candidates declaring their employment status along with a "No-Objection Consent (NOC)" from their current employer.



Faculty Appointments

Non-Ranked Faculty

18. 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. To be considered for these appointments, 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 PhD degree or equivalent in the field of instruction and to have demonstrated potential for effective teaching, professional development, and dedication to the teaching profession. Faculty at the rank of Instructor, Lecturer and Senior Lecturer are considered to be teaching faculty dedicated to teaching and service and are not expected to conduct any research or serve on administrative leading positions.

19. Researchers and Scientists

Research and scientists 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 colleges and research institutes.

Ranked Faculty

20. Academic Ranked Faculty

Assistant Professor

The rank of Assistant Professor is awarded to individuals who have earned a recognized a Ph.D. 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 continue to meet the qualifications for promotion and have shown evidence of having established a productive career, based on criteria of each college. A faculty who meets these standards at the time of hire also may be awarded this rank. 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.

Professor

An Associate Professor may be promoted to Professor when he/she can demonstrate outstanding expertise and experience, including international recognition through peer organizations or the profession at large and evidence of having impacted the nature of his/her field. Professors are expected to bring distinction to the college.

21. Distinguished University Professor

Conferring the Distinguished University Professor title on a faculty member acknowledges his/her sustained excellence. The honorific title of Distinguished University Professor exemplifies the HBKU's commitment to academic excellence. The following section presents the criteria to confer the title of "Distinguished University Professor" to an HBKU faculty who demonstrated significant impact and sustained excellent performance.

- a. Conferring the title of Distinguished Professor signifies a group of faculty members who demonstrate exceptional leadership in their scholarship as confirmed by national, regional and international reputation. The honorific title is conferred on a selected faculty who exemplify the title and who significantly contribute to the intellectual advancement of HBKU.
- b. Conferring the title is under the jurisdiction of the President and is based on a rigorous review by the Distinguished Professor Committee.
- c. Conferment of the Distinguished Professorship is not a promotion to a higher rank. The conferment procedure is distinct and does not resemble that of the academic rank promotion procedure.

Qualifications

- d. Distinguished University Professors should exemplify eminent scholarship with international reputation in the field. The expectations are well beyond than that of a full professor at HBKU.



- e. The candidate must be a current HBKU faculty that have completed at least five years at the rank of full professor.
- f. Must demonstrate exceptional excellence in teaching and service. Excellence in teaching and service is scaled proportionally to the assignment of responsibilities.
- g. A proven record of achievements demonstrating interest to mentor growth and advancement of their students, colleagues and institution.

Eligibility

- h. The Distinguished Professor Committee shall evaluate all nominations and applications to the Distinguished University Professor title. Upon a rigorous and thorough review of the applicants/nominees' files the committee shall make recommendations to the Provost.
- i. The Provost endorses the nomination and forwards his/her recommendations to the University President. The conferment of the title is under the authority of the President.

Expectations & Benefits

- j. Holders of the title are expected to maintain exceptional performance appropriate for the honorific title.
- k. The recipient of the Distinguished Professorship title is entitled to hold the designation the remainder of his/her active service at HBKU. The title Distinguished Professor Emeritus may be conferred upon retirement.
- l. The honorific title may be used in publications, correspondence, webpages, business cards, and applications for contracts and grants. Other benefits may include:
 - Start-up fund for research projects as planned in the budget planning cycle
 - Rolling contract;
 - Salary top-up of 10% of basic salary

22. Emeritus Professor

When an individual holding the rank of professor retires or had a long-standing relationship to the University/college; he or she may be eligible for consideration for the title "Emeritus Professor." In addition to having served at HBKU for a minimum of six years, faculty must have shown excellence in teaching, research, or administration, produced scholarly publication(s) and research, 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, approved by the President. Faculty receiving University Emeritus titles are recognized during the May Commencement Ceremony.

23. 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. A joint appointment requires that 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 Director of Research Institutes then being reviewed by the University Appointment and Promotion Committee and approved by the HBKU Provost. 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.

24. Adjunct Faculty

Adjunct faculty are people in employment or professional practice outside HBKU, who would add value to the work of the colleges 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 as a result of 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

Colleges shall notify HBKU 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, approval of the College Dean and submitted to HBKU HR for processing.

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 only 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.

25. Visiting Faculty

A Visiting faculty has an academic appointment at another institution of higher education and will normally be appointed at the same rank as the individual's title at the home educational institution. 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.



26. Clinical Faculty

Clinical Assistant Professor, Clinical Associate Professor, Clinical Professor; all Clinical faculty must devote 60% or greater of their time at HBKU to providing or overseeing the delivery of professional services to individual patients or clients, 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 the College of Health and Life Sciences or Medical disciplines, where faculty are involved in the delivery of professional services to patients and clients.

Honorific Titles

27. 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 a faculty member at HBKU. 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.

3. RESPONSIBILITY/SOURCE/AUTHORITY

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 college committees and deans.

3.1 COMMUNITY SHOULD KNOW THIS POLICY

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

4. Updates

SUMMARY OF CHANGES		
Date	Section	Change

5. ACCOMPANYING PROCEDURE

